How do I access the electronic course evaluation system?

You can access the electronic system through Canvas. Once you've logged into a course Canvas, you will see a link labeled "Course and Instructor Evaluations" on the left menu bar. This link will take you directly to the EvaluationKIT website where a list of your current courses.

What are the EvaluationKit system requirements?

Evaluation Kit works with Internet Explorer, Firefox, Chrome, and Safari. If you do not currently have one of these browsers, you can download Firefox for free.

How do I access my course evaluations?

There are two ways to access your course evaluations:

1) by clicking on a link in an email

2) by clicking on Course Evaluations from any of your Canvas courses

What are the dates of the fall 2014 online evaluations?

Evaluations open when the course is 75% completed.

How long does it take to complete the survey?

The survey takes about 10 minutes to complete.

I do not have time to complete my evaluation right now. Will my answers be lost if I stop in the middle of the evaluation?

You have the option to "save and complete later." Responses you have given will be saved and can be submitted at a later time.

How can my responses be anonymous if I have to log-in?

A login is required so that the software can determine the courses you need to evaluate. Instructors are NOT provided access to any names of students who have completed the evaluation.

Will evaluation results be available to faculty before grades are posted?

No. Reports will not be available until after final grades are due.

How will I know the online course evaluations are available?

Students will receive notifications via an email invitation sent to their email account listed in Canvas.

How can I tell if I have completed all of my evaluations?

If you have completed all of your evaluations, the link in your course for Online Course and Instructor Evaluation will show that you have no evaluations left to complete once you log in.

Why should I complete my online course evaluations?

Your feedback is vital to identifying strengths and weaknesses of courses, programs, and faculty instruction. Completing your course evaluations allows faculty, department heads, and Deans to learn about your experience in the classroom. It is up to you to make the college learning experience the best it can be.

How are the results of course evaluations used?

Faculty are encouraged to use the results in evaluating their own teaching and planning future courses.   Results of course evaluations may be used in both faculty annual performance reviews and the application for promotion and tenure.

Can I see course evaluation results for courses or instructors I'm considering?

Though we understand that students might find such information helpful, we do not have the capacity to provide results specific to every course and/or instructor at this time. Department chairs do have the ability to look at results over time for individual instructors or courses and can utilize those results, in conjunction with other assessment information, to help improve course and instruction quality.

Can I edit or retract an evaluation I already submitted?

Once you have submitted an evaluation, there is no way for you to change it or take it back because the system automatically disassociates submitted forms from student accounts in order to keep the responses anonymous.

I forgot to fill out the form for a class I took last term. Can I do it now?

The evaluation form for a particular course is only available to students until the last day of the class.

Will my answers on the course evaluation form affect my course grade?

No. All course evaluations are completely anonymous, and your instructor can only view the course evaluation results after the grades due date.

Can I fill out the course evaluation form after grades are released?

No. Just as you don't want your course evaluation answers to affect your grade; your instructor doesn't want your grade to affect your course evaluation answers.

I'm a student and want to change or edit the evaluation I just submitted. Can I cancel or make changes to it?

No. It is not possible to edit survey results once they have been submitted. Your responses are anonymous and as such they cannot be altered in any way.

Do course evaluation answers affect a student's grade?

No. A student's course evaluation answers cannot affect his or her grade. Course evaluation feedback is not distributed to faculty or department heads until all grades are entered into PeopleSoft and are locked.

What happens if a student does not fill out the survey?

Students are not required to submit a course evaluation. It is hoped that all students will complete the evaluation because the results are very helpful to faculty as they look to improve their courses. The results are also helpful to Department Chairs in evaluating the performance of faculty in their department.