How to Manage Online Course Evaluations

**All SLA course evaluations will be online beginning THIS semester, Fall 2015.**

❖ **What will the evaluation forms look like?**

Though the appearance has changed, the content of the course evaluations will not change from the forms previously used by the School of Liberal Arts:
https://iu.box.com/blueOCEstandardEval

❖ **How will faculty and students access the online evaluation forms?**

- All instructors will receive an e-mail message 14 days (7 days for 8-week classes) before the evaluations are made available to students; that will happen two weeks before the end of the semester. This message will provide a link for faculty to go into the evaluation system and add up to three additional quantitative questions (answered on a 5-point scale) and three additional quantitative questions (open-ended, typed answer) of their own. This link will also be provided via Canvas and Oncourse. The responses to these individualized supplementary questions will come to the instructors; they will not be sent to department chairs. Instructors must add their supplemental questions, if any, before the evaluations become available to students on December 1, 2015.

- Two weeks before the end of the term, students will receive an e-mail message providing the link to their course evaluation forms. *Faculty should urge students to check their IUPUI e-mail accounts for this message, or to follow links that will be added to the navigation bars in the Oncourse and Canvas sites for their courses.

- The evaluations will be open for students during a two-week window that ends on the final day of classes per the Registrar’s academic calendar. Faculty should confirm the details for their courses as described in the IU Knowledge Base:
https://kb.iu.edu/d/bfca

❖ **What can faculty do to incentivize students to complete evaluations?**

- Set aside time to complete them in class as you have traditionally done with paper evaluations:

  The online evaluation forms are mobile-friendly, so students can complete them in the classroom on smartphones, tablets, or laptops. You may also reserve a computer lab for your class. As with paper evaluations, faculty must leave the room while students fill out evaluations.

- Incentivize students to complete them on their own time:

  Because the student evaluation forms are entirely anonymous, faculty cannot confirm that individual students have completed their evaluation forms. However, faculty can monitor overall completion rates, so they can award extra points to an entire class (or offer other collective incentives) for timely completion or for percentage of completion: https://kb.iu.edu/d/bfca. Faculty will receive an email when the response monitoring system opens.

❖ How will faculty access evaluations after semester’s end? Go to: https://kb.iu.edu/d/bfca