

Formal Course Evaluations

If you need to administer formal course evaluations, Etudes provides just the right solution for your campus. We provide colleges with the tools to set up formal evaluations and add observers in sites efficiently. The process is anonymous and confidential for students, while protecting the rights of instructors.

Below are the steps for administering formal course evaluations in Etudes.

1. Request a master formal evaluations site.

- To get started with the formal course evaluation functionality of Etudes, contact Etudes to receive a **master “Setup of Evals” site**. This special site has unique permissions that enable a designated “Coordinator” on your campus to set up and distribute formal course evaluations in any of your Etudes course sites. This site has just AT&S enabled, and a Formal Evaluations Manager tool. The Coordinator will **never** visit the instructors’ sites. The setup of evaluations is managed “remotely” from this master site.
- Please provide the employee id, name and email address of the individual who will serve this function.

2. Set up your formal student evaluation in your master site.

- Once your ‘Setup of Evals’ site is established, go to that site, and create your student survey, using AT&S. One evaluation survey can be used for many sites.
- Set the survey as a “Formal Course Evaluation”. You can also choose to have the system notify students when the survey opens. To do so, check the boxes in settings.

Settings

Type

Test

Assignment

Survey

Formal Course Evaluation - it will not be available for grading.

Notify students when survey opens. [View Email Notification](#)

- Scroll down and enter the email addresses of the individuals who should receive the results of the student surveys. The results will be emailed to these recipients when the due date is reached and the survey is closed. If you need to enter more than one email, separate them with a comma.

- You may set the open and due date.
- You may leave the survey unpublished. It will be published in the destination site, automatically, when you distribute it. It's a good idea to leave it unpublished, so that it's not locked and you can make more changes in the future, if you wish.

Automatically Email Results

Send results email to these addresses (comma separated)

sinou@etudes.org, marlene@etudes.org

Note: You will have the ability to adjust open / due dates, change the recipient email addresses, and choose to notify students (or not) during the distribution process.

3. Preview Your Student Survey

Please preview or test drive your student survey in AT&S to make sure your evaluations are ready before you distribute them.

4. Distribute your formal student evaluation to sites.

Once your formal student evaluation is created, you are ready to distribute it to as many sites as needed.

1. Click on "Formal Evaluations on the left menu.

Distribute Formal Evaluations	
Title	Open
 Student Formal Course Evaluation	Oct 01, 2014 08:00 AM

2. In the drop-down menu, select the term and the subject of the courses that you need to setup a formal evaluation in, check the sites, and click on Continue at the bottom.

Distribute Formal Evaluation ✕

Select the course site(s) where you want to distribute "Student Formal Course Evaluation" then click "Continue"

Note: Course sites with formal evaluations are not included.

Term: W14 ▼ Subject: ART ▼ Title:

<input type="checkbox"/> Title	Instructors	Term
<input type="checkbox"/> FH ART 001 30048 SP W14	Pennington, Simon	Winter 2014
<input type="checkbox"/> FH ART 001 30989 EC W14	Consavari, Elizabeth Carroll	Winter 2014
<input type="checkbox"/> FH ART 001 RR W14	Reid, Robbie	Winter 2014
<input type="checkbox"/> FH ART 002B 30331 SP W14	Pennington, Simon	Winter 2014
<input checked="" type="checkbox"/> FH ART 002B 30468 SP W14	Pennington, Simon	Winter 2014
<input type="checkbox"/> FH ART 002C 30988 SP W14	Pennington, Simon	Winter 2014
<input type="checkbox"/> FH ART 002E 30639 RR W14	Reid, Robbie	Winter 2014
<input checked="" type="checkbox"/> FH ART 002F 30818 SP W14	Pennington, Simon	Winter 2014

Note: If you need to set up evaluations in different subjects, you will need to repeat the process for each department.

3. In the next dialog box, verify that the information is correct:
 1. You may customize the title of the survey. It is how it will appear in the course site.
 2. Set all the email addresses of the recipients.
 3. Verify that the open and due dates are correct.
 4. Check if you want students to be notified when the survey opens.

- Add the employee ID for each official observer that will evaluate the instructor (optional). Separate multiple observers with a comma. If your observer does not have an official account in the system, contact Etudes.

Review Distribution ✕

Distribute "Student Formal Course Evaluation" to these course sites:

- FH ART 001 30048 SP W14
- FH ART 001 RR W14

Using the following settings:

Title:

Email:

Open Date:

Due Date:

Notify students when evaluation opens

Official Observers

Enter the college ID number for each official observer you want in the course site(s). Separate multiple observers with a comma. Text in <> will be ignored.

You are done!

The evaluations are now posted in the sites and you can see them on your main list. The green check indicates that the evaluation is published in the site. The icon with a person signifies that the survey is "live". There are student submissions in it.

Established Formal Evaluations

Term: W14 ▾

Site	Observers	Title	Dates	Results
FH ACTG 001A 30074 LD W14 Drake, Lisa		Student Formal Course Evaluation	Oct 01, 2014 08:00 AM Oct 31, 2014 11:59 PM	ggolden@e sent Nov 01
FH ACTG 001A 30088 LD W14 Drake, Lisa	Observer, Vivie	Student Class Evaluation	Oct 01, 2014 08:00 AM Oct 31, 2014 11:59 PM	ggolden@e sent Nov 01
FH ACTG 001A 30089 PP W14 Ponleithner, Paul		Student Course Evaluation (10/29)	Oct 29, 2014 11:46 AM Oct 31, 2014 11:59 PM	sinou@etu ggolden@e sent Nov 01

Students will be notified when the survey opens, if you checked that option.

The results will be sent to the recipients when it closes.

Fixing Mistakes and Making Adjustments

What if you misspelled or forgot an email address, entered the wrong open or due dates, or forgot to add an observer? Click on the Edit icon to the left of the distributed evaluation, make the change, and save your changes.

Removing Observers

At some colleges, observers can be in instructor sites only for a specific time period for the purpose of the formal classroom evaluation. When the window ends, you can remove the observer from the site. Click on the Edit icon to the left of the formal course evaluation, remove the employee id of the individual, and save your changes.

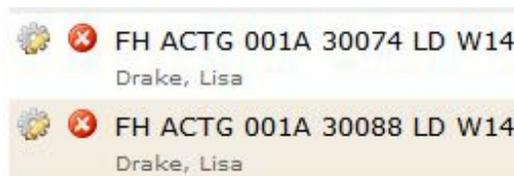


Alternatively, instructors can block an observer from their sites when the evaluation window is over (in Roster).

Retracting a Formal Course Evaluation

What if you distributed a formal course evaluation to the wrong site, or distributed the wrong survey? No problem. Click on the “Delete” icon to the left of the distributed evaluation to remove it from the site.

If the evaluation was not yet taken by any students, it will be removed from the site instantly. If one or more students had taken it, it will be ‘archived’ in the site (it will not get deleted), and will be removed from the active list of assessments. You can distribute a new version of the evaluation to the site. Only one formal evaluation can be published in a site at any time.



About the Observer Role

- The “observer” role is similar to the “guest” role, in that individuals with this role cannot author, manage, grade, take tests, etc. The observer role can access items that are closed, hidden, or not-yet-open, but cannot see drafts or unpublished items. The observer cannot access Activity Meter or the gradebook.
- Observers can only be added to sites by Formal Evaluation Coordinators.
- A site must have a formal course evaluation published in it before you can add observers.
- Observers are listed in the site’s Roster with the “Observer” designation to clearly identify their function in the site.
- Instructors can see if an ‘observer’ has visited their course site in Activity Meter. They can see the date of their first and last visit and the total number of visits.
- When observers are added to a course, they get an email notification, informing them that they were added, and how to go about logging on.

Email With Survey Results

Below is a sample email message with the formal evaluation results that goes out to the recipients. It will include your college’s questions.

[Sample Email with Results](#)

Recipients do **not** get student responses as they are submitted. All the responses are tabulated and are sent in one email when the survey closes.

If for some reason an individual did not get the results, you can click on the email icon by the distributed evaluation to resend them. (See last column, labeled “Results”). You may also add an alternate email address.

Established Formal Evaluations

Term:	Site	Observers	Title	Dates	Results
W14	FH ACTG 001A 30074 LD W14 Drake, Lisa		Student Formal Course Evaluation	Oct 01, 2014 08:00 AM Oct 31, 2014 11:59 PM	✉ ggolden@ sent Nov 01
	FH ACTG 001A 30088 LD W14 Drake, Lisa	Observer, Vivie	Student Class Evaluation	Oct 01, 2014 08:00 AM Oct 31, 2014 11:59 PM	✉ ggolden@ sent Nov 01
	FH ACTG 001A 30089 PP W14 Ponleithner, Paul		Student Course Evaluation (10/29)	Oct 29, 2014 11:46 AM Oct 31, 2014 11:59 PM	✉ sinou@etu ggolden@ sent Nov 01

Email to Students

Here is the text of the email message that will be sent to students:

A formal course evaluation has been posted under Assignments, Tests, and Surveys in your Etudes course.

This is a formal course evaluation, administered by your college. Your feedback is very important to your college, as they strive to offer high-quality courses and programs. Please take a few minutes of your time to complete it.

It opens on Oct 1, 2014 8:00:00 AM and closes on Oct 31, 2014 11:59:00 PM.

- 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.

Other Policies

- When a formal evaluation is distributed to a course site, the instructor receives an email notification from Etudes, informing them that a formal evaluation was added by the formal evaluations coordinator.
- Only “enrolled” students (added to Etudes by your Registrar’s data) can take formal course evaluations. Guests, teaching assistants, observers, and manually-added students cannot take formal course evaluations. This is to ensure that only officially-registered students participate in the formal evaluation process.
- Instructors cannot edit, unpublish, or archive formal course evaluations, nor can they view results. Formal evaluation surveys are grayed out in the instructors’ view of AT&S, and they don’t appear in their grading views.

- Formal course evaluations do not participate in special access and don't have allow until dates. Everyone must take them within the specified window.
- Formal course evaluations are not imported into future courses when instructors run 'import from site'.
- Formal course evaluation surveys can be duplicated by a Formal Evaluations Coordinator (in the Setup of Evals site), for the purpose of creating a different version.