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## Topic: Online Course Evaluation

Use the steps in this tutorial to learn how to set up a course evaluation using the Online Course Evaluation tool.

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### Introduction

The questions used in this tool are based on the [Student's Evaluation of Course and Instruction](#) form that is found on the Academic Affairs web site. The standard form contains four open ended and three ranked questions.

1. What did you like MOST about the course?
2. What did you like LEAST about the course?
3. Would you recommend this instructor to your friends?
4. Any additional comments regarding the course or instructor?
5. How would you rate the instructor's overall teaching performance? (Exceptional to VeryPoor)
6. How would you rate the instructor's knowledge of the subject matter? (Exceptional to VeryPoor)
7. How would you rate the instructor's respect and concern for students? (Exceptional to VeryPoor)

You can add more questions to the course evaluation in addition to the seven standard questions provided with the form.

Students log into the evaluation from the MSUM web site using their StarID. Instructions are given in a later section of this tutorial that you can share with your students on how to access your evaluation.

Although the student logs into the evaluation form using their StarID, their answers are completely anonymous. Results are not tied to any individual student. A student can complete the evaluation only once.

Results cannot be viewed until after the grades are due for the current term.

Students can print out the confirmation page at the end to receive credit for completing the evaluation. The confirmation page includes their full name, course title, and the instructor's name.

## Logging into the Online Course Evaluation Form

1. Go to the [Faculty & Staff](#) page on the MSUM web site.
2. **Online Course Evaluation Creation** under "Academic Resources."

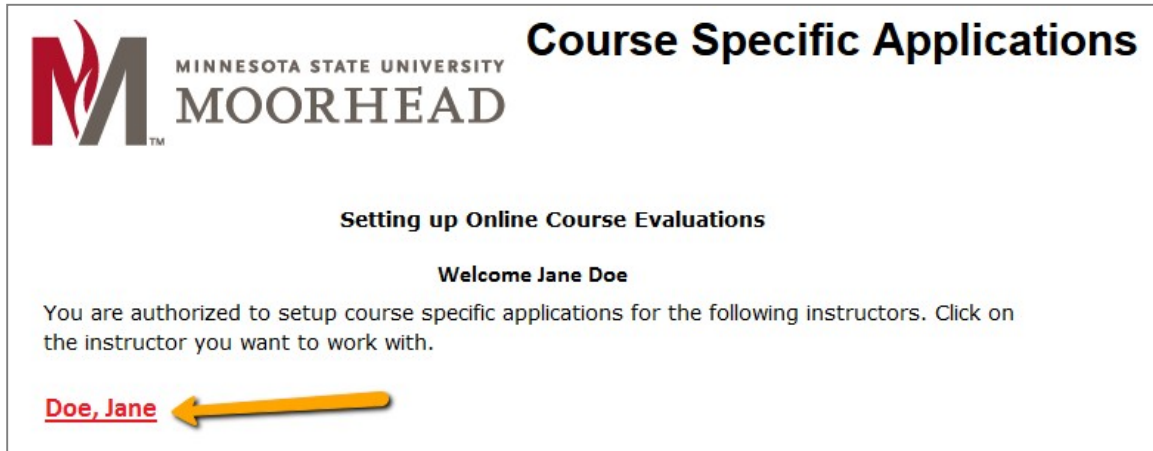


Note: The direct link is [Online Course Evaluation Creation](#).

3. Enter your StarID and password.

A screenshot of the Minnesota State University Moorhead login page. At the top left is the MSUM logo, a stylized "M" with a red flame-like shape. To the right of the logo is the text "MINNESOTA STATE UNIVERSITY MOORHEAD". Below this is the heading "Course Specific Applications Administration Login". There are two input fields: "StarID:" followed by a text box, and "Password:" followed by a text box. Below the password field is a button labeled "Enter".

4. Click on your name on the Welcome page.



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## Course Specific Applications

### Setting up Online Course Evaluations

Welcome Jane Doe

You are authorized to setup course specific applications for the following instructors. Click on the instructor you want to work with.

[Doe, Jane](#)

5. Click **Course Evaluations**.



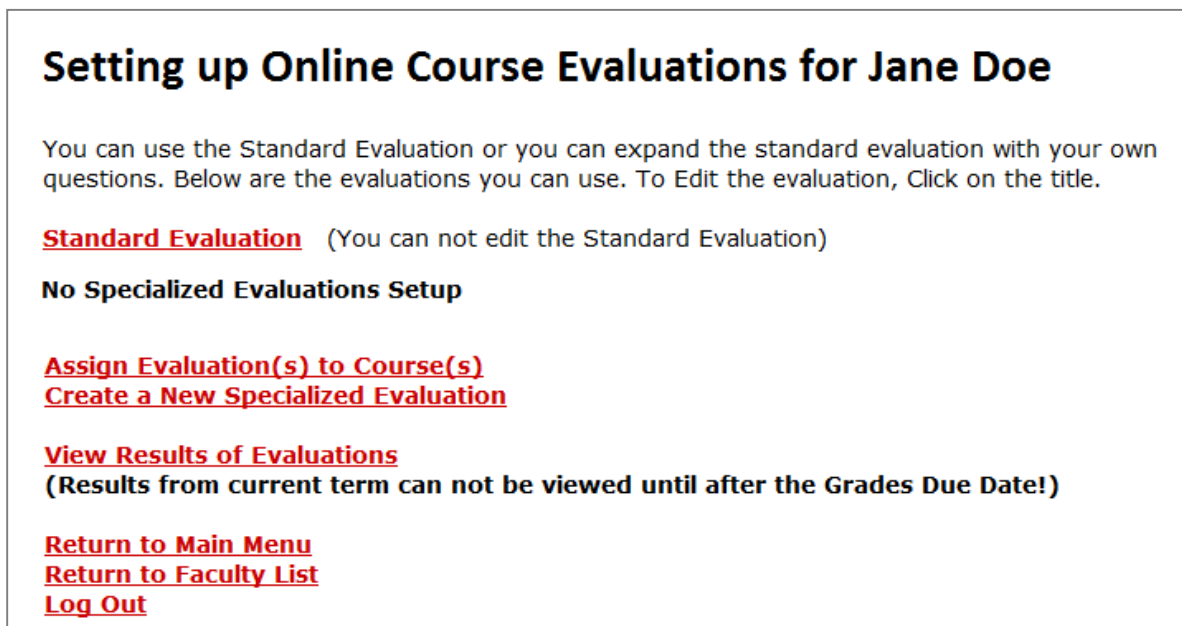
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## Course Specific Applications

Instructor: Jane Doe

[Course Evaluations](#)

The Setting up Online Course Evaluations window appears.



## Setting up Online Course Evaluations for Jane Doe

You can use the Standard Evaluation or you can expand the standard evaluation with your own questions. Below are the evaluations you can use. To Edit the evaluation, Click on the title.

[Standard Evaluation](#) (You can not edit the Standard Evaluation)

**No Specialized Evaluations Setup**

[Assign Evaluation\(s\) to Course\(s\)](#)  
[Create a New Specialized Evaluation](#)

[View Results of Evaluations](#)  
(Results from current term can not be viewed until after the Grades Due Date!)

[Return to Main Menu](#)  
[Return to Faculty List](#)  
[Log Out](#)

## Creating Your Evaluation

You have two options for creating an online course evaluation. Both contain the same four open-ended and three ranked questions from the [Student's Evaluation of Course and Instruction](#) form.

- Standard Evaluation: You **cannot** add questions to the standard form.
- Specialized Evaluation: You **can** add questions to the standard form.

To view the standard questions, click **Standard Evaluation**.

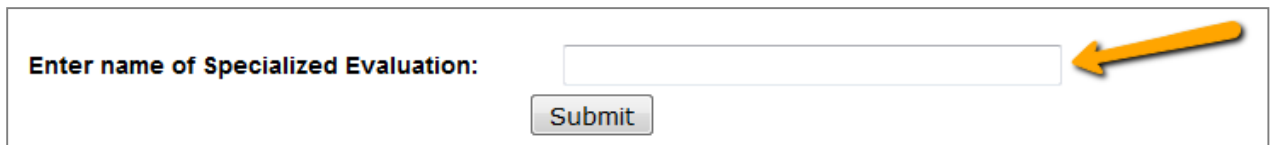
### Creating a Standard Evaluation


If using the Standard Evaluation form, you do not need to set up a special evaluation. You simply need to assign the evaluation to a course.

Go to the instructions under the heading [Assigning the Evaluation to a Course](#).

### Creating a Specialized Evaluation

1. To create an evaluation with additional questions, click **Create a New Specialized Evaluation**.
2. Enter a name for the specialized evaluation (e.g., ENGL 420 Fall 2014).

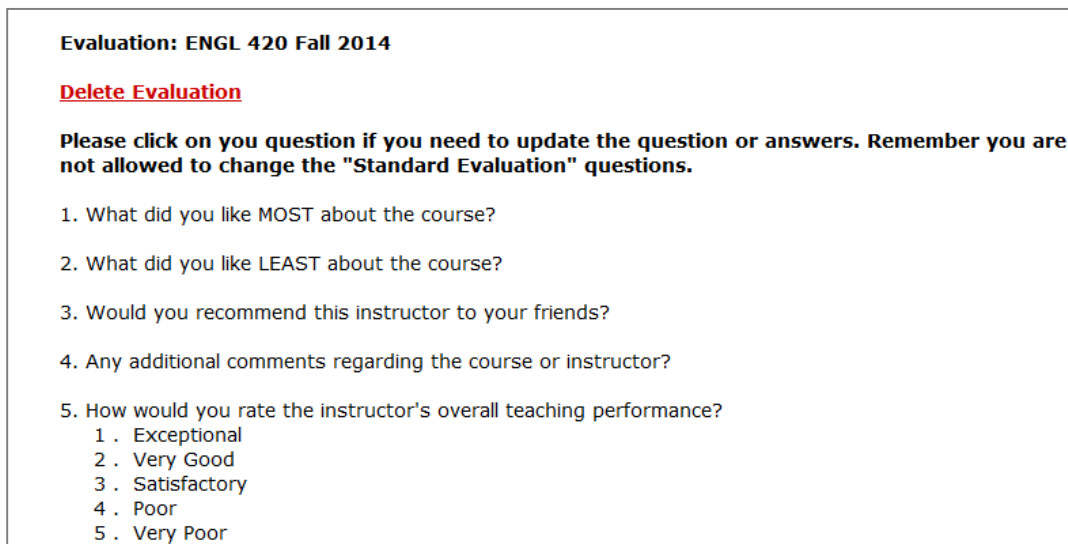


Enter name of Specialized Evaluation:  

Your evaluation will be saved under this name. You can edit the evaluation later as necessary.

3. Click **Submit**.

The seven standard evaluation questions display.



**Evaluation: ENGL 420 Fall 2014**

[Delete Evaluation](#)

**Please click on you question if you need to update the question or answers. Remember you are not allowed to change the "Standard Evaluation" questions.**

1. What did you like MOST about the course?
2. What did you like LEAST about the course?
3. Would you recommend this instructor to your friends?
4. Any additional comments regarding the course or instructor?
5. How would you rate the instructor's overall teaching performance?
  - 1 . Exceptional
  - 2 . Very Good
  - 3 . Satisfactory
  - 4 . Poor
  - 5 . Very Poor

4. Scroll to the bottom and click **Add a Question**.
5. Select the type of question: **Multiple Choice** or **Essay**.

**Evaluation: ENGL 420 Fall 2014**

**What type of question will this be?**

Multiple Choice

Essay

6. Click **Submit**.
7. Enter your question in the fields provided.

Note: If you chose **Multiple Choice**, you are provided a field to enter your question and up to five possible responses (Response 1 – 5).

**Evaluation: ENGL 420 Fall 2014**

**Please type in your question and the responses for each question.  
You may only have maximum number of 5 responses for each question.**

**Please enter in one question:**

**Response 1:**

**Response 2:**

Note: If you chose **Essay**, a field is provided to enter your question.

**Evaluation: ENGL 420 Fall 2014**

**Please type in your question.**

8. Click **Submit** when you have completed entering the question.

9. Repeat to steps 4-8 to add more questions.

Note: To remove a question, click on the question and click **Delete this Question**.

10. Once you have completed entering your questions, click **Return to Evaluation List**.

Your new specialized evaluation will now appear on the screen below the standard evaluation.

11. Go next to [Assigning the Evaluation to a Course](#) to complete your evaluation.

### Assigning the Evaluation to a Course

1. Click **Assign Evaluation(s) to Course(s)**.

A list of your courses will appear.

2. Select the course you want to use for the evaluation.


If you have already created an evaluation for the course, the evaluation name and dates may be listed under the "Evaluation" and "Active Dates" columns.

Below are the courses taught by Jane Doe this semester. If an evaluation has already been set up for the course it will be listed. If there is no evaluation listed next to the course, click on the course to set up the Online Course Evaluation. To change the active dates or which evaluation is assigned to the course, click on the evaluation title.

<u>Course</u>	<u>Evaluation</u>	<u>Active Dates</u>
<a href="#">ENGL 420</a>		

[Evaluations](#)

[Log Out](#)



3. Select the evaluation that you want to use.

4. Enter the Start Date that students can begin taking the evaluation.

5. Enter the End Date when the evaluation will close.

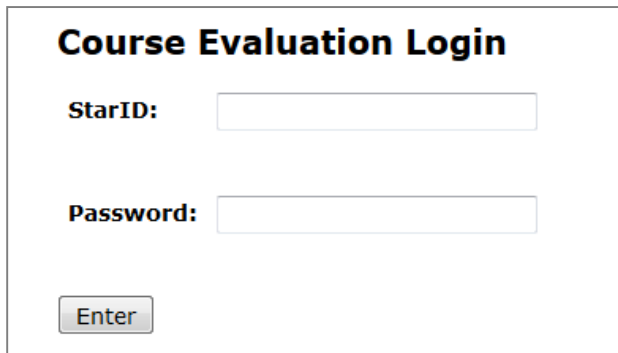
6. Click **Submit**.

The evaluation will be activated once the Start Date arrives. All students enrolled in the course will have access to take the evaluation. To assist your students in accessing the evaluation, refer to [Instructing Students on How to Complete the Evaluation](#).

# Instructing Students on How to Complete the Evaluation

Provide the following instructions to your students for completing the evaluation.

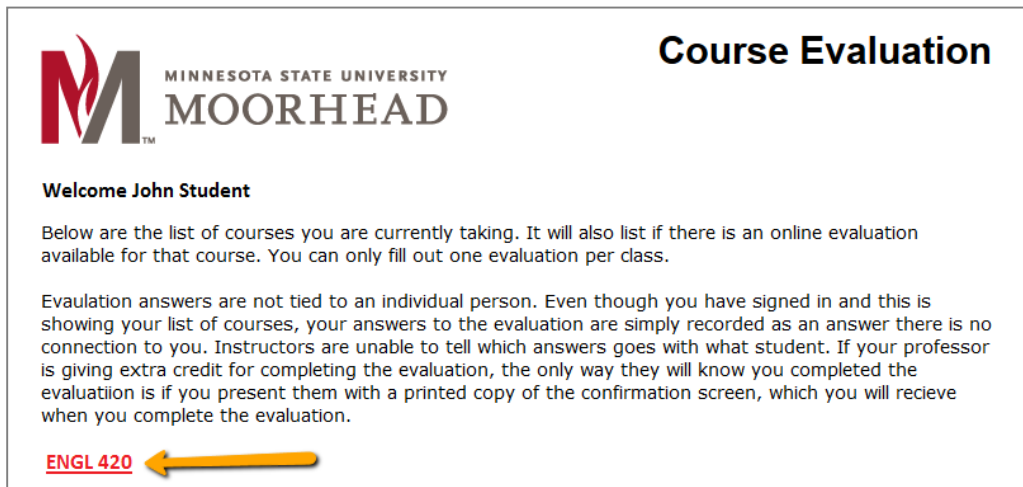
1. From the MSUM home page, click **Current Students**.
1. Under Academic Resources, click [Online Course Evaluations](#).
2. Enter your **StarID** and **password**.



The screenshot shows a login form titled "Course Evaluation Login". It contains two input fields: "StarID:" and "Password:". Below the fields is a button labeled "Enter".

Note: Entering your StarID credentials is used only so you can gain access to the evaluations for your courses. Once you select an evaluation there is no longer a connection to your individual answers. Your privacy is important to us. Be assured that the evaluation is completely anonymous.

3. Click **Enter**.
4. Click on the course to complete an evaluation.



The screenshot shows the "Course Evaluation" page for Minnesota State University Moorhead. It features the university logo and the text "Welcome John Student". Below the welcome message, there is a paragraph explaining that the list of courses is provided and that only one evaluation can be filled out per class. A second paragraph explains that evaluation answers are not tied to an individual person and that a printed copy of the confirmation screen should be kept. At the bottom, the course "ENGL 420" is listed with a yellow arrow pointing to it.

5. Once you have completed the evaluation, click **Submit**.

Notes:

- Not every instructor uses a course evaluation so not all of your courses will be listed.
- You can complete only one evaluation per course.
- You cannot make changes once the evaluation has been submitted.

## Allowing Others to Set Up Evaluations for You

1. Click **Authorize Person** to set up Course Specific Applications for you.

A list will appear of people you have already granted access to create evaluations for you.

2. Click **Add Authorized Person**.

Note: Only current MSUM employees are allowed to setup evaluations.

3. Select the person that you want to grant access.

4. Click **Submit**.

Note: To remove someone's access, click on the person's name and click **Yes**.

## View and Print Results

Remember that evaluations cannot be viewed until after the grades due date for that term.

1. Select **View Results of Evaluations**.
2. Click the course evaluation that you wish to view.

There are different options for printing results. You can also cut and paste the results into another document if desired.

## For More Information

Please contact the Office of Online Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.