



## 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.

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### Placing Course Evaluation Orders: Instructions for Instructors

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



#### APPS Tools login

Use your FSUID username and password to login. That is, the same password that you use to login to the Blackboard system.

This will give you access to tools developed at the Academic & Professional Program Services.

2. Click on "Place Evaluation Orders".



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#### COURSE EVALUATIONS MAIN MENU

##### Place Evaluation Orders

Use this link to request new evaluations for both face-to-face and online courses. You can also use this link to change existing orders before the deadline.

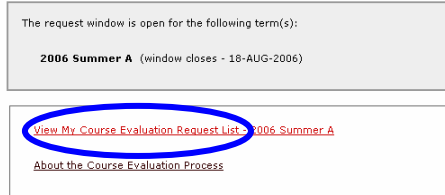
##### Track Evaluation Orders

Use this link to check the status of your course evaluation requests for current and past terms. Tracking is available to instructors and course evaluation coordinators.

##### View Evaluation Reports

Use this link to view course evaluation reports since fall 2003. Depending on your role, you will have access to your own reports, summary reports for your department, college, and the university, or individual reports within the academic unit you supervise.

- 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="radio"/>	paper	109
<input type="button" value="combine"/>	ACG3351 - 01	00008	29	<input checked="" type="checkbox"/>	paper	55
	ACG3351 - 02	03258	33	<input checked="" type="checkbox"/> <input type="radio"/>	paper	Included in ACG3331 01
<input type="button" value="combine"/>	ACG3351 - 03	04004	26	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	ACG5906 - 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="radio"/>	online	
	EDA5218 - 03	03050	6	<input checked="" type="checkbox"/> <input type="radio"/>	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.

5 Click here to display other courses you wish to include.

6 Check the box to add the section – the total adjusts automatically.

7 Show other courses with different course number?

8 Click "Combine Now" to submit your order for 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.

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 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"/>	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	

Check the box to order an evaluation for this section. 10

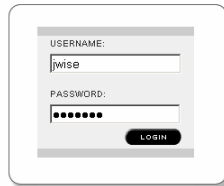
Adjust the number of forms if necessary. 11

Click "Submit All Orders" to confirm your order. 12

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.



## APPS Tools login

Use your FSUID username and password to login. That is, the same password that you use to login to the Blackboard system.

This will give you access to tools developed at the Academic & Professional Program Services.

2. Click on "Place Evaluation Orders".



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## COURSE EVALUATIONS MAIN MENU

### Place Evaluation Orders

Use this link to request course evaluations for both face-to-face and online courses. You can also use this link to change existing orders before the deadline.

### Track Evaluation Orders

Use this link to check the status of your course evaluation requests for current and past terms. Tracking is available to instructors and course evaluation coordinators.

### View Evaluation Reports

Use this link to view course evaluation reports since fall 2003. Depending on your role, you will have access to your own reports, summary reports for your department, college, and the university, or individual reports within the academic unit you supervise.

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.



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The request window is open for the following term(s):

**2006 Summer A** (window closes - 01-NOV-2006)

[View My Course Evaluation Request List - 2006 Summer A](#)

[About the Course Evaluation Process](#)

**COORDINATOR - Accounting**

[View Department Course Evaluation Request List - 2006 Summer A](#)

- 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.

Course Evaluation Request List

Accounting - 2006 Summer A Courses

The most efficient way to place your order:

- Place requests for any combined sections first.
- Use the shortcut tool below to order any individual evaluations based on the selected enrollment minimum.
- 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:

update

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

COURSE SECT	COURSE	REF#	INSTRUCTOR NAME	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED
<input type="button" value="combine"/>	ACG2071 - 01	00002	Armstrong, Bonnie	36	<input checked="" type="checkbox"/>	paper	<input type="text" value="36"/>
<input type="button" value="combine"/>	ACG3351 - 02	03258	Armstrong, Bonnie	33	<input checked="" type="checkbox"/>	paper	<input type="text" value="33"/>
<input type="button" value="combine"/>	ACG2071 - 02	03254	Armstrong, Bonnie	33	<input checked="" type="checkbox"/>	paper	<input type="text" value="33"/>
<input type="button" value="combine"/>	ACG5308 - 02	03776	Armstrong, Bonnie	10	<input type="checkbox"/>	online	
<input type="button" value="combine"/>	ACG2071 - 02	03254	Barbee, Jennifer	00	<input type="checkbox"/>		<input type="text" value="00"/>
<input type="button" value="combine"/>	ACG5308 - 02	03776	Stevens, Douglas	0	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	ACG5308 - 02	03776	Stevens, Douglas	10	<input type="checkbox"/>	online	
<input type="button" value="combine"/>	ACG5308 - 03	03777	Stevens, Douglas	0	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	ACG5308 - 04	03778	Stevens, Douglas	37	<input checked="" type="checkbox"/>	online	
<input type="button" value="combine"/>	ACG5308 - 01	00017	Stevens, Douglas	43	<input checked="" type="checkbox"/>	paper	<input type="text" value="43"/>
<input type="button" value="combine"/>	ACG2021 - 02	03250	Victoravich, Lisa	31	<input checked="" type="checkbox"/>	paper	<input type="text" value="31"/>
<input type="button" value="combine"/>	ACG3331 - 01	00006	Victoravich, Lisa	76	<input checked="" type="checkbox"/>	paper	<input type="text" value="76"/>
<input type="button" value="edit"/>	ACG3331 - 01	00006	Wise, Jean-Marc	76	<input checked="" type="checkbox"/>	paper	<input type="text" value="76"/>
<input type="button" value="combine"/>	ACG3351 - 02	03258	Wise, Jean-Marc	33	<input checked="" type="checkbox"/>	paper	<input type="text" value="33"/>
<input type="button" value="edit"/>	ACG3351 - 01	00008	Wise, Jean-Marc	29	<input checked="" type="checkbox"/>	paper	<input type="text" value="55"/>

**Please place orders as follows:**

- Place orders for all combined sections. (See step 5)
- Use Shortcut tool if appropriate. (See step 10)
- 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 table of course sections on the left and a 'Combine Sections For Summer 2006' form on the right. Callout 5 points to the 'combine' button in the table. Callout 6 points to the 'Total Number of forms' input field, which is set to 54. Callout 7 points to the 'Show other courses with different course number?' button. Callout 8 points to the 'Combine Now' button.

COMBINE SECTION	COURSE	REF#	INSTRUCTOR NAME	ENROLLMENT	EVALUATION REQUEST	EVALUATION FORMAT	FORMS ORDERED
combine	ACG2071 - 01	00002	Armstrong, Bonnie	36	<input checked="" type="checkbox"/>	paper	36
combine	ACG5308 - 02	03258					
combine	ACG2071 - 02	03254					
combine	ACG5308 - 02	03776					
combine	ACG2071 - 02	03254					
combine	ACG3111 - 01	00004					
combine	GER6904 - 05	05086					
combine	TAX4001 - 01	02233					
combine	ACG2021 - 01	00001					
combine	ACG2021 - 02	03250					
combine	ACG5308 - 02	03776					

**Combine Sections For Summer 2006**

Instructor: **Bonnie Armstrong**  
 Main Section: **ACG2071 01** Total Number of forms:

Combine with: \*

ACG2071 06	Enrollment: 18	<input checked="" type="checkbox"/>
ACG2071 07	Enrollment: 0	<input type="checkbox"/>

Show other courses with different course number?

\* 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' box with a text input field containing '10' and an 'update' button. Callout 10 points to the 'update' button.

**Shortcut Tool:**  
 Only place evaluations for all courses with enrollment greater than or equal to:  
   
 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"/>	<a href="#">ACG3331 - 01</a>	A	00006	76	<input checked="" type="checkbox"/>	paper	76
<input type="button" value="edit"/>	<a href="#">ACG3351 - 01</a>	A	00008	29	<input checked="" type="checkbox"/>	paper	55
<input type="button" value="combine"/>	<a href="#">ACG3351 - 02</a>	A	03258	33	<input checked="" type="checkbox"/>	paper	33
<input type="button" value="combine"/>	<a href="#">ACG3351 - 03</a>	A	04004	26	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	<a href="#">ACG5906 - 01</a>	A	06597	1	<input checked="" type="checkbox"/>	paper	1
<input type="button" value="combine"/>	<a href="#">EDA5192 - 01</a>	A	02995	14	<input type="checkbox"/>	paper	
<input type="button" value="combine"/>	<a href="#">EDA5218 - 02</a>	A	03049	8	<input type="checkbox"/>	online	
<input type="button" value="combine"/>	<a href="#">EDA5218 - 03</a>	A	03050	6	<input checked="" type="checkbox"/>	online	Included in EDA5218 02
<input type="button" value="combine"/>	<a href="#">EDA5232 - 01</a>	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](#).)