

CoursEval FAQs

August 7, 2009

CLU Faculty

1. What's the online note and link I can put in my syllabus to direct students to the online Course Evaluation forms?

Please note that all course evaluations are now conducted online. Your feedback is important to us. You will receive an email message reminding you when the website is open for your feedback. The link is: <http://courseval.callutheran.edu>

2. Are students who have dropped a course still invited to complete an online evaluation?

Only active students are pulled and entered into CoursEval. The timing of placing student names into CoursEval occurs after the course drop date.

3. Are the student responses anonymous?

Yes, there is no student identifier attached to the evaluation reports.

4. What are the three extra questions at the end of the evaluation for Summer 2008, Fall 2008, and Winter 2009?

The last three questions were added for the purpose of evaluating the new online process and how it can be improved. The three additional questions students were asked to comment on are:

- 1) Email instructions you received (length, content)
- 2) Ease of use (format, layout)
- 3) Advice for implementation

5. Can students receive their grades before completing the online course evaluations?

No, the survey will close before grades are due to the Registrar's Office.

6. When can I see my results?

Instructors will be able to see their evaluation reports two weeks after grades are due to the Registrar's Office.

7. What is the procedure for co-taught courses?

The students will be provided with independent evaluations for each instructor.

8. Are all courses evaluated?

At this time courses that are not evaluated include:

- Courses with less than five students
- Student teaching courses
- COMM Internship
- ECON labs
- Study abroad

9. How can I book a computer lab for my class to complete their online evaluations?

You can book a computer lab by filling out a computer lab request form on the Media Services website:

http://www.callutheran.edu/iss/technology_services/Media_Services/Forms/ComputerLabRequest.php