



HHP Online Course Evaluation Procedure

Phase 1 – Department representatives gather online course evaluation requests

The ITC needs the following information at least 3 days ahead of department course evaluation deployment.

- List of courses that will be evaluated online.
- List of instructor(s) for each course.
- Open and closure dates for the department's evaluations.
- Customization needs
 - List of additional questions that any instructor wants to add to his/her course(s).
 - If courses are team-taught, whether there needs to be an evaluation for each instructor.
 - Any exceptions to the open and close dates that an instructor may wish to have and for which course(s).
 - If providing extra credit to students in a course, date the list of students who have or have not completed the evaluation is needed for each course.
 - Any other special needs.

Phase 2 – ITC creates and deploys online course evaluations

- The ITC creates the online course evaluations, deploying them at 8 a.m. of the date of availability and closing them at midnight of the closure date.
- When a department's evaluations are to become available, the ITC sends an email to the department representative explaining how students can access the evaluations. The department representative distributes this email to the faculty.

Phase 3 – ITC pulls data and sends to departments; department representatives distribute to instructors

- The ITC pulls the course evaluation data, computes the department response rate and sends a zip file containing all the course evaluations and the response rate spreadsheet to the department head and the department representative.
- The department representative distributes the evaluation data to instructors.

Suggestions for improving rate of response

- Reminder emails. Contact your ITC to find out how many students have or have not done the evaluation. Send reminders via your Blackboard course.
- Take your students to a computer lab during class time and have them complete the evaluation there. (Reservations can be made here: <https://its.uncg.edu/Labs/Reservations/Request/>).
- If your class is in HHP, reserve the laptop cart for a class period and have your students complete the evaluation using the laptop cart computers.
- Give a small amount of extra credit for completing the evaluation. If you decide to do this, contact your ITC for a list of those who have completed the evaluations before final grades are due.

Online evaluation instructions to be provided to students

“The evaluation for this course will be taken online via Blackboard. It will be available starting (date/time) and close on (date/time).

The evaluation is in a separate Blackboard course. The link for this course is with the links to your other courses. This link will have the same name as your course with Course Evaluation at the beginning of the course title. Just click the link and you should see the link for the evaluation.”

Instructions *in the evaluation* describing anonymity to students

“The evaluation for this course will be done online in a separate Blackboard course. Instructors will not have access to this course evaluation at any time. Further, there is no way for anyone to see your individual responses as Blackboard provides only aggregate data for evaluations.

The Instructional Technology Consultant for HHP will copy the aggregate data and make it available to the faculty member and to the department head *after* grades are submitted.

If you have concerns with the security of this process, please contact Jane Harris at 334-3269, jdharri5@uncg.edu, or stop by HHP 300. She would be glad to demonstrate the process for you and address your concerns.”