

Course Evaluations Instructions

Instructor Information on Illinois Tech Course Evaluations and Blue by Explorance

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Course Evaluation System Overview

With the Fall 2024 term, student course evaluations across all colleges will be administered by the Center for Learning Innovation (CLI), using survey software Blue, by [Explorance](#). The Blue system automates the digital delivery of surveys, including distribution and reminder emails; FERPA compliant integration with our LMS systems (Canvas and Coursera) and Banner; and customizable reporting features directly accessible to faculty.

Course Eligibility

- Midterm evaluations include all full-term courses with 4+ enrolled students (excluding Thesis, Independent Study, Internships, and ROTC).
- End of Course (EoC) evaluations include all courses with a term duration over 14 days, with 4+ enrolled students (excluding Thesis, Independent Study, Internships, and ROTC). Instructors teaching courses with a term duration of less than 14 days are encouraged to work with CLI to develop course evaluation surveys using Canvas.

NOTES on 4+ students' threshold and cross-listed sections

- Banner cross-listed sections with a grand total of 4+ students are evaluated.
- Sections merged in Canvas by instructor request follow individual section threshold for evaluation.
- “*Threshold Not Met*” Blue notifications are used to identify course sections which either (1) do not have 4+ students enrolled, or (2) have 4+ students enrolled, but 0 completed evaluations by the close date.
- In some cases, Banner retains empty sections of the individual cross-listed sections. If that happens, Blue recognizes a section with 0 enrollments. This can lead to "threshold not met" instructor notifications in Blue.

- CLI worked with the Registrar's Office so sections emptied by cross-listing will be removed, but some may occasionally appear. If instructors see "Threshold Not Met" messages in these cases, know that evaluations were sent to all enrolled students from the combined cross-listed section.

Core Questions and Schedule

Midterm Evaluations

Midterm course evaluations are distributed to students at 36% of their term's duration and run for fourteen days or two weeks. Short courses do not generally have a midterm evaluation. Midterm evaluations provide instructors with formative student feedback. They allow students to reflect on their courses and what they have learned so far while giving instructors data they can use to make immediate course adjustments if necessary. As a result, midterm evaluation results are shared only with the instructors. See the current midterm questions on the [Center for Learning Innovation website](#).

End of Course (EoC) Evaluations

EoC evaluations for most courses open at 83% of their term's duration and will also run for fourteen days or two weeks. Evaluations consist primarily of university core questions, applicable across all Illinois Tech colleges, departments, and courses. Supplemental questions may be added by college or program in consultation with CLI as needed to promote student success.

Evaluation Release Dates

Midterm and EoC Evaluations opening dates are automatic based on the term start and end dates in Banner. See the [published schedule](#) for specific release dates by term.

Core Questions

The university's "Core" questions ask all students to evaluate the instructor and course against a standard set of questions reviewed and approved by the University Faculty Council (UFC), in April 2021. Core questions are the same for both the midterm and EoC evaluations. Resulting EoC evaluation data will be rolled up, reported, effectively analyzed, and result into potentially actionable items across all university levels. Core questions are grouped by "course questions" and "instructor questions." Courses with more than one instructor repeat the instructor questions for each instructor.

See the current core EoC evaluation questions on the [Center for Learning Innovation website](#).

Academic Unit Questions

Some academic units have additional questions for students on EoC evaluations. These custom questions appear after the Core set of questions. Midterm evaluations do not have additional questions. The ability for instructors or departments to add their own specific questions will be available at a later date.

Midterm Evaluation Timeline

- Midterm course evaluations are distributed to students at 36% of their term's duration. Evaluations are distributed to courses that generally run the entire semester. The purpose of midterms is to give instructors data they can use to make immediate course adjustments if necessary. For this reason, short courses do not receive midterm evaluations.

- Midterm evaluations are open for two weeks.
- Instructors receive evaluation reports in Blue after the evaluations close.

EoC Evaluation Timeline

- EoC evaluations **open** after 83% of the course duration, which is about 77 days after the semester start date. Due to varying term lengths, course start and end of term dates in Banner are used to calculate schedules.
- EoC evaluations close fourteen days after they open or the day before finals week starts. Once closed, course evaluations may not be re-opened. Specific course evaluation closing dates can always be found in course evaluation status dashboards for instructors.
- EoC Evaluation reports in Blue are released upon submission of final grades to the Registrar, generally one week after the end of the semester.

Tips to Encourage Participation

Instructors can encourage student participation by:

- Highlighting the value of student feedback
- Monitoring student completion rates on Blue course status pages when evaluations are open
- Reserving about 10 minutes of class time to complete evaluations.

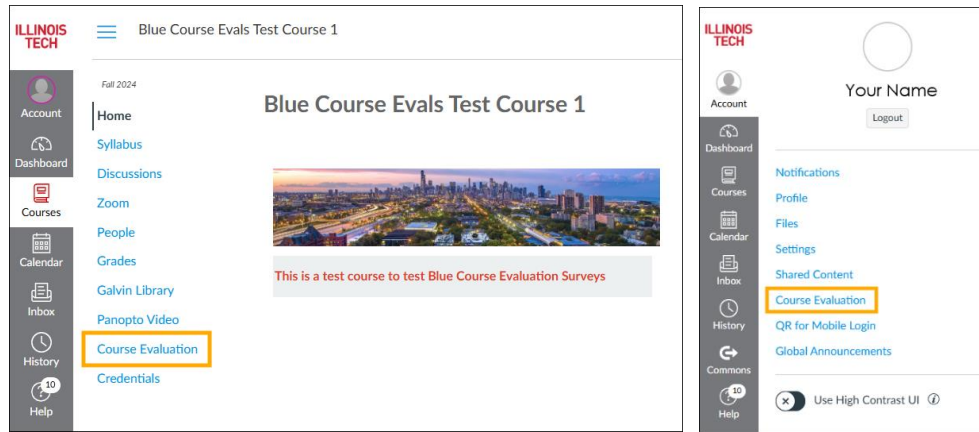
Accessing Course Evaluation Data

Both students and instructors access survey information in Blue, via a direct email link or a course evaluation link in the learning management system (LMS). Student dashboards indicate all course evaluations assigned to them with their respective closing dates and links to open evaluations. Instructors have a dashboard for each course. Instructors' dashboards indicate overall evaluation response rates for any open evaluations, options to send reminder emails, and reporting dashboards for evaluation periods that have closed.

Faculty and students can access Blue in the following ways:

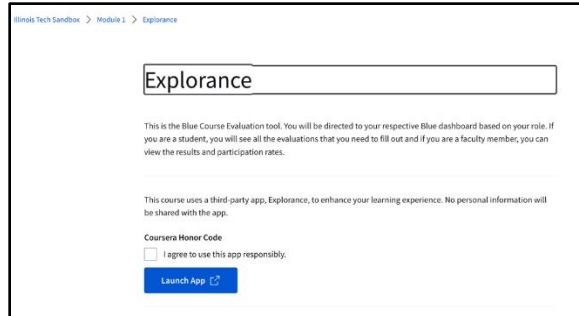
1. Through Canvas

- a. From the **Course Evaluation link** in a course's lefthand menu within any course. NOTE: the link takes a user to a personal status page in Blue which lists all courses available, if any are open. If a user has no open evaluations (a student) or nothing to review (an instructor), users will see a standard message, "You have no open Course Evaluations at this time."
- b. From the **Profile** page; see note above, the view is the same as that from the Course Evaluation link in the course.
- c. Screenshots



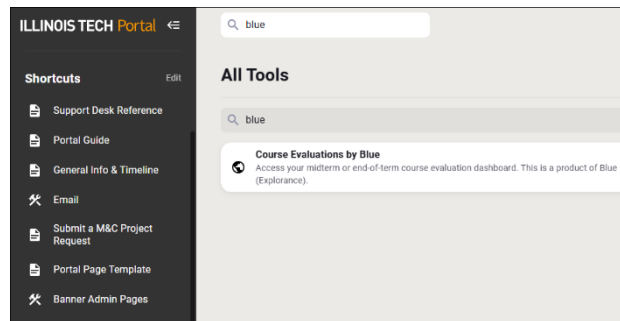
2. Through Coursera (as applicable)

- a. From the Blue Explorance Course evaluation module in each course.
- b. Screenshot



3. Through the Portal

- a. Search for “Blue (Explorance)” or locate under Tools in the Illinois Tech Portal
- b. Screenshot



4. Through Email

- a. Instructors and students will receive an email at the start of all evaluation periods, along with two automated reminder emails. All emails contain a direct link to an individual’s dashboard in the Blue system.

Viewing Your Data

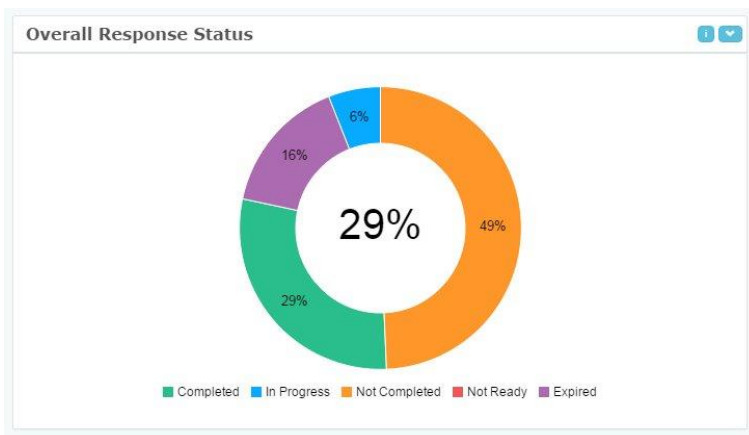
Data Visibility

All evaluation data and reports are hosted in Blue under the Reports section. Per UFC guidelines, EoC narrative data is shared only with instructors, not with departments. Grouped reports that compile quantitative data across departments and colleges are available according to reporting hierarchies, as indicated in the chart below. Midterm data is only available to individual instructors.

	Individual faculty	Department chairs (where relevant)	Deans (SSB, ID, and Arch)	Provost and Vice Provost for Faculty Affairs
EoC	Individual course reports with all comments from students <i>(Faculty cannot access any other faculty member's reports)</i>	Departmental reports Individual faculty course reports, without student comments	College-level reports Departmental reports Individual faculty course reports, without student comments	University-wide report College-level reports Departmental reports Individual faculty course reports, without student comments
Midterms	All midterm evaluation data is available to individual faculty only.	n/a	n/a	n/a

Evaluation Response Rates

Faculty can see their individual course response rates while their surveys are open. CLI encourages instructors to regularly review their response rates, so that faculty can remind classes with low response rates to complete their surveys. Instructors have the ability to send system reminders to students who have not completed their evaluations. Note that instructors see a class roster of all students invited to participate. Instructors do not see which students completed the evaluations. Only percentages are available, and instructors will not know *who* they are reminding, or who has completed any survey.



Blue Navigation

On your Blue dashboard/Subject Management page, you will see response rates across all of your courses. From this page, you will be able to:

- **View response rates** - View real-time response rates to your live evaluation(s). **View or manage evaluation settings** - View or adjust settings to your evaluation(s).
- **View reports** - View individual or aggregate reports by course.

The screenshot shows the 'Subject management' page. At the top, it says 'Hi Chris Billman (Logged in as Jason Smith), you have been invited to manage the following subjects.' Below this is a search bar (a), a filters dropdown (b), and a 'Sort by: Due date' dropdown (c). The main content area has three tabs: 'Ready', 'Live', and 'Completed'. The 'Live' tab is selected, showing three evaluations. The first evaluation is '302778 Strength of Materials I' with a status of 'Ready'. The second is '4036677 Biochemistry' with a status of 'Live', showing 28 invited, 0 started, 14 responded, and 0 opted out, with an end date of 2021-05-04 (h) and a 50% response rate (g). The third is '201156 Visual Arts' with a status of 'Completed', showing 28 invited, 0 started, 14 responded, and 0 opted out, with an 85% response rate. At the bottom, there are 'View Settings' (i) and 'Reports' (j) buttons for each evaluation, and a 'More options' button (k).

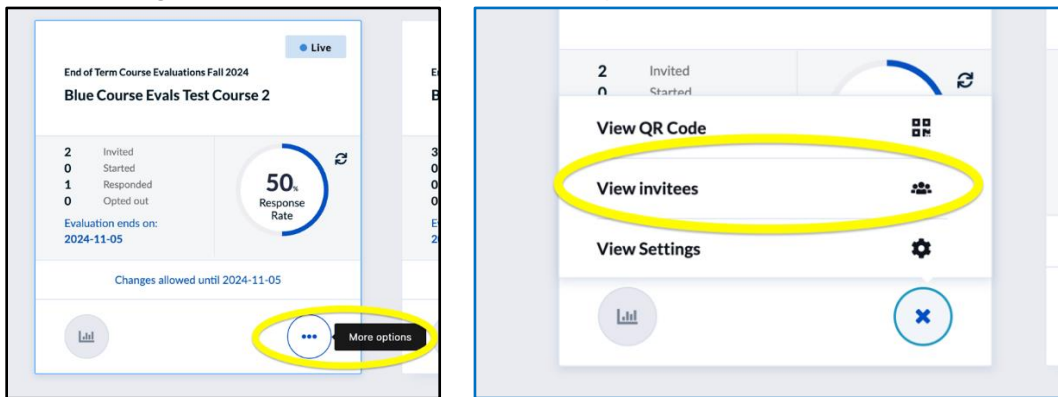
- Search bar** - Allows you to do a keyword search to locate specific evaluations.
- Filters** - Allows you to filter evaluations displayed according to their status.
Evaluations with a status of Opted Out or Expired will not display unless the filter for these statuses is enabled.
- Sort by** - Allows you to sort your list by due date or course name.
- Status** - Indicates the evaluation status.
- Evaluation** - Displays the evaluation and project name.
- Participant details** - Indicates the number of participants who were invited, started, responded, and opted out of the evaluation.
- Response rate** - Displays the number of responses the evaluation has received.
- End date** - Displays the deadline for students to complete the evaluation.
- View Settings** - View settings to your evaluation. If your Blue administrator has allowed you to adjust your evaluation settings, then you may see **Manage Settings** instead.
- Reports** - Allows you to view reports.

Response Rates

Search... Filters 5 Sort by: Subject Name

Course	Invited	Started	Responded	Opted out	Response Rate
Blue Course Evals Test Course 2	2	0	1	0	50%
Blue Course Evals Test Course 3	3	0	0	0	0%
TEST Clinical Course	2	0	1	0	50%

For courses with low response rates, you can send additional reminders within Blue. Click on the ellipsis in the bottom right of a course box, and you'll see an option to send reminder emails.



(Note: the list you see will include all of the students in your course (not just the ones who have not completed their evaluations).)

Response details for Blue Course Evals Test Course 1

Given Name	Family Name	Courses	Users
Student A (fname)	Student A (lname)	Blue Course Evals Test Course 1	[Multiple context]
Student B (fname)	Student B (lname)	Blue Course Evals Test Course 1	[Multiple context]
Student C (fname)	Student C (lname)	Blue Course Evals Test Course 1	[Multiple context]

Resend invitation emails to all raters who have not yet submitted.

You should receive a confirmation email like below after you click that link.

Confirmation

Success. A request to send emails to raters that haven't completed their evaluations has been sent.

Reporting

EoC reports will typically be available to instructors through their course dashboards after final grades have been submitted. Midterm reports are available soon after midterms close. See the Accessing Reports Instructions Guide for more details on reports and dashboards available in Blue.

Questions

For questions about Blue by Explorance and the course evaluation process, contact supportdesk@iit.edu and it will be routed to the CLI Course Evaluation Team. The [Center for Learning Innovation](#) administers Blue and the course evaluation process for instructors and provides training resources and assistance to instructors using Blue.