Formal Course Evaluation Forms in Etudes

Steps to use Etudes in Student Evaluation of Online Instructor

1. The DEC has updated the Student Evaluation Form in November 2013 to confirm with the AFT Contract rules on student evaluation of instructors. The form is located at http://lamission.edu/de/de-student-eval.pdf

Overview

Etudes offers LAMC, and other 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 email address of the Department Chair who is evaluating the online instructor

The support of formal course evaluations in Etudes relies on the same “survey” assessment type of Assignments, Tests, and Surveys in Etudes, 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.

Set up and Administration

The ability to set up formal course evaluation forms is only available to the DE Coordinator at LAMC who is added in sites with the ‘evaluator’ role. This service is FREE to all Etudes client colleges.

How to Use

Initial Setup

1. The Department Chair emails the DE Coordinator at missiononline@gmail.com and requests that a student evaluation survey be set up for evaluation of an online faculty member. The Department Chair should include in the email request the following: the name of the instructor, the semester for the survey, the name of the course and section number, and the open and close dates of the survey, the email of the Department Chair for forwarding of the survey results, and the email of the instructor.

2. Upon receipt of the email request for a student evaluation survey, the DECO contacts Etudes, which in turn sets up a LAMC Evaluator site and then uploads the instructor site into the
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evaluation site. The DE Coordinator then creates the survey, uploads the standard AFT Student Evaluation Form (see above), and sets the opening and closing dates of the survey.

The DECO then informs both the instructor and the Department Chair that the survey is ready, and set to open and close on the specified dates.

Once the survey is closed, the results of each student is forwarded to the Department Chair.

One suggestion, or recommendation to improve the “return rate” of surveys by students is to use Course Map to "block" students from access to some portion of the instructor course site until after students have completed the Course Evaluation survey – The DECO will train the faculty member and Department Chair on the steps to do this to increase the percentage of students who answer the survey. (see Course Map: Instructor Quick-Start Guide at http://lamission.edu/de/coursemap-guide.pdf)

Another suggestion is to have the instructor provide an email to the students, in advance of the survey, advising the students of the survey, the opening and closing dates, and if course map is “blocked” that students must complete the survey to gain access to the next set of assignments, quizzes, and assessments in the class.

**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 Assignments, Tests, & Surveys in Etudes)
- 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 Assignments, Tests & Surveys 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

If you have any questions about the use of Etudes to administer the Student Evaluation of Online Instructor, please contact the DE Coordinator at 818-415-2015, or email him at missiononline@gmail.com

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