

2024 End of Course (EoC) Student Evaluations

Information for Instructors

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Course Evaluation System Overview

With the Fall 2024 term, student course evaluations across all colleges will be administered by the Center for Learning Innovation (CLI), using survey software Blue, by [Explorance](#). The Blue system automates the digital delivery of surveys, including distribution and reminder emails; FERPA compliant integration with our LMS systems (Canvas and Coursera) and Banner; and customizable reporting features directly accessible to faculty.

Core Questions and Schedule

End of Course (EoC) Evaluations

EoC evaluations are distributed to Illinois Tech students to review their course(s) and instructor(s) at the end of the term. Evaluations consist primarily of university core questions, applicable across all Illinois Tech colleges, departments, and courses. Supplemental questions may be added by college or program in consultation with CLI as needed to promote student success.

Core Questions

The university's "Core" questions ask all students to evaluate the instructor and course against a standard set of questions reviewed by the University Faculty Council (UFC). The resulting evaluation data will be rolled up, reported, effectively analyzed, and result into potentially actionable items across all university levels.

The scale for non-narrative response options in the EoC evaluations are Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree. Courses with more than one instructor repeat the instructor questions for each instructor.

Evaluation of the Course:

1. The class meetings began and ended on time.
2. I could hear/read the lecture material clearly.
3. Assignments, quizzes, and exams reflected the material covered in the course.
4. The learning environment was engaging (e.g., encouraged class participation and/or active learning or related course material to "real world" situations).

5. Please use this space to elaborate on any of the above questions about the course. (Open-ended question)

Evaluation of the Instructor/s:

1. The instructor was well prepared.
2. The instructor welcomed questions.
3. The instructor provided meaningful answers
4. The instructor held regular office hours.
5. The instructor clearly communicated their office hours.
6. The instructor always behaved respectfully toward students, regardless of their appearance or special needs.
7. Please use this space to elaborate on any of the above questions about your instructor. (Open-ended question)

EoC Evaluation Timeline

- Generally speaking, EoC evaluations **open** for students 77 days after the semester start date. Due to varying term lengths, the academic calendar's start of semester date is used to calculate open / closing dates of the evaluations. This first semester, Fall 2024, EoC evaluations are scheduled to open the week of November 4.
- EoC evaluations **close** dates are determined by college or program in consultation with CLI. Like start dates above, evaluation close dates are calculated from the term start date. For regular university semester classes, EoC evaluations typically close the day before finals week starts. Once closed, course evaluations may not be re-opened. Specific course evaluation closing dates can always be found in course evaluation status dashboards for instructors.
- EoC Evaluation **results** are released upon submission of final grades to the Registrar, generally one week after the end of the semester.

Accessing Course Evaluation Data

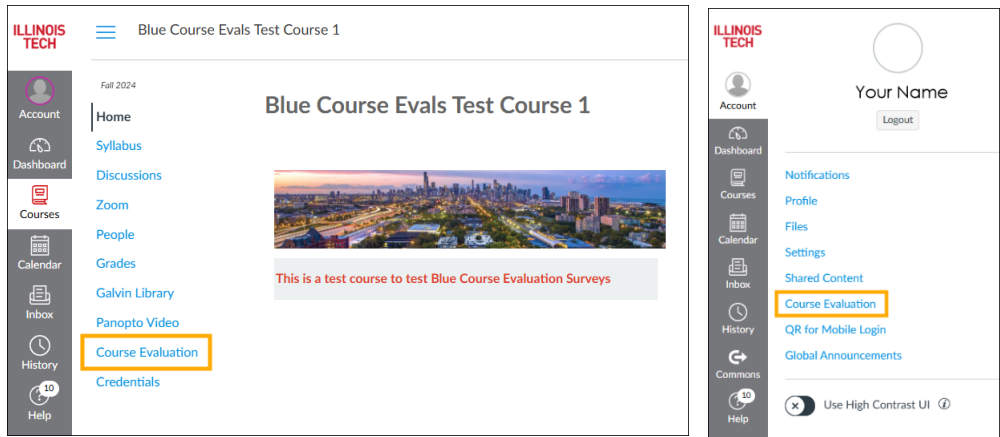
Both students and instructors access survey information in Blue, via a direct email link or a course evaluation link in the learning management system (LMS). Student dashboards indicate all course evaluations assigned to them with their respective closing dates and links to open evaluations. Instructors have a dashboard for each course. Instructors' dashboards indicate overall evaluation response rates for any open evaluations, options to send reminder emails, and reporting dashboards for evaluation periods that have closed.

Faculty and students can access Blue in the following ways:

1. Through Canvas

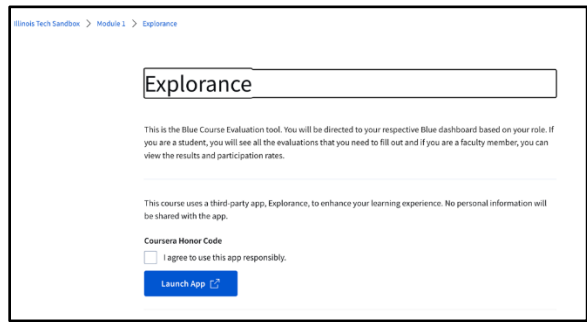
- a. From the **Course Evaluation link** in a course's lefthand menu within any course. NOTE: the link takes a user to a personal status page in Blue which lists all courses available, if any are open. If a user has no open evaluations (a student) or nothing to review (an instructor), users will see a standard message, "You have no open Course Evaluations at this time."

- b. From the **Profile** page; see note above, the view is the same as that from the Course Evaluation link in the course.
- c. Screenshots



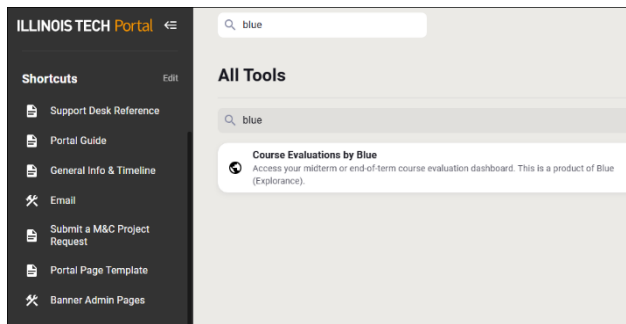
2. Through Coursera (as applicable)

- a. From the Blue Explorance Course evaluation module in each course.
- b. Screenshot



3. Through the Portal

- a. Search for “Blue (Explorance)” or locate under Tools in the Illinois Tech Portal
- b. Screenshot



4. Through Email

- a. Instructors and students will receive an email at the start of all evaluation periods, along with two automated reminder emails. All emails contain a direct link to an individual’s dashboard in the Blue system.

Viewing Your Data

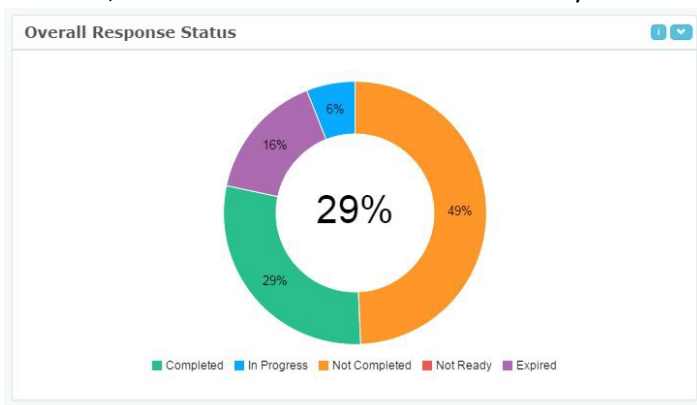
Data Visibility

All evaluation data and reports are hosted in the Blue Dashboard. Per UFC guidelines, EoC narrative data is shared only with instructors, not with departments. Non-narrative data is shared with departments. Visibility to data follows faculty reporting hierarchies, as indicated in the chart below.

| | Individual faculty | Department chairs (where relevant) | Deans (SSB, ID, and Arch) | Provost |
|-----|---|---|---|--|
| EoC | Access to all individual results (no access to others' individual data) | Access to all results for the faculty in their colleges (dashboard with trends/summaries with ability drill down to all details and comments) | Access to all results for the faculty in their colleges (dashboard with trends/summaries with ability drill down to all details and comments) | Will receive report / have access to all data in all colleges including open-ended comments |

Evaluation Response Rates

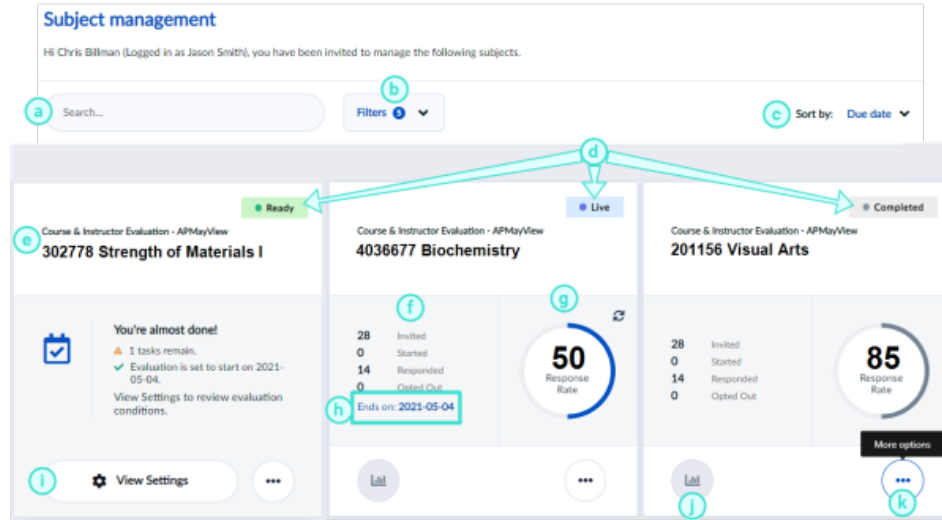
Faculty can see their individual course response rates while their surveys are open. CLI encourages instructors to regularly review their response rates, so that faculty can remind classes with low response rates to complete their surveys. Instructors have the ability to send system reminders to students who have not completed their evaluations. Note that instructors see a class roster of all students invited to participate. Instructors do not see which students completed the evaluations. Only percentages are available, and instructors will not know *who* they are reminding, or who has completed any survey.



Dashboard Navigation

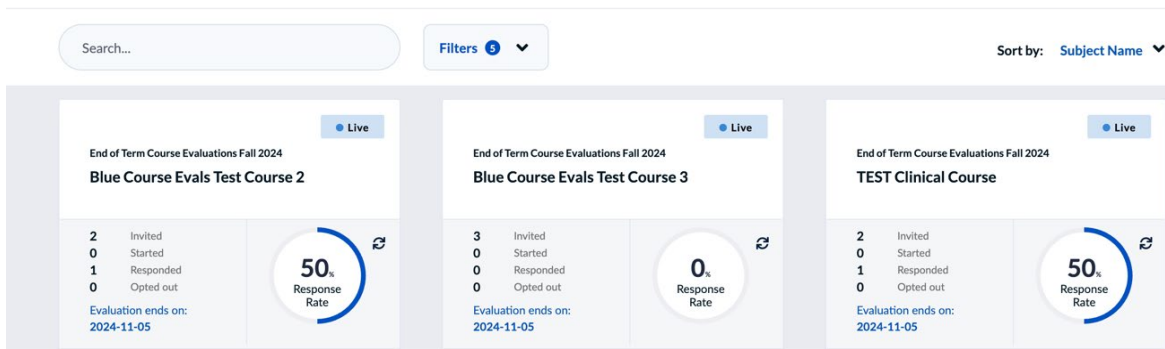
On your Blue dashboard/Subject Management page, you will see response rates across all of your courses. From this page, you will be able to:

- **View response rates** - View real-time response rates to your live evaluation(s). **View or manage evaluation settings** - View or adjust settings to your evaluation(s).
- **View reports** - View individual or aggregate reports by course.

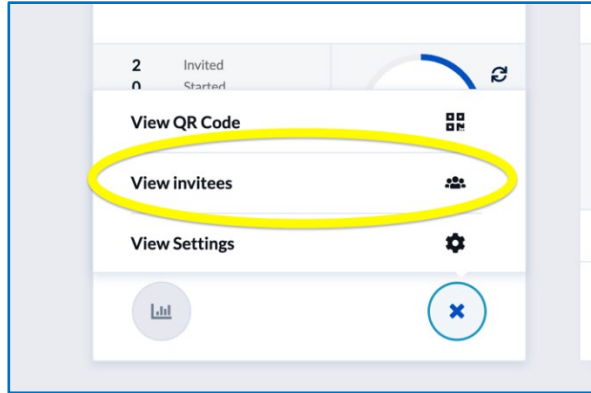
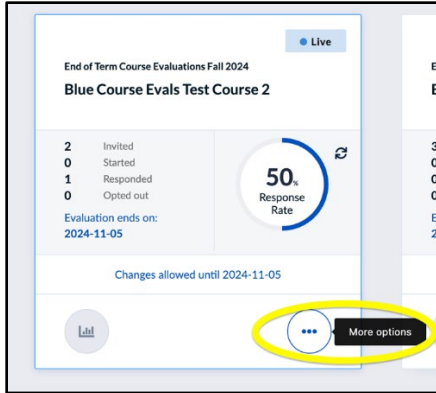


- a. **Search bar** - Allows you to do a keyword search to locate specific evaluations.
- b. **Filters** - Allows you to filter evaluations displayed according to their status.
Note By default, evaluations with a status of **Opted Out** or **Expired** will not display unless the filter for these statuses is enabled.
- c. **Sort by** - Allows you to sort your list by due date or course name.
- d. **Status** - Indicates the evaluation status.
- e. **Evaluation** - Displays the evaluation and project name.
- f. **Participant details** - Indicates the number of participants who were invited, started, responded, and opted out of the evaluation.
- g. **Response rate** - Displays the number of responses the evaluation has received.
- h. **End date** - Displays the deadline for students to complete the evaluation.
- i. **View Settings** - View settings to your evaluation. If your Blue administrator has allowed you to adjust your evaluation settings, then you may see **Manage Settings** instead.
- j. **Reports** - Allows you to view reports.

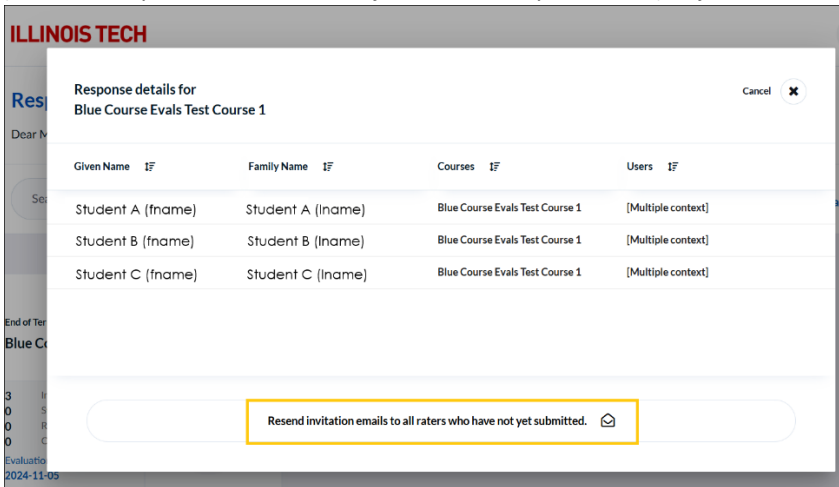
Response Rates



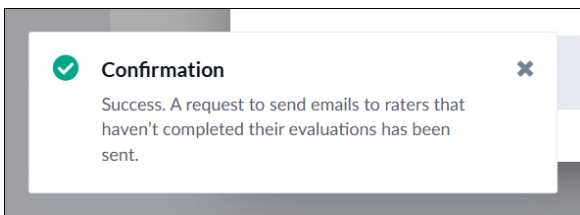
For courses with low response rates, you can send additional reminders within Blue. Click on the ellipsis in the bottom right of a course box, and you'll see an option to send reminder emails.



(Note: the list you see will include all of the students in your course (not just the ones who have not completed their evaluations).



You should receive a confirmation email like below after you click that link.



Reporting

EoC reports will typically be available to instructors through their course dashboards after final grades have been submitted. The Center for Learning Innovation will create a separate faculty guide specific to the Blue dashboard reporting features.

Questions

CLI will host faculty workshops on course evaluations and reporting. As dates become available, they will be posted in the CLI's Calendar of Events. In the meantime, for questions about Blue by Explorance and the course evaluation process, contact supportdesk@iit.edu and it will be routed to the CLI Course Evaluation Team.