



OFFICE OF DISTANCE LEARNING ASSESSMENT AND TESTING

Course Evaluation: Procedures

Requesting Course Evaluations:

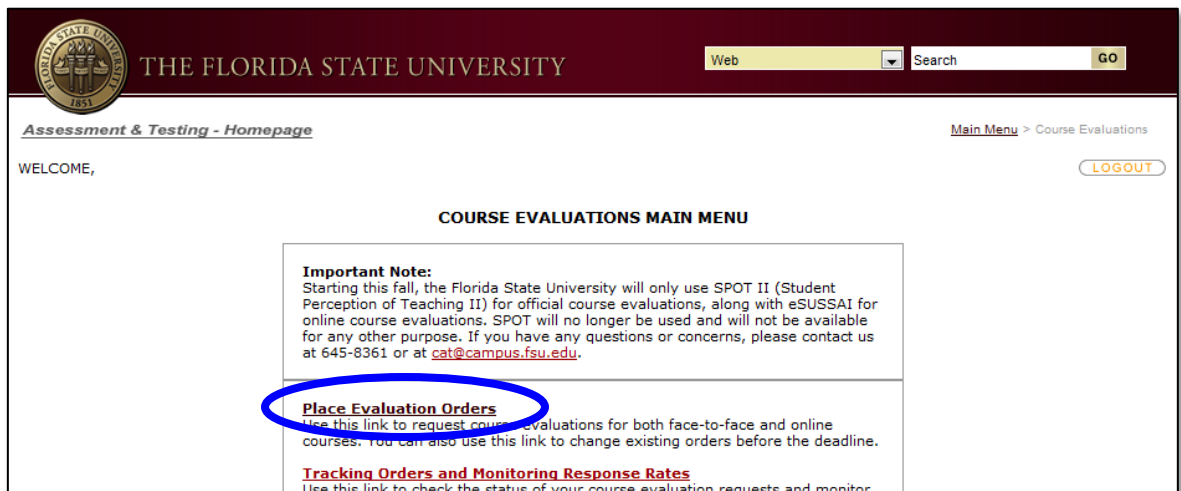
Requesting course evaluations is the responsibility of each instructor. The process is simple and can be completed from any computer with access to the Internet. Many departments have designated course evaluation coordinators to help faculty with this process. Please check with your department secretary to find out how your department handles course evaluation requests.

Placing Course Evaluation Orders: Instructions for Instructors

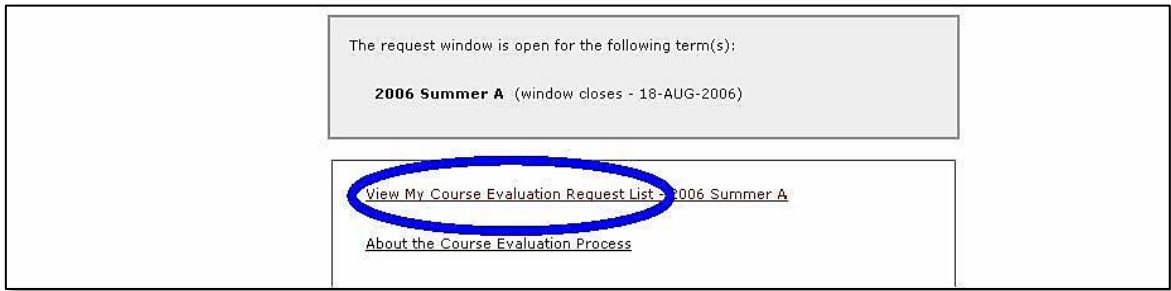
1. Log into the **course evaluation application** by providing your FSUID credentials at the prompt.



2. Click on "Place Evaluation Orders".



- Click on "View My Course Evaluation Request List". This will display the list of courses you are on record for teaching in the current term. Note that summer sessions are listed separately.



- Ensure that the list of course sections is complete and that all sections are listed in the correct delivery format. Contact your department's academic coordinator to have any inaccuracies corrected.

COMBINE SECTIONS	COURSE	REF#	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED (For Paper)
<input type="button" value="edit"/>	ACG3331 - 01	00006	76	<input checked="" type="checkbox"/> <input type="checkbox"/>	paper	109
<input type="button" value="combine"/>	ACG3351 - 01	00008	29	<input checked="" type="checkbox"/>	paper	55
<input type="button" value="combine"/>	ACG3351 - 02	03258	33	<input checked="" type="checkbox"/> <input type="checkbox"/>	paper	Included in ACG3331 01
<input type="button" value="combine"/>	ACG3351 - 03	04004	26	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	ACGS906 - 01	06597	1	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	EDA5192 - 01	02995	14	<input type="checkbox"/>	paper	
<input type="button" value="edit"/>	EDA5218 - 02	03049	8	<input checked="" type="checkbox"/> <input type="checkbox"/>	online	
<input type="button" value="combine"/>	EDA5218 - 03	03050	6	<input checked="" type="checkbox"/> <input type="checkbox"/>	online	Included in EDA5218 02
<input type="button" value="combine"/>	EDA5232 - 01	00573	9	<input checked="" type="checkbox"/>	online	

- If you are teaching any course sections that should be combined for evaluation, click on "combine" next to the main section of each course. This opens an additional window that allows you to add sections which will be evaluated (and reported) together with this section.

- For paper evaluations, the number of forms is the sum of the enrollments of all selected sections at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.

7. In rare cases you may want to combine different courses for evaluation (for example, graduate and undergraduate course sections taught together.) In this case click the button to display other courses with different course numbers and select the corresponding course from the list.
8. After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)
9. Repeat steps 5 - 8 for all courses that require combined evaluation.
10. Next, add all individual evaluations by clicking the check box "Evaluation

The screenshot shows a table with the following columns: COMBINE SECTIONS, COURSE, SUMMER SESSION, REF#, ENROLLMENT, EVALUATION REQUEST, EVALUATION FORMAT, and FORMS ORDERED. The table contains several rows of course sections. Callout 10 points to the 'EVALUATION REQUEST' checkbox for the first row. Callout 11 points to the 'FORMS ORDERED' input field for the first row. Callout 12 points to the 'Submit All Orders' button at the bottom of the table.

COMBINE SECTIONS	COURSE	SUMMER SESSION	REF#	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED
<input type="button" value="edit"/>	ACG3331 - 01	A	00006	76	<input checked="" type="checkbox"/>	paper	76
<input type="button" value="edit"/>	ACG3351 - 01	A	00008	29	<input checked="" type="checkbox"/>	paper	55
<input type="button" value="combine"/>	ACG3351 - 02	A	03258	33	<input checked="" type="checkbox"/>	paper	33
<input type="button" value="combine"/>	ACG3351 - 03	A	04004	26	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	ACG5906 - 01	A	06597	1	<input checked="" type="checkbox"/>	paper	1
<input type="button" value="combine"/>	EDAS192 - 01	A	02995	14	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	EDAS218 - 02	A	03049	8	<input type="checkbox"/>	online	
<input type="button" value="combine"/>	EDAS218 - 03	A	03050	6	<input checked="" type="checkbox"/>	online	Included in EDAS218.02
<input type="button" value="combine"/>	EDAS232 - 01	A	00573	9	<input checked="" type="checkbox"/>	online	

11. The number of forms defaults to the enrollment at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.
12. Once you have selected all individual course sections, please click "Submit All Orders" at the bottom of the list to submit your requests.
13. You or your department's course evaluation coordinator may revisit this page as to make changes until the posted deadline for submitting requests. (See [Schedule.](#))

Placing Course Evaluation Orders: Instructions for Coordinators

1. Log into the **course evaluation application** by providing your FSUID credentials at the prompt.

The screenshot shows the Blackboard @ FSU login page. At the top left is the Florida State University logo and the text "THE FLORIDA STATE UNIVERSITY OFFICE OF DISTANCE LEARNING". To the right is a search bar with "Web" selected and a "GO" button. Below the logo is a photo of Orlando Remak with the text "Orlando Remak Sky's the limit for this blooming financier" and a "STORY >>" link. The main heading is "Blackboard @ FSU Campus.fsu.edu". There are input fields for "USERNAME (FSUID): abc0123" and "PASSWORD: [masked]". A "Login" button is below the password field. To the right of the login fields are links for "Need help with username or password?", "Help", "Reset your password", and "Activate your FSUID". A "CAMPUS Quick Links" section is at the top right.


2. Click on "Place Evaluation Orders".

The screenshot shows the "COURSE EVALUATIONS MAIN MENU" page. At the top left is the Florida State University logo and the text "THE FLORIDA STATE UNIVERSITY". To the right is a search bar with "Web" selected and a "GO" button. Below the logo is the text "Assessment & Testing - Homepage" and "WELCOME,". A "LOGOUT" button is in the top right. The main heading is "COURSE EVALUATIONS MAIN MENU". There are three main sections: "Important Note:" with text about SPOT II and eSUSSAI; "Place Evaluation Orders" with a blue circle around the link; and "Track Orders and Monitor Response Rates" with a link to check the status of requests.

3. Click on the link to display your "Department Course Evaluation Request List" for the current term. Note that summer sessions are listed separately. If you are the coordinator for multiple departments, you must place separate orders for each department.

The screenshot shows the "Department Course Evaluation Request List" page. At the top left is the Florida State University logo and the text "THE FLORIDA STATE UNIVERSITY". To the right is a search bar with "Web" selected and a "GO" button. Below the logo is the text "Assessment & Testing - Homepage" and "WELCOME,". A "LOGOUT" button is in the top right. The main heading is "The request window is open for the following term(s):". Below this is a box containing "2012 Spring (window closes - 17-MAR-2012)". There are three links: "View My Course Evaluation Request List - 2012_Spring", "About the Course Evaluation Process", and "COORDINATOR - Department of Earth, Ocean & Atmospheric Science" with a blue circle around the link "View Department Course Evaluation Request List - 2012_Spring".

4. Ensure that the list of course sections is complete and that all sections are listed in the correct delivery format. Contact your department's academic coordinator to have any inaccuracies corrected.


THE FLORIDA STATE UNIVERSITY
Web Search

[Assessment & Testing - Homepage](#)
[Main Menu](#) > [Course evaluations](#) > Department Courses

WELCOME, ... [LOGOUT](#)

Course Evaluation Request List

Department of Earth, Ocean & Atmospheric Science - 2012 Spring Courses

The most efficient way to place your order:

1. Place requests for any combined sections first.
2. Use the shortcut tool below to order any individual evaluations based on the selected enrollment minimum
3. Make individual adjustments as necessary.

Notes: DO NOT REMOVE any checkmarks unless you want to cancel the order for that course.

[Help Page](#) (will open in new window)

Shortcut Tool:

Order course evaluations for all courses with enrollment greater than or equal to:

Please click **update only once. This process may take several seconds.**

COMBINE SECTIONS	COURSE	REF#	INSTRUCTOR NAME	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED
<input type="button" value="combine"/>	GLY1000L - 01	01705		18	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="18"/>
<input type="button" value="combine"/>	GLY1000 - 01	01704		189	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="190"/>
<input type="button" value="combine"/>	GLY1000 - 02	04974		173	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="176"/>
<input type="button" value="combine"/>	GLY1000L - 02	04976		22	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="23"/>
<input type="button" value="combine"/>	GLY1000L - 03	04977		24	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="24"/>
<input type="button" value="combine"/>	GLY1000 - 04	08307		61	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	GLY1000L - 05	04979		20	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="20"/>
<input type="button" value="combine"/>	GLY1000L - 05	04979		20	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="20"/>
<input type="button" value="combine"/>	GLY1000 - 05	08308		0	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	GLY1000L - 06	04980		21	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="23"/>
<input type="button" value="combine"/>	GLY1000 - 06	08309		5	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	GLY1000L - 07	04981		20	<input checked="" type="checkbox"/>	paper <input type="button" value="v"/>	<input type="text" value="20"/>

Please place orders as follows:

1. Place orders for all combined sections. (See step 5)
2. Use Shortcut tool if appropriate. (See step 10)
3. Make adjustments or place orders for individual sections. (See step 11)

- Identify any course sections that should be combined for evaluation and click on "combine" next to the main section of each course. This opens an additional window that allows you to add sections which will be evaluated (and reported) together with this section. After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)

The screenshot shows a web interface for combining course sections. On the left is a table with columns: COMBINE, COURSE, REF#, INSTRUCTOR NAME, ENROLLMENT, EVALUATION REQUEST, EVALUATION FORMAT, and FORMS ORDERED. A 'combine' button is circled in blue with a callout '5'. An arrow points from this button to a secondary window titled 'Combine Sections For Summer 2006'. In this window, the 'Total Number of forms' field is set to 54 and is circled in blue with callout '6'. Below, a 'Combine with:' section lists other sections with checkboxes; one is checked and circled in blue with callout '7'. At the bottom, a 'Combine Now' button is circled in blue with callout '8'. A callout '7' also points to a button labeled 'Show other courses with different course number?'. A disclaimer at the bottom states: '* You can only combine sections with other sections that have the same delivery format and have no course evaluation ordered yet. If you combine sections for face-to-face courses, all the course evaluation forms will be sent to you in ONE packet. Also, you will receive one report for all combined sections.'

- For paper evaluations, the number of forms is the sum of the enrollments of all selected sections at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.
- In rare cases you may want to combine different courses for evaluation (for example, graduate and undergraduate course sections taught together.) In this case click the button to display other courses with different course numbers and select the corresponding course from the list.
- After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)
- Repeat steps 5 - 8 for all courses that require combined evaluation.
- Next, you may use the shortcut tool to place orders for all sections with a minimum of a given enrollment. To do this, simply type the minimum enrollment into the box and click "update." (Note that the university mandates the evaluation of all courses with an enrollment of ten or more students.)

The screenshot shows a 'Shortcut Tool' interface. It contains a text input field with the number '10' entered, circled in blue with callout '10'. To the right of the field is an 'update' button. Below the input field, a message reads: 'Please click update only once. This process may take several seconds.'

- Next, add any individual evaluations by clicking the check box "Evaluation Request" for each course section you wish to have individually evaluated.

COMBINE SECTIONS	COURSE	SUMMER SESSION	REF #	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED
<input type="button" value="edit"/>	ACG3331 - 01	A	00006	76	<input checked="" type="checkbox"/>	paper	76
<input type="button" value="edit"/>	ACG3351 - 01	A	00008	29	<input checked="" type="checkbox"/>	paper	55
<input type="button" value="combine"/>	ACG3351 - 02	A	03258	33	<input checked="" type="checkbox"/>	paper	33
<input type="button" value="combine"/>	ACG3351 - 03	A	04004	26	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	ACG5306 - 01	A	06597	1	<input checked="" type="checkbox"/>	paper	1
<input type="button" value="combine"/>	EDA5192 - 01	A	02995	14	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	EDA5218 - 02	A	03049	8	<input type="checkbox"/>	online	
<input type="button" value="combine"/>	EDA5218 - 03	A	03050	6	<input checked="" type="checkbox"/>	online	Included in EDA5218 02
<input type="button" value="combine"/>	EDA5232 - 01	A	00573	9	<input checked="" type="checkbox"/>	online	

Check the box to order an evaluation for this section. 11

Adjust the number of forms if necessary. 12

Click "Submit All Orders" to confirm your order. 13

- The number of forms defaults to the enrollment at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.
- Once you have selected all individual course sections, please click "Submit All Orders" at the bottom of the list to submit your requests.
- You or your department's course evaluation coordinator may revisit this page as to make changes until the posted deadline for submitting requests. (See [Schedule.](#))