



Formal Course Evaluation Forms in Etudes

Overview

Etudes now offers colleges the ability to set up anonymous, confidential **formal course evaluations** in sites to be completed by students by a specific date. Upon closing, the results of the course evaluation forms are delivered via email to the address(es) specified in the evaluation form by the 'evaluator'.

The support of formal course evaluations in Etudes relies on the same "survey" assessment type of AT&S, but offers more specific functionality. Instructors cannot see the results until the institution chooses to share the data during their established process (tenure or other committee, perhaps after final grades are submitted), which may vary from institution to institution and across departments.

Setup & Administration

The ability to set up formal course evaluation forms is only available to staff who is added in sites with the 'evaluator' role. This role can be assigned to individuals in Etudes sites by the Etudes Admin.

This service is FREE to all Etudes client colleges.

How to Use

Initial Setup

1. Request a 'master' project site for setting up upcoming course evaluations. This will be titled something like "FH EVAL FORMS SETUP," "LTCC EVAL FORMS SETUP," etc.
2. Provide Etudes with the name, email address, Etudes userid, and employee id of the individual who will serve as the 'evaluator'. This is the individual who will be responsible for setting up the formal course evaluation forms ("evaluator" role). This is a sys admin function. Not a reviewer.
3. Formal evaluation forms can now be set up by the evaluator in this master site, as follows:
 - a. Create a survey in AT&S, with the questions defined in your formal course evaluation.
 - b. Adjust the title of the survey. (i.e. Formal Course Evaluation for Professor Heyn).
 - c. Set up the open and due dates to specify when it should be available to students.
 - d. Under Email Results in Settings, include the email address of the individual who should receive the student answers when the due date is reached. This happens automatically.

Using the 'duplicate' feature, the evaluator can set up additional formal course evaluation forms for other instructors, and simply modify the title, delivery dates, and email address for results.

On-Going Evaluations

Once a college has been set up for online course evaluation forms (steps 1 and 2 above), they can administer online course evaluation forms in actual Etudes course sites following these steps:

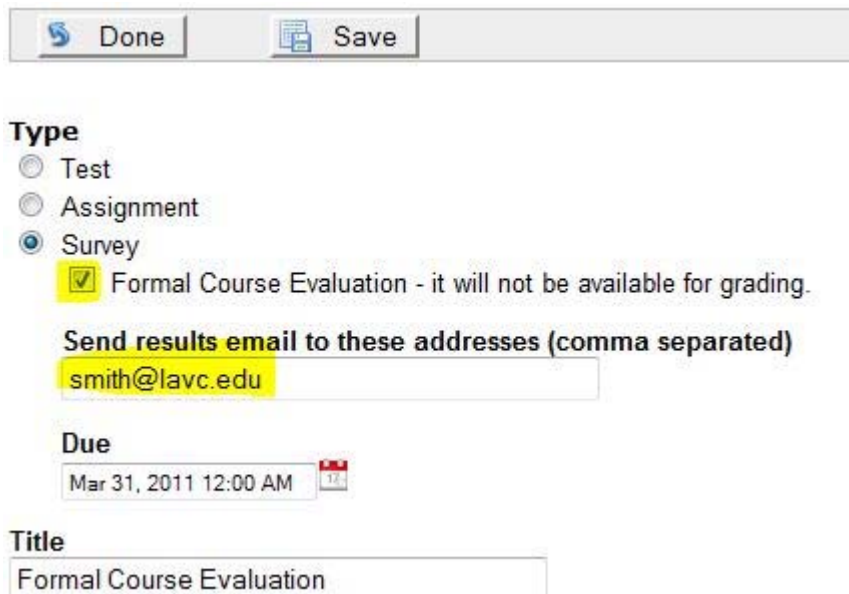
1. DE contact provides the Etudes Admin with the **exact** site titles of the courses to be evaluated. *Providing a sites file with this data is desirable, though not required. If you provide a sites file, include the course title with the evaluator's data, but change "instructor" with "evaluator".*
2. Etudes adds the designated evaluator in the sites to be evaluated and notifies him/her.
3. The evaluator logs into the course, and using "Import" under AT&S >> Assessments, brings in the evaluation from the master site into the course site where it will be completed by students.
 - a. Under the "Survey" button in Edit or settings, "Formal Course Evaluation" is checked.
 - b. The formal evaluation is published, which locks it and makes it visible to students.

That's it!

When the formal course evaluation form closes (due date or accept until date is reached), the results are emailed to the address(es) specified in the settings. The data is anonymous.

Sample Settings

Below is a sample screen shot of the settings of a formal course evaluation form survey:



The screenshot shows a settings interface with a top navigation bar containing "Done" and "Save" buttons. Below this, the "Type" section has three radio button options: "Test", "Assignment", and "Survey" (which is selected). A checked checkbox is next to the text "Formal Course Evaluation - it will not be available for grading." Below this, a text field contains the email address "smith@lavc.edu" under the heading "Send results email to these addresses (comma separated)". The "Due" section shows a date and time picker set to "Mar 31, 2011 12:00 AM". Finally, the "Title" section has a text field containing "Formal Course Evaluation".

Locking after Publication


Once published, formal course evaluation surveys cannot be changed to 'test' or 'assignment', nor have questions added or removed. Tries are locked at "1". Due dates and accept until dates cannot be changed. The email address for the results cannot be changed after publication. Finally, there is no special access in formal course evaluations. All students get the same number of days to complete them.

Confidentiality

- The ability to set up a formal course evaluation forms (a survey type) is not available to instructors. It can only be set up by a staff member who has been given the 'evaluator' role. (*Instructors can set up "informal" course evaluations using the survey feature of AT&S*).
- Neither the instructor nor the person who sets up the form has access to the student responses.
- The course evaluation form is not included under grading in AT&S, nor the gradebook.
- Once a formal course evaluation is published, the email address cannot be changed in settings.
- The evaluator is added to course sites with limited permissions. They can access AT&S only to setup the evaluation. The 'evaluator' role does not have access to any other areas of the instructor's site. When clicking on Announcements, modules, discussions, gradebook, chat, Site Info, Resources, etc., Etudes gives an alert that they don't have permission to view that area.
- When students open the formal course evaluation form, specific wording informs them of the confidentiality of the process and the security of the data in their answers (see screen shot).

 **Begin Survey**

Formal Course Evaluation

 This is a **formal course evaluation**, administered by your college.


- Please be assured that the results are strictly anonymous, secure, and confidential.
- Your instructor cannot access your responses.
- The anonymous results will be emailed to the campus representative responsible for the evaluation.


Thank you for participating in this course evaluation process.

 **Notice:** This is a **flexible order** Survey:

- You have the flexibility to move back and forth using the "Next" and "Prev" buttons and the Table of Contents to change your answers.
- You may mark questions to review them again before finishing; these will be tagged for you in the Table of Contents.
- You may exit at any time by clicking on "Continue later".

Your Survey will be completed only when you click on (and confirm) the "Finish" button. If no late submissions are allowed and the due date passes, the system will auto-finish the Survey for you, with everything that you have completed up to that point.

 **Begin**

 **Cancel**