



opening doors
through technology
www.uoguelph.ca/ccs

Course Evaluation for CECs: Online 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.

•Home •Manage Surveys •Spreadsheet Verifier •CEC Tools •Paper Process •Reports •Logout

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.

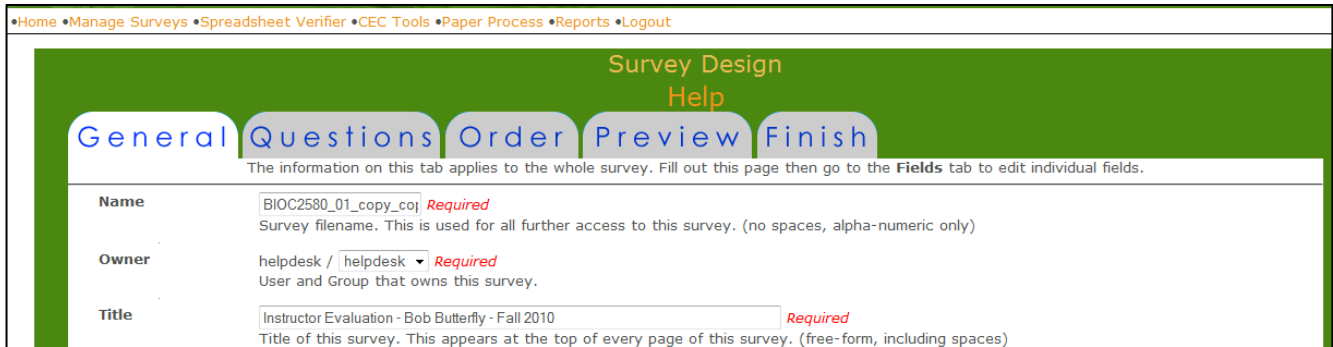
Please be careful when using this function- clicking on the survey name will immediately generate multiple survey copies.

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

[Go back to Management Interface](#)

Copy and 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.



The screenshot shows a web interface for editing a survey. At the top, there is a navigation menu with links: Home, Manage Surveys, Spreadsheet Verifier, CEC Tools, Paper Process, Reports, and Logout. Below this is a green header with the text "Survey Design Help". Underneath the header are five tabs: General, Questions, Order, Preview, and Finish. The "General" tab is selected and highlighted. Below the tabs, there is a text box that says: "The information on this tab applies to the whole survey. Fill out this page then go to the Fields tab to edit individual fields." The main content area contains three form 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)

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.

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).

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.

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.

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:

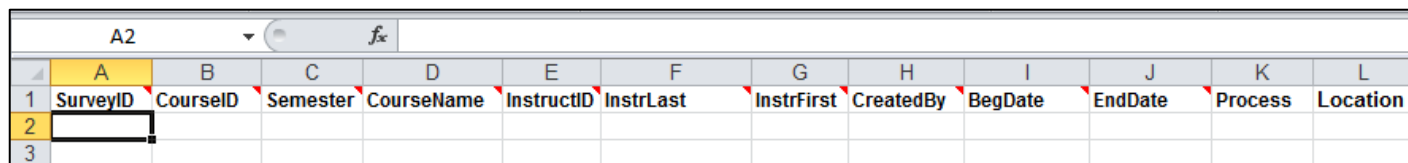
By signing this evaluation (choosing "I agree"), you give permission for your comments to be sent to the Department Chair and Instructor after the semester has ended and grades are submitted. The comments will be used in faculty evaluations for tenure and promotion purposes. If you choose not to sign 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 an online course evaluation spreadsheet include TemplateID/SurveyID, CourseID, CourseName, Semester, InstructID, InstrFirst, InstrLast, CreatedBy, BegDate and EndDate. You can download a template .xls spreadsheet from the main 'Home' page of the CEVAL site once you have logged in as a CEC.

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 online evaluations this is the date the survey should be made available. It will become available to students at midnight. So, a student waiting to evaluate a survey opening on November 19th, 2009 would sit at his or her computer at 11:59pm on November 18th, 2009 and one minute late the survey would become available.

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.

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 reads '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. Paste the spreadsheet contents into the text area below, and click on "Go" to attempt to parse and verify the data provided. 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:

How to View Response Rates and Email Non-Responders:

Click on **CEC Tools**, and then click **Response Rates**. The Response Rates function allows you narrow down the list of response rates by Semester or CourseID, and allows you to view four different styles of report:

Report Options

Semester: S11

CourseID Contains: [text box]

Report Type: Overview

Use Filters

TA Only

Show Only Online

Update

CSV Export

Export XML

CourseID	Responses	Enrollment	Percentage Responded	Percent Signed	Open Until
----------	-----------	------------	----------------------	----------------	------------

1. **Overview** – individually for each course
2. **Enrolment** - grouped by course enrolment
3. **Academic Level** – grouped by student level (1st, 2nd, 3rd, etc)
4. **Department** – grouped by student major.

Once you have selected the options, click on the **Update** button and the appropriate report will appear below the Report Options. If you have chosen the Overview Report Type, every course evaluation meeting the Report Options selected will appear.

Response Rates

The number of respondents is calculated each time the page is refreshed, however the Percent Signed field is only calculated every half hour, as it's a particularly heavy load to place on the system with every page load (it would also increase the load time on this page to ~1 minute.)

You can click on the table headings to change the sorting of the table (requires reload).

Report Options

Semester

CourseID Contains

Report Type

Use Filters Show future surveys

TA Only Exclude TA surveys

Show Only Online Show Only In-Class

CourseID	Responses	Enrollment	Percentage Responded	Percent Signed	Open Until
----------	-----------	------------	----------------------	----------------	------------

Clicking on the 'P' will generate a preview of the survey. Clicking on **Generate List** will create a text file with the student email addresses that have not completed the course evaluation. Clicking on the **course code** will send email to the CEC responsible for setting up the course. Clicking on the **instructor name** will send email to that individual instructor.

How to Edit Survey Begin and End Dates:

During the course of the Course Evaluation process, you may wish to modify the beginning or ending dates for an online survey. As a CEC, you are able to modify the dates as you will, even outside of the main course evaluation window, although University policy requires that evaluations be closed on the day before the final exam for their course. Here is how to edit the Survey Begin and Survey End dates for an online survey:

1. Click on **CEC Tools**, and then click **Edit Survey Properties**.
2. The Edit Survey Properties function allows you narrow down the list of courses by Semester, Course prefix and Instructor.
3. Select the course evaluations you wish to edit the beginning and end dates by clicking on the box to the left of the SurveyID. You can select multiple surveys and you can also select all surveys on the page by checking the box located to the left of the SurveyID heading at the top of the list.
N.B. If you have a large number of surveys, you may wish to first change to viewing 2000/page, using the drop down menu located just above the subject headings that include SurveyID – this will make sure that all of your surveys are displayed and can thus be selected.
4. In the **Actions** box, make sure the **Edit Dates** tab is selected.

- When you click on the **Edit Dates** button, a box will appear that displays the start date and the end date.
- Change the dates accordingly and click on the **Apply** button.

•Home •Manage Surveys •Spreadsheet Verifier •CEC Tools •Paper Process •Reports •Logout

Edit Survey Properties

Instructions

Use the search form to list the surveys you're interested in manipulating. Then select an appropriate action from the the tab area on the right. Please take note of policy restrictions that may limit the system's ability to complete changes. You can edit one date at a time by clicking on the relevant date in the list below, or perform operations on a group of surveys. The icons next to the surveyID indicate if a survey is active or disabled, and whether or not reporting is enabled for that survey.

Search Surveys

Semester: Course Prefix:

Instructor:

Actions:

Select one or more rows using the checkboxes on the left, then click the "Edit Dates" button to change the dates on all selected surveys

- The survey can not already be opened for reporting
- If the survey has ever closed you must request it's re-instatement via email to ceval@uoguelph.ca
- You accept responsibility for these new dates being correct, and not violating course evaluation policy

Pick One or More Surveys

Search:

<< Showing Page 1 of 0 >> 50 / Page

<input type="checkbox"/>	SurveyID	CourseID	CourseName	InstructID	InstructFirst	InstructLast	begDate	endDate	Final Exam
--------------------------	----------	----------	------------	------------	---------------	--------------	---------	---------	------------

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