

Using Evaluation Kit for Student Evaluations of Faculty Teaching In-Person or Partially Online Classes

Prior to scheduling the evaluation, make sure that the class is published on Canvas. This is the only way the students will be able to receive notification of and to take the survey. Each evaluator must elect to use either electronic surveys or paper (Scantron) surveys; the two methods cannot be combined for any one class. If two evaluators of the same professor are conducting student evaluations in different sections or classes, one may use paper surveys and the other electronic surveys (or they may both elect to use the same method).

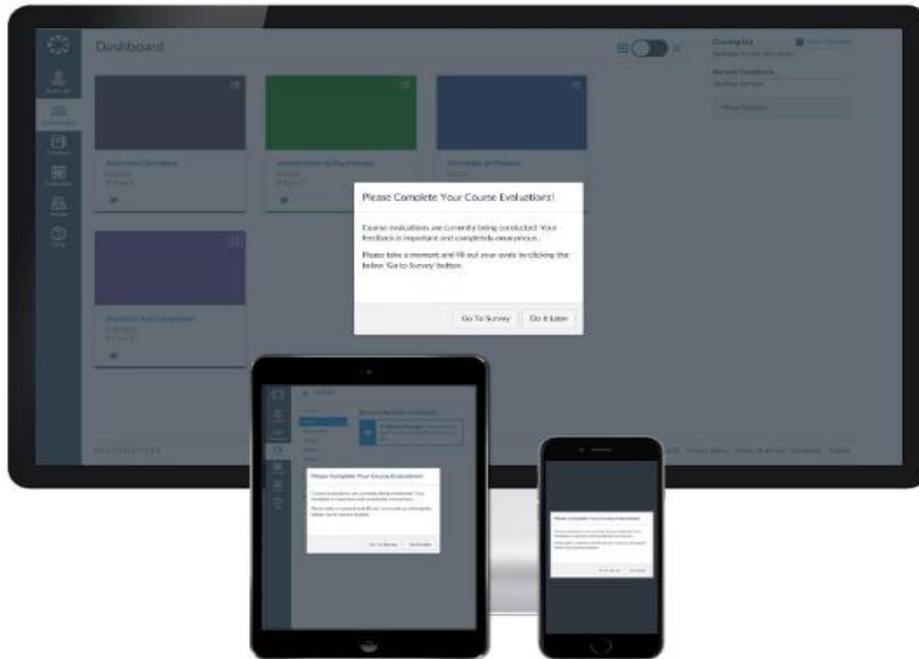
- 1) Contact Santino Aguilar saguilar@dvc.edu or 925-969-2007 to schedule the evaluation survey at least one week in advance with the following information:
 - a. Evaluator name
 - b. Evaluatee name
 - c. Date of observation
 - d. Course name and section
 - e. Time the course meets
- 2) Santino will set the electronic student survey to open at the date and time of the observation, and close seven continuous calendar days later.
- 3) Using current student evaluation procedures, the evaluator will take class time, typically the final 15 minutes of the class period, to allow students to fill out the survey form online. Using established language below, evaluators will inform students that electronic surveys are now open and can be accessed through Canvas. At that time in class, evaluators will invite students to use their smart phones, tablets or computers, as available, to access their Canvas accounts through the 4CD portal. The evaluator will remain in the room to answer questions until students have completed the surveys or the class meeting ends.
- 4) For students who do not have a smart phone or computer on the day of the observation, (or for students who are not in attendance when evaluations are administered), the evaluation will remain open online for seven consecutive calendar days. Reminders will be sent electronically (both by email and through the Canvas dashboard), but access to course materials will never be blocked nor will students be required to complete evaluations. Although the software tracks which students have completed surveys and allows them to complete the survey only once regardless of how it is electronically accessed, the actual survey responses are anonymous.
- 5) After the survey closes, Santino will email the evaluator the survey results.

Script for Evaluator:

This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. Your answers are anonymous; electronically submitted comments are not linked to individual students. Completing this survey will in no way affect your course grade.

You may access the survey now by signing into your 4CD college portal and going to your Canvas dashboard. You may take the survey only once, whether electronically or by paper. If you have questions about the form or evaluation procedures, please ask me.

Demo screenshot of student view in Canvas:



This method has several benefits over the paper survey:

- 1) Turnaround time will now be 7-8 school days after the start of the survey, instead of 2 weeks after the survey is turned in to the Instruction Office
- 2) No chance of surveys not being counted in the summary score due to being illegible or marked in ink
- 3) Student comments are no longer limited by a 2 inch X 3 inch box
- 4) No transcription errors due to students typing the comments