



opening doors
through technology
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Course Evaluation for CECs: In-Class (Paper) Course
Evaluations:

Before Course Evaluations

1. Create a Course Evaluation:

In order to create a course evaluation, a Course Evaluation Coordinator (CEC) can copy or edit an existing *survey* or *template*. The difference between a template and a survey is that a survey must be used for only one evaluation, whereas a template can be used for multiple evaluations – templates contain placeholder spaces for information like the professor's name, the course ID and other unique features which are pulled from the spreadsheet you will create in the next step.

Placeholders can be identified by the presence of square brackets around a generic term – [InstructID], [CourseID], etc.

To copy and edit a survey or template, log in to the CEVAL website [<https://courseeval.uoguelph.ca/>] and click the **Manage Surveys** link from the menu bar along the top of the page.

Copy and Edit an Existing Survey:

1. Click on **Manage Surveys**, then click on Copy an Existing Survey. A list of surveys available to copy will appear. (If a list of surveys does not appear, contact 58888help@uoguelph.ca to have surveys created for you.)
2. To copy a survey, enter in number of copies you wish to generate and then click on the survey name button.
3. The survey has been copied and is ready to be edited.

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Copy Survey

Enter the number of copies for the survey you wish to clone and then click on the survey name.
Each copy will have the status of a newly created survey. Each individual survey can be edited and will have to be activated before use.

Please be careful when using this function: clicking on the survey name will immediately generate multiple survey copies.

ID	Survey Name	Number of Copies	Title	Status	Owner	Group
18709	<input type="text" value="BIOC2580_01_copy_copy"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Editing	helpdesk	helpdesk
17905	<input type="text" value="BIOC2580_01_copy1_copy1_copy"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Editing	helpdesk	helpdesk
17720	<input type="text" value="BIOC2580_01_copy1_copy1"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Editing	helpdesk	helpdesk
17719	<input type="text" value="BIOC2580_01_copy1_copy"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Editing	helpdesk	helpdesk
17718	<input type="text" value="BIOC2580_01_copy1"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Editing	helpdesk	helpdesk
17717	<input type="text" value="BIOC2580_01_copy"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Active	helpdesk	helpdesk
17085	<input type="text" value="BIOC2580_01"/>	<input type="text" value="0"/>	Instructor Evaluation - Bob Butterfly - Fall 2010	Active	helpdesk	helpdesk

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Edit a Pre-Existing Template:

To edit a survey, find the survey and click on the orange **Survey Name**. Then the following screen appears, where five functions are available for editing existing surveys. By default, the **General Tab** is shown first. This function allows you to modify information which applies to the whole survey such as the survey name, owner, title and subtitle.

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Survey Design

Help

General Questions Order Preview Finish

The information on this tab applies to the whole survey. Fill out this page then go to the **Fields** tab to edit individual fields.

Name	<input type="text" value="BIOC2580_01_copy_coj"/> Required Survey filename. This is used for all further access to this survey. (no spaces, alpha-numeric only)
Owner	<input type="text" value="helpdesk / helpdesk"/> Required User and Group that owns this survey.
Title	<input type="text" value="Instructor Evaluation - Bob Butterfly - Fall 2010"/> Required Title of this survey. This appears at the top of every page of this survey. (free-form, including spaces)

1. The **Questions Tab** allows you to add, delete or modify survey questions. Three question types are available within the system which, are Evaluation Comments, Evaluation Question and Section Text.
2. The **Evaluation Comments** question is shown below. It is considered to be an open-ended question which is designed to encourage a full, meaningful answer using the student's own experience regarding the course. An **Evaluation Question** only allows students to choose from a pre-existing set of answers. In the example shown below, students are asked rate the effectiveness of problems set used in class. A student can only select an answer from 6 options (Excellent, Above Average, Average, Below Average, Unsatisfactory and No Response). The most positive response (Excellent) is given the highest value (5) and the least positive response (Unsatisfactory) is given the lowest value (1).
3. A **Section Text** allows you to enter text into the survey without asking questions and expecting an answer. In the example below, students are provided with introductory survey comments.
4. The **Order tab** allows you to change the question order. To change the order of a question, simply click on the question of interest from the list and then use the up/down buttons to change its position. If you wish to delete a question, click on the question of interest and then click on the remove button.
5. The **Preview tab** allows you to preview the survey.

N.B. All evaluations intended for faculty rather than TAs are required to contain a 'Sign' question as their last question. This question must contain specific wording, as follows:

By signing this evaluation (choosing "I agree"), you give permission for your comments to be sent to the Department Chair and Instructor after the semester has ended and grades are submitted. The comments will be used in faculty evaluations for tenure and promotion purposes. If you choose not to sign this evaluation (choosing "I disagree"), your comments will be anonymous and will only be sent to the Instructor.

2. Create Spreadsheet

By using Excel to create a spreadsheet, you are creating the document that will be used to configure your evaluations for use. Because of the automated processes involved, spacing, naming and capitalization of the header fields must be very precise or the spreadsheet will not upload properly. (Step three of in-class setup consists of running your spreadsheet through an online verifier that will catch any such errors before you submit it to the CEVAL team.)

The **required** header fields for a paper course evaluation spreadsheet include TemplateID/SurveyID, CourseID, CourseName, Semester, InstructID, InstrFirst, InstrLast, CreatedBy, BegDate, BegTime, Process and Location. You can download a template .xls spreadsheet from the main 'Home' page of the CEVAL site once you have logged in as a CEC. This is a 'bare bones' spreadsheet that contains the minimum number of headers required to pass the verifier, and so you will have to add the *Process* and *Location* fields manually.

If 'Paper' is not specified as the process, or the 'Process' header is left out, the system will assume that the evaluation is an online evaluation.

Summary of Spreadsheet Header Fields:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SurveyID	CourseID	Semester	CourseName	InstructID	InstrLast	InstrFirst	CreatedBy	BegDate	EndDate	Process	Location
2												
3												

SurveyID | TemplateID: A unique identification number for either a survey or template which can be found by going to Manage Surveys , then selecting Edit an Existing Survey or Template. The IDs are the numbers listed on the left hand side. Remember that TemplateID and Survey ID numbers cannot be used together in one worksheet.

CourseID: This is the text that matches students to a survey. CEVAL uses a greedy approach, so BIOL*1030 would include all 1700 or so students in BIOL*1030, while BIOL*1030 01 only matches about 600 and the most restrictive BIOL*1030 0101 matches just 30 or so. Distance Education courses must have a space and then DE in their CourseID field, Ridgetown must have a space and an R, Kemptville a space and a K.

Semester: A short form representation of the semester this course offering occurs in. Such as F09 for Fall 2009, or W10 for Winter 2010. Enrollment data is only available for the current semester, and the posting of old evaluations is generally not supported. Depending on demand CCS may allow uploading of previous years' scanner data.

Course Name: A short name assigned to the course IE. Intro to Course Evaluations

InstructID: The central login ID of the course's instructor. If not known you can use an email address instead, however that will not be compatible with allowing instructors to login to retrieve their own results. If your department has their own mail system (eg. someone@physics.uoguelph.ca) CEVAL will determine their userID from their email address and present this information to you as a warning.

InstrLast & InstrFirst: The first and last name of the instructor.

CreatedBy: This is the userid of the person who administers the survey. Depending on demand we may revise this column to allow CECs to delegate to non-CECs for in class evaluations in the Winter 2010 semester.

BegDate: For in class evaluations, this date is not shown to students, and is just used as a reminder for the CEC. We understand that these dates won't be 100% firm; there is no consequence for this data being incorrect for in class evaluations.

EndDate: For online evaluations this is the date to terminate student access to surveys. Access will be revoked at the end of the day specified or the minute after EndDate 11:59 pm. This data also does not need to be accurate for paper surveys.

3. Verify Spreadsheet:

Once the spreadsheet has been created and populated with the various courses to be evaluated, you **must** run it through the online verifier before submitting it. Due to course evaluation policy, the CEVAL team is not allowed to make changes to your spreadsheet for you, so if errors exist when the spreadsheet is submitted we will return the sheet to you with instructions on what needs correcting and require the spreadsheet to be re-sent with the corrections made. You can avoid this lag time by running things through the verifier yourself.

To use the spreadsheet verifier:

1. Click the **Spreadsheet Verifier** link on the navigation pane of the CEVAL site, after you have logged in.
2. Copy and paste the spreadsheet contents into the field on the page displayed. Click **Go** to run the verifier.

The screenshot shows the 'U of G Online Course Evaluation System' interface. At the top left is the University of Guelph logo. The main header is green with the text 'U of G Online Course Evaluation System'. Below the header is a navigation menu with links: Home, Manage Surveys, Spreadsheet Verifier, CEC Tools, Paper Process, Reports, and Logout. The main content area is titled 'Spreadsheet Upload: Step 1 Of 3'. It contains the following text: 'You can use this tool to verify that the contents of your spreadsheet will meet the criteria imposed by the CEVAL system.' followed by 'Paste the spreadsheet contents into the text area below, and click on "Go" to attempt to parse and verify the data provided.' and 'Once your data is approved please attach your spreadsheet in an email to ceval@uoguelph.ca to have it posted for students to see.' Below this text is a large, empty text input field. At the bottom left of the input field is a 'Go' button.

Green text indicates that a field is correct. Yellow text indicate a 'warn', meaning that the information in the field will not prevent the spreadsheet processor from running, but that there may be something incorrect that you may wish to double-check. Red text indicates an error. Hovering your mouse over the coloured text will provide more information about the warning or the error and how to resolve or review it.

Once the spreadsheet has passed verification, please attach it to an email addressed to the CCS Help Centre at 58888help@uoguelph.ca We will confirm your verification and assign the spreadsheet to the CEVAL team for processing and uploading. You will receive an email confirming that the spreadsheet has been sent for processing and a second email when the spreadsheet has been successfully uploaded.

During Course Evaluations:

4. Get Job Numbers:

In order to get ready for scanning your paper responses, you will need to generate JobID numbers. The morning after your spreadsheet has been processed the job number will be available to you. These job numbers will provide a link from the online survey system to the answers submitted by the paper evaluations (Scantron bubble sheets) once they have been scanned.

A few hours after receiving confirmation your spreadsheet has been entered into the system, you will be able to retrieve your job numbers by logging in to the CEVAL website, clicking **Paper Process** and then clicking **Get Job Numbers**. If a night has passed since you received the confirmation email stating that your spreadsheet has been uploaded and you still cannot see your job numbers, please let CCS know. The easiest way to do this is to respond to the confirmation email you received, but you may also call the Help Centre at x58888 or email at 58888@uoguelph.ca Please be sure to include information such as the course the evaluation is for.



The screenshot shows a navigation bar with links: Home, Manage Surveys, Spreadsheet Verifier, CEC Tools, Paper Process, Reports, and Logout. Below the navigation bar is a section titled "Paper Process: Get Job IDs" with a sub-heading "Instructions". The instructions state: "Enter the Job Numbers on the header sheet for the appropriate class, then enter all 9s for the id on the footer sheet." Below the instructions is a table with seven columns: Job Number, CourseID, Instructor, CEC, Date, Time, Place, and Class Size.

Job Number	CourseID	Instructor	CEC	Date	Time	Place	Class Size
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N.B. In cases where there are more than three evaluations present for a single course, you may have to obtain the job numbers by accessing the **Edit Survey Properties** tool under the **CEC Tools** link. The SurveyID that appears beside each course listed is the same as the job number, for Paper evaluations.

5. Submit Evaluations for Scanning:

For each in class evaluation, you will need to fill in a header sheet with the Job Number listed in the ID field. The footer sheet must have all 9's across the ID field. You will also need to fill out a Request for Course Evaluation Scanning form, which you can find on the main page of the CEVAL site once you've logged in. Evaluations to be scanned should be brought to the CCS Help Centre (Johnston Hall, room 033) between the hours of 8:30 AM – 4:30 PM, Monday through Friday. You will receive an email notification when the scanning has been completed.

For help on how to generate reports from online evaluations, please see the next guide in this series: *Course Evaluation For CECs: Generating Reports*