

Course Evaluation FAQ

Updated March 11, 2019



1. Who is being evaluated?

- Only instructors who are on their evaluation cycle.

2. Have the evaluation forms changed?

- No. Evaluation forms will remain unchanged for Winter 2019 evaluations.

3. Is there the ability to create our own questions to include with the standard course evaluation questions?

- There is a feature that allows instructors to create their own questions or to pick a set number of questions from a question bank however, this feature will not be used for this upcoming evaluation cycle.

4. When are evaluations available for students to complete?

- Evaluations will be available March 14 for students on compressed schedules (example: School of Environmental Sciences)
- Evaluations will be available the first week of April for students on regular schedules.

5. How are students being communicated to about course evaluations?

- The EvaluationKit system will automatically send emails to the students who have evaluations to complete and will come from survey@lethbridgecollege.ca. The first email will come two days before the evaluations open and will explain to the students the importance of course evaluations and that their responses are anonymous. Another email will be sent the day evaluations open and will explain to the students how they can complete their evaluations, either via Canvas or via the link provided. Lastly, non-response emails will be sent for any student who has not completed their evaluations.

6. What can I do to help student response rates?

- Encourage students to complete the evaluation and let them know their feedback is valuable.
- Set aside time in class to have student's complete online evaluations.
- Course evaluations can be completed on computers or mobile devices.

7. Will students who dropped the course still be completing an evaluation?

- No, the system will automatically update to remove students who have dropped the course.

8. When will results be available?

- Results are available after the course evaluations have closed and final grades have been issued. You will be able to view the results in Canvas.

9. Will results be sent for courses with a low number of responses?

- No, results will not be sent for courses that have responses of 7 or less.

10. Who will see the results?

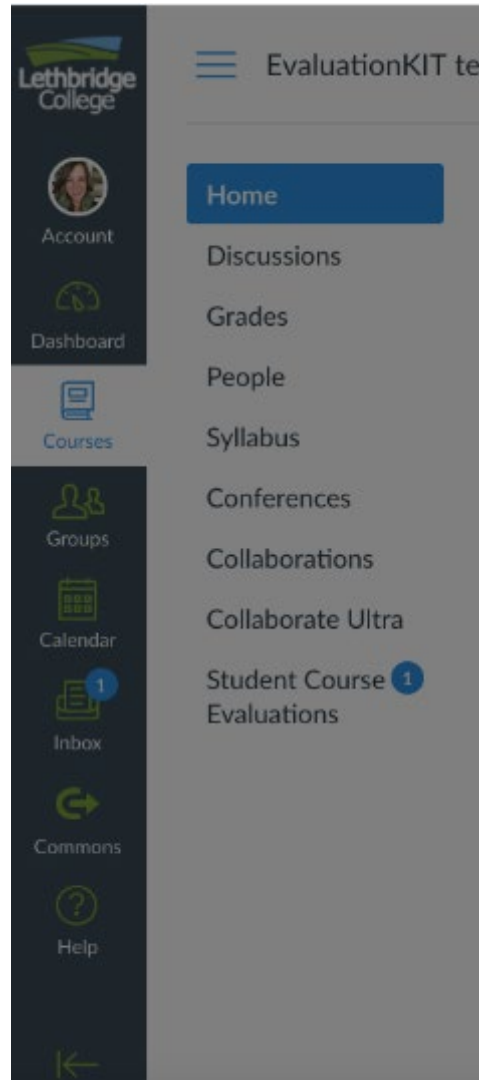
- The Dean, Associate Dean, and Assistants within their respective centres and course evaluation administrators. Individual instructors will see results only for the courses/program they teach.

Course Evaluation FAQ

Updated March 11, 2019

11. Where do students complete their evaluations?

- Students can complete their evaluations right in Canvas or they can click on the link in the invitation email they receive. Please see the screenshot below of where they can find the course evaluations in Canvas.



Who do I contact if there are more questions?

- If you have additional questions about course evaluations, please contact Kristina Madarasz at Kristina.madarasz@lethbridgecollege.ca