Creating Evaluations

HOW DO I LOGIN TO CREATE ONLINE EVALUATIONS?

Log into: https://liu.iasystem.org/admin
Sign in using LIU credentials

NAVIGATE TO CREATE ONLINE EVALUATIONS

Select "Evaluations" from Main Menu.
Select "Online Evaluations" from Dropdown. You are now on the Create Evaluations page.

1. Select Term for which you would like to create evaluations *(defaults to current term)*.
2. Select College *(defaults to 'All' or User's specific college they are scoped to)*.
3. Select Department (*defaults to 'All' of User's specific departments that are scoped to)*.
4. You can further refine your selection down to the course level.

When all selections are made, click "Continue." You are now on the Select Courses page.

1. Select all or some of the courses listed for which you would like to setup evaluations by clicking the checkbox to the left of the course abbreviation.
2. Courses listed in **red** already have evaluations and cannot be selected.

   Note: Courses with Multiple Instructors may have a online evaluation icon displayed, but are not listed in red—this means there is still one or more instructors eligible to be evaluated.

3. If selected courses have the "Multiple Instructors" blue dropdown, either select to evaluate the multiple instructors as a **group** (generates a single evaluation for the course) or select all/some of the instructors to evaluate **individually** (generates separate evaluations for each of the instructors selected).
4. If course is **cross-listed** (joint) with other course(s), you will see all instances listed on separate rows. Once you select one joint course, you will not be able to select the other instances. The evaluation will cover the entire cross-listed (joint) cluster.
5. Course enrollment is displayed.

Once all course selections are finalized, click "Continue" at the bottom of the page. You are now on the Define Evaluation Parameters.

1. Select the evaluation form you wish to use. (Example: A, small lecture/discussion; see Appendix A)
2. All of the open/close and reports available dates will be locked, because the administrators for the university will set those dates.

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3. Select the applicable Course Type for each course. (Example: face-to-face, online; see table at the end of this document)
4. Click "Submit" to create evaluations.

You are now on the <u>View Evaluations</u> page.

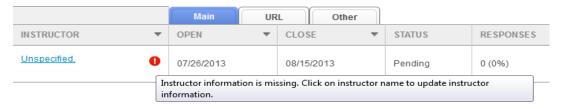## VIEW, EDIT, OR DELETE ONLINE EVALUATIONS

This page displays information about evaluations that have been created. There are three tabs that display information about course evaluation surveys; **Main**, **URL**, and **Other**.

1. **Main**: displays course ID, open/close dates, evaluation status, response rate, and information on when instructors/students were sent email notifications.

2. **URL**: displays the static URL address of the student course evaluation survey that can be copied and pasted for students to access. The URL page also has a "preview" hyperlink of the course evaluation (not for live use) on the far right column.

   Note: There is a single URL for each evaluation. Access to the evaluation is controlled by the students in the class list. If someone not in the class list tries to access the course evaluation, they will be given a message "Sorry, this isn't your survey."

3. **Other**: displays course enrollment, survey ID, evaluation form type and course type.

If there is missing information for the evaluation(s) you created, you will see a **Red Alert** icon. Hovering over the icon will display a message indicating that either instructor or student information is missing. In order to correct the missing information, click on the hyperlink and you will be taken to the <u>Edit Instructors and Students</u> page where you can make any corrections.

	Main	URL	Other		
INSTRUCTOR ▼	**OPEN** ▼	**CLOSE** ▼		**STATUS**	**RESPONSES**
Unspecified, ❗	07/26/2013	08/15/2013		Pending	0 (0%)

Instructor information is missing. Click on instructor name to update instructor information.

The <u>View Evaluations</u> page also allows the user to edit or delete existing evaluations based on evaluation status. There are 3 types of evaluation statuses:

1. **Pending**: an evaluation that has been created, but has not has not yet started
2. **Open**: an evaluation that has started and is in progress

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3. **Closed**: an evaluation that has been completed
   Note: You can edit close date & course type of Open Evaluations until the day they close.

Note: If you need to modify a closed online evaluation, please email eval@liu.edu.

To edit or delete an evaluation, or set of evaluations, click the box(es) next to the evaluation(s) to select; then press either the "Edit" or "Delete" button located on the right side of the table.

If you select "Delete," the Delete Evaluations page will open and you can either "Cancel" or "Confirm" your deletion.
If you select "Edit," the Edit Evaluations page will open and you can modify one or more of the evaluation parameters and click "Submit" to confirm your changes.

COURSE TYPES

TEF collects data on three primary course types.

When setting up a course evaluation, we request that you specify a course type. The following chart displays information about how we define each course type:

COURSE TYPE	DESCRIPTION
Face-to-Face	"Face-to-Face" courses follow the traditional teaching model in which faculty and students meet in-person, generally in a classroom, lab, or studio. Although some course information (such as a course website, syllabus, or reading materials) may be provided online, these resources do not replace weekly course time.
Hybrid	"Hybrid" courses are a combination of traditional face-to-face instruction and online learning activities. These courses are sometimes referred to as "blended." There is a wide variation in the relative proportions of face-to-face and online learning.
Online	"Online" courses are those in which the vast majority of instruction and student participation is mediated by the internet. Students are not physically present in a traditional classroom setting; although they may meet briefly once or twice, this is not a significant part of the learning experience.
Unknown	If you do not know the course type, you may choose "Unknown." When possible, please try to determine the actual course type. This information is important for analysis and research.