

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>