



Online Course Evaluations
College of Southern Idaho
<https://evaluation.csi.edu>

What?

Online course evaluations for all classes, not just online courses.

Why?

The intent of class evaluations does not change—they are to be used by faculty for reflection and improvement of instruction. The online system will improve the timeliness of reports, consistency, accuracy, and confidentiality. It will also be more environmentally friendly: less paper wasted. Departments will not need less storage space.

How to access it?

- Students – <https://evaluation.csi.edu>
- Instructors – <https://evaluation.csi.edu/instructor>

How to log in?

- Students – students use the same login as they do for the network/e-mail.
- Faculty – faculty use the same login as their network/e-mail login. If you do not have a network/e-mail account, you will not be able to log in. Talk to your department chair who can request that an account be created for you.

Evaluations of regular face-to-face courses consist of:

- **Core, common questions** – these questions came from paper-based evaluations.
- **Department questions** – before evaluations become active, each department has the option to add questions that will show up on every evaluation in the department. Department-wide questions can only be added, edited and deleted by department chairs.
- **Faculty questions** – before evaluations become active (and generally after the department-wide questions have been added), faculty have the option to add questions to their course evaluations. The types of questions that can be added include: Yes/No, scale (Strongly Agree ...



Strongly Disagree), comment. Faculty can edit and remove these questions.

Evaluations of **online courses** are based on the current online course evaluation system (designed by Todd Schwarz and the e-Learning Initiative Committee). If a course is marked as an online course at the Records Office, by default it will automatically pull the online course evaluation, but will give the instructor the option to choose the regular evaluation. Although this option is there, we would strongly recommend using the online evaluation as it covers all aspects, while the regular evaluation does not cover every aspect of an online teaching/learning. Instructors are encouraged to always log in and check their evaluations before they become active.

The process has several important steps:

- Institution ensures that the core, common questions do cover all the information needed and that the questions are formulated in a way that students understand them –Are we asking all the right questions?
- Department chairs make sure that if they need additional information that is not covered in the core evaluation, that they add those questions to the evaluation.
- Faculty preview the evaluations and add any questions they would like in addition to the core and department-wide questions. These questions will be specific to each course. The key is to ask all the information that is needed, yet not to make the evaluation so long that students will not want to fill it out.
- Evaluations become active two weeks prior to the end of the course and are closed the day the course ends.
- Faculty let their students know where, how and when to access and take the online evaluation. This could be done in class (face-to-face courses), in the syllabus, via e-mail, Blackboard announcements, etc. ITC staff can help get the word out to students about how to access the online evaluation system. If students encounter difficulties with login they need to contact RD Van Noy at RVanNoy@csi.edu or 732-6364. Faculty play a crucial role in encouraging students to take the evaluation. If students truly believe that their comments will be used to further improve the course, most students are more than willing to provide feedback. Some faculty already came up with some interesting ideas on how to encourage students to take the evaluation.



For example:

- Giving students class time to walk over to the Library, computer classroom or other location to take the evaluation. Just like with paper and pencil evaluations faculty should not be in the room when students are taking the evaluation.
- Those who bring in (or e-mail a copy of) the thank you page they get after submitting the evaluation get extra credit or some points. ITC staff can help with getting the word out about the new online evaluation system to students (e-mail, Blackboard, Web site, maybe some flyers).
- We can also come up with some ideas for campus-wide prizes for those who complete evaluations.
- During the time the evaluations are open, students can complete the evaluations at their convenience from any computer with Internet access. Computers in the open lab in the Library are available for students who do not have access to computers at home. Students can even use the computers in the SUB or other locations on campus. Students can only see the courses that they are enrolled in, so they cannot take evaluations that they are not supposed to. Students can only evaluate each course once. They must answer every question. Students should only start the evaluation if they have time to finish it. The system is set up to time out in 30 minutes, so if they start to take the evaluation and then go have dinner or take a long phone call, they will be timed out and will have to start again. After the students complete the evaluation, that particular evaluation will disappear from their list, so they will not be able to go back and re-take the evaluation.
- Faculty will be able to see the results one week after the course is over (how many students took the evaluation, averages, percentages, and comments). The system is anonymous and confidential so of course faculty will not know who said what. Data is used to make any improvements/changes necessary.
- Department chairs will be able to see the results of course evaluations for faculty/courses in their departments.

Always remember to log out (this applies to everyone: students, faculty, department chairs).

If you run into any problems or have any questions, please contact RD Van Noy at RVanNoy@CSI.edu, 732-6364