Course Evaluations Administration Checklist

campuslabs
Data Driven Innovation

Pre-launch

Dates

- [ ] **Identify launch date for evaluations**
  Once you have your start and end dates for your evaluations, you may begin making deadlines for the rest of the steps below.

- [ ] **Identify Instructor grade submission due date**
  Knowing the deadline of when instructors must submit grades generally informs when you will release access to student responses. To avoid potential bias, many of our campuses do not release reports to instructors until after this date has passed.

- [ ] **Identify report release dates**
  (Faculty/Report Admins) Based on your term cycle (including your Grade Submit Date), you will need to decide when your Instructors—and also your Report Administrators (Deans/Chairs)—should have access to reports containing student responses.

- [ ] **Identify drop/add date for enrollment**
  Once your drop/add date passes for the current term, you may want to re-import your most up-to-date student enrollment file to account for final changes in enrollment. If you have questions regarding this timing or are not sure how your campus is importing data, please reach out to your Campus Labs Consultant.

- [ ] **Notify your Consultant about important dates.**

Communication

- [ ] **Work with your Data Manager to determine data import date(s)**
  We recommend importing the data at least a week before the evaluation launch to ensure that any missing or incorrect data may be adjusted before your evaluations is live.

  NOTE: If you plan to allow faculty to add custom questions to their individual sections, plan to have your data imported early enough to allow faculty time to do so.

- [ ] **Email Faculty/Staff regarding important dates**
  It is important not only to identify significant dates to inform your evaluation process and cycle, but also to inform relevant stakeholders on campus about what they can expect.

- [ ] **Develop Faculty communication plan regarding custom questions (if applicable)**
  Faculty have the ability to add custom questions to their individual sections. These additions must be done before the evaluation is live and collecting student responses. Plan to inform faculty of when and how to add these questions early enough to allow them plenty of time to take action.

Configuration

- [ ] **Confirm all Institutional Units have levels assigned**

Each unit needs to have a level assigned in order for reporting to identify Report Administrator permissions accurately.

- [ ] **Confirm data import accuracy for upcoming term**

It is important to review the data within your site for accuracy after your Data Manager imports. Be sure to connect with your Data Manager should you identify any errors with the imported course sections, instructor assignment, and/or student enrollment.

- [ ] **Check email template(s) for up-to-date language**

Make any necessary updates within Mailing Templates before scheduling Mailings in your Administration(s).

- [ ] **Update Report Admin permissions**

Be sure to manage your permissions within the site. Add new staff such as deans, department chairs, or committee members. Consider reviewing your previous permissions to ensure accuracy given any position changes on campus that may have occurred. We recommend making updates even before administering your evaluations, as these stakeholders may want to log in during the survey administration and review response rates for their area.

Professional Development

- [ ] **Course Evaluations Training**

  View our Creating a Successful Administration training

  View our Leveraging Custom Questions and Attributes training

  View our Top 10 Ways to Boost Students Response Rates training

  View our Formative Assessment During Online Instruction training

- [ ] **Faculty/Staff Training**

Hold on-campus training for faculty and staff

NOTE: Should you have questions on content or resources in this area, please reach out to discuss options with our Consultants by contacting support@campuslabs.com.

  View our User Experience and Reporting Overview training

Evaluation Instrument

- [ ] **Review evaluation questions**
  Ask yourself: Are there any changes that need to be made this semester? Are there any new questions that should be added to your overall question set? Do the colleges, departments, or programs have new questions that should be included? Are you retiring the use of specific questions and would no longer like them to be asked?

- [ ] **If changes are needed, submit a request to Campus Labs Support to make changes.**
  Once you have gathered information regarding changes or additions, submit these details via ticket at support.campuslabs.com/ticket and we'll do the rest!

- [ ] **Check your custom questions to ensure these are turned on/off depending on your needs.**

During Your Term

Communication

- [ ] **Send reminder to Faculty/Staff of important dates**
  Be sure to remind stakeholders on campus of important dates (such as when your evaluation will be live and collecting student responses). This reminder could include additional information, such as tips for faculty and report administrators on how to boost response rates.

- [ ] **Determine & set up dates for sending out student reminders**

- [ ] **Coordinate faculty communication for OSF completion**
  For campuses utilizing the IDEA SRIs that require the completion of Objective Selection Forms (OSFs), be sure to send instructions to faculty on how to complete their form(s). Also ensure you send the initial and reminder mailings prompting these to be completed after your Administration(s) are set up.

- [ ] **Update webpages and create marketing materials**
  Get help from different departments on campus for this step. For more information, check out Communicating about Course Evaluations!

Configuration

☐ **Review Report Admin assignments for accuracy**

☐ **Create your Administration(s)**

Follow our three step process to setup Administration(s) to launch your course evaluations.

☐ **Spot check courses/sections**

Once your course sections are added to your administration(s) you will easily be able to confirm the instruction assignment and student enrollments. Confirm that these look accurate to the needs of your evaluation cycle—if you spot inaccuracies, contact your Data Manager on campus to work with you to resolve.

☐ **Schedule student and faculty mailings (for each administration)**

Use the mailing templates you set up to schedule mailings for each administration. Remember that you can set up your initial student mailing as well as reminder mailings all at the same time.

- ☐ **Schedule student mailings**

  Be sure to schedule student mailings.

- ☐ **Schedule faculty mailings for OSF completion**

  Be sure to schedule faculty mailings for OSF completion.

- ☐ **Schedule faculty mailings regarding course evaluations**

  Be sure to schedule faculty mailings with details of when your evaluations will launch, how long they will be open, and also encouraging faculty to talk about the value of the course evaluation process.

- ☐ **Schedule faculty mailings regarding reporting**

  Be sure to schedule faculty mailings with details of when they should expect to have access to their reports. Ensure that the date given aligns with the report release date for instructors.

After Responses Are Collected

Communication

- [ ] **Reach out to your Campus Labs Consultant to schedule a conversation**
  Your Campus Labs Consultant is happy to spend some time with you reflecting on how your term went and establish goals for next term.

Evaluation Instrument

- [ ] **Determine need for changes in evaluation**
  Connect with campus stakeholders to discuss needs for incorporating additional questions (department specific or deliver method) for future terms.
  Contact support.campuslabs.com/ticket if changes to existing questions/evaluations are required.

Professional Development

- [ ] **Consider our ongoing resources available on our Campus Intelligence site**
  Our Campus Intelligence site features a section for Teaching & Learning focused resources.