**You asked….and the Center for Professional Development/Teaching and Learning Center answered!**

**Here you go: lots of course evaluation options…*in one place*!**

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What about **ONLINE** evaluations?

eLearning Support has provided the attached faculty and course evaluation, which can be added to your D2L shell. Once added to your course, this anonymous survey can be edited as desired. All survey results are confidential and can only be shared by you. Results can be viewed, printed, and exported to Excel.

* To preview the evaluation questions, open the attached Word document.
* If you want to add the evaluation to your course, follow the instructions below, or contact Beth Jensen in eLearning Support for assistance ([beth.jensen@bemidjistate.edu](mailto:beth.jensen@bemidjistate.edu)).

**Add the “Evaluation of Faculty and Course” Survey to your D2L shell**

1. Save the attached .zip file to your computer
2. Enter your course in D2L
3. Click **Course Admin**
4. Click **Import/Export/Copy Components**
5. Click **Import Components** (from a course package)
6. Click **Start**
7. Click **Upload**
8. **Select the .zip file** and click **Open**
9. Click **Import All Components,** then click **View Content**

**Preview the Survey in the Course**

1. Click the **Assessments** menu, then click **Surveys**
2. Click the arrow next to the survey name and click **Preview,** when finished, click **Exit Preview**

**Edit the Survey in the Course**

1. Click the **Assessments** menu, then click **Surveys**
2. Click the arrow next to the survey name and click **Edit**
3. Click the **Add/Edit Questions** button
   1. To **delete a question**, click the box to the left of the question and then click the delete button at the top of the list
   2. To **edit a question**, click on the question text. Make your changes and then click **Save**
   3. When finished, click **Done editing questions**
4. To set **date restrictions** on the survey, click the **Restrictions** tab of the survey. Select your **Start and/or End Dates** and then **Save and Close**.

**Survey Results**

1. For **Viewing**: Click the arrow next to the survey name and click **Statistics**
2. For **Printing:** Click the arrow next to the survey name and click **Reports**
   1. Click **Summary Report**
   2. Click **Generate HTML**
   3. Scroll down to the open-ended questions (16, 17, 30, 31, 32) and click **Expand Responses**
   4. Click the **Print Report** button at the top right of the page
3. For **Exporting**: Click the arrow next to the survey name and click **Reports**
   1. Click **Summary Report**
   2. Click **Generate Excel**
   3. Save the file to your computer

NOTE – the Teaching and Learning Center are going to be working in the spring to make Qualtrix course evaluations easily editable and accessible for faculty and staff to use, so hang tight!

What aboutmore **EXAMPLES** and an **EVALUATION QUESTION BANK**?

Attached are a couple of evaluations that you might want to consider implementing in your courses.  Feel free to modify these to better suit your needs!   Also, additional potential evaluation questions and Rucha Ambikar’s fantastic Powerpoint presentation on unbiased evaluations are included on the CPD website Resources page, found here: <https://www.bemidjistate.edu/offices/professional-development/resources/>

Have you thought about **GROUP** evaluations?

Create a mid-semester evaluation form with only three questions:

* What has been most helpful to your learning in the class so far?
* What has been least helpful to your learning in the class so far?
* What suggestions do you have that would help your learning in the class?
  + Take 15 minutes in a class to conduct the evaluation and give each student their own form.
  + Break the class into small groups and give each group an additional form.
  + Ask students to take five minutes to jot down notes on their individual evaluation form. **Do NOT collect these**.
  + Ask the groups to complete the group evaluation form with this one caveat in mind: **Nothing can be written on the group evaluation form unless it is the consensus of the group!**
  + Collect the group forms and you’re done!

 In a very short amount of time, you get direct feedback from the entire class, fewer evaluations to read through, and outlier comments are removed in the process. This link has more information! <https://teaching.berkeley.edu/news/because-squeaky-wheel-should-not-always-get-grease-different-way-conduct-mid-semester>

Whew!

We hope this is helpful!

Debbie