Step by Step Guide for Course Evaluation

Contents

Course Evaluation opt out - Instructor

Approximately four weeks before course evaluations begin, tenured instructors will receive a link to opt out of their courses. Upon clicking the link, instructors will be prompted to log in using their SSO credentials if they aren't already logged in. After logging in, they will be directed to the opt-out page. This page is called the Subject Management page.

Note: Both tenured and non-tenured instructors are opted in by default; however, only tenured instructors will have access to the opt-out feature.

In the subject management page, instructors can view all their courses, each displayed as a separate tile as shown below. To opt out of a course, instructors should follow these steps:

To have a course surveyed, no action is needed—specifically, do not click "I have finished all my tasks, please stop sending me reminders" for any courses you want included in the evaluation.

1. Click the circle with three dots located in the bottom-right corner of the relevant course tile.
2. Select "View Settings."

3. Click on the bottom check box that says, "I have finished all my tasks, please stop sending me reminders".
4. Click on Update.

5. Repeat steps 1 and 2.
6. In the popup window, toggle the button next to the "Opt in to this evaluation?" text. Ensure that it is set to "No" for opt out.
7. Click "Update" to save the changes.

View Response Rate – Instructor

When the course evaluation period begins, instructors will receive an email with a link directing them to the subject management page, where they can monitor student response rates. This is the same link tenured instructors used to opt out of evaluations earlier. However, the opt-out feature will be disabled for all instructors at this stage.

As shown below, the response rate is shown for each of their courses.

Display Course Evaluation QR Code – Instructor

To encourage higher response rates, instructors can allocate class time to display the course evaluation QR code. Students can then scan the code with their mobile devices to access and complete the evaluation.

In order to show the QR code, instructors must open their subject management page, which can be opened by clicking on the link sent to monitor the response rates. Then follow the following steps.

1. Click the circle with three dots located in the bottom-right corner of the relevant course tile.
2. Select "View QR Code"
3. Select "View QR Code" once more and the QR code will appear
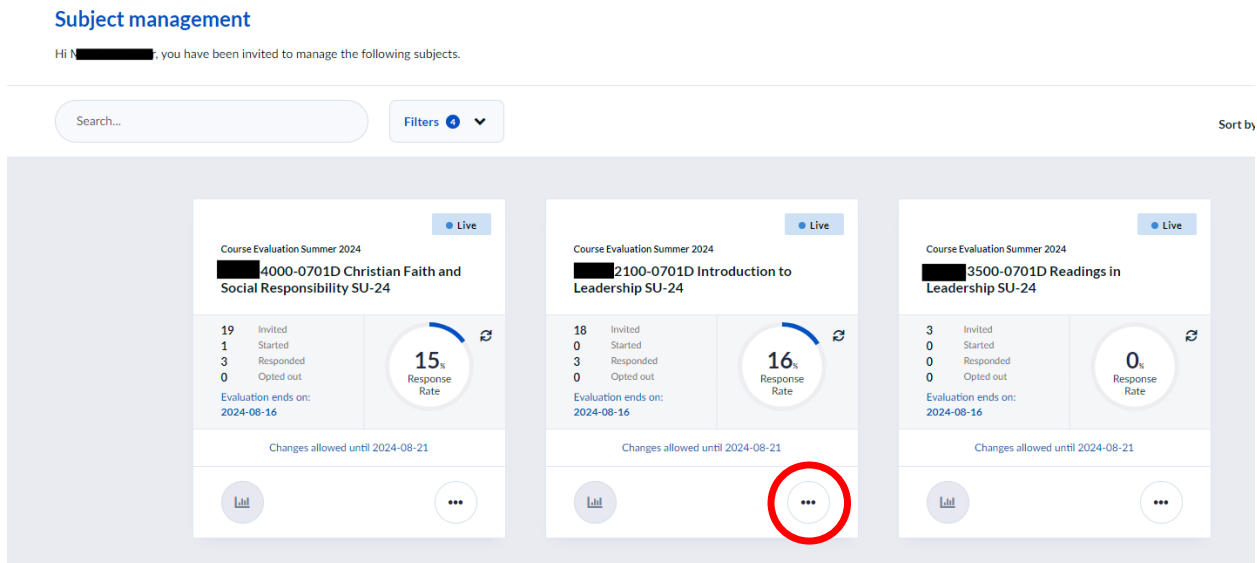
4000-0701D
**Christian Faith and
Social Responsibility
SU-24**

Students

https://go.blueja.io/sGVwqNXiPEO7I-

To access the evaluation, scan this QR code with your
mobile phone.

Access Course Evaluation – Student

Students can access their course evaluations in two ways. The first option is through the LMS, where a designated section will be available if LMS integration has been set up, allowing easy access to evaluations after logging in. The second option is via links included in the invitation and reminder emails, which will direct them to a page displaying all courses with active evaluations.

Students will be welcomed with a customized page Welcome Page, where they can begin the course evaluation by clicking the "Start Now" button.
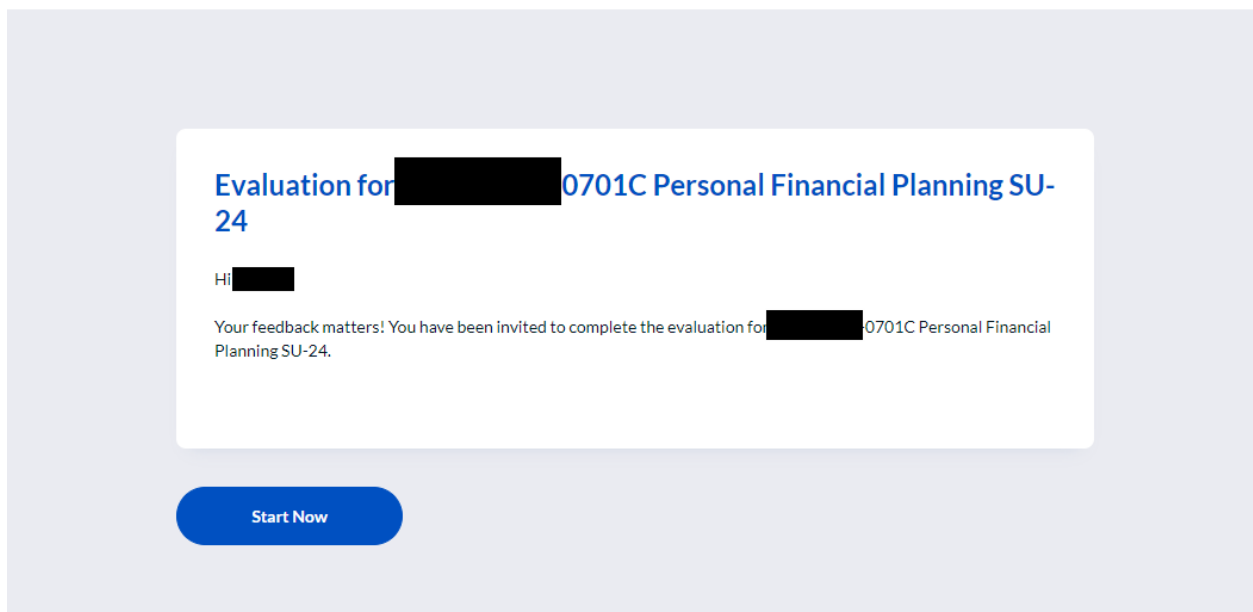
Next, they will be presented with all the course evaluation questions. Once they have completed the evaluation, they must click the submit button at the bottom of the final questionnaire page to record their responses.