

Introduction

Beginning fall 2008 semester, a new option for department course evaluations is now available. The tool, called "[Feedback](#)" can be used within Moodle to create course evaluations that are easily accessible to students within their courses. The Feedback tool also gives the evaluation coordinator full control over creating, distributing, and collecting results for their respective department. The Feedback tool calculates the results as students submit the evaluations and provides a user-friendly interface.

Note: This is not your only evaluation option. You may also choose to continue conducting your class evaluations using the Scantron sheets. For more information about this option, please contact the helpdesk at 282-HELP or send an email to help@isu.edu

Who distributes the evaluations?

The [Course Evaluation Coordinator Request](http://www.isu.edu/itrc/courseEvals/eval_coord_request.shtml) (http://www.isu.edu/itrc/courseEvals/eval_coord_request.shtml) needs to be submitted by the department chair (or their designee) with the contact information of the individual(s) selected to be the evaluation coordinator(s). This form needs to be re-submitted if the coordinator information changes.

Once the request is processed, then the coordinator(s) will be able to administer the course evaluations in Moodle.

What are the responsibilities of the evaluation coordinator?

1. Requesting new, empty course evaluation each semester by submitting the Course Evaluation Request Form located at http://www.isu.edu/itrc/courseEvals/course_eval_request.shtml.
2. Creating the questions for the evaluation and applying settings (See Appendix A).
3. Distributing the evaluations.
4. Contacting the professors to make sure the professors make their course available for students to take the evaluations and adding the feedback block to their course (if it not already visible)
 - (Handout: <http://www.isu.edu/itrc/resources/CourseAvailability.pdf>)
5. Downloading and saving the results within thirty (30) days after the end of the semester
 - Results will be presented in 2 types:
 - Report - Can be printed or saved as a PDF file or copied onto a Word document to customize further.
 - PDF - You will need to save the report page as a PDF so it can be distributed and printed. (See Appendix B)
 - Word Document - Highlight the report content, copy and paste onto a blank Word document. Tables will automatically be created and the questions will be organized in cells.

- Required software (latest versions recommended):
 - Firefox browser
 - Adobe Acrobat or other PDF creator
 - Adobe Acrobat Reader
 - Excel download – Raw data (See Appendix C)
 - Required software:
 - Microsoft Excel
6. Preparing for the next semester.
- You will have 45 days to gather all information needed from the previous evaluation from the time that evaluation is closed before it is erased from Moodle. A checklist is attached to help you make sure you have everything.

What are the responsibilities of the ITRC?

- Once we receive the form from the department chair, we will add the chosen evaluation coordinator-into a Moodle role that will allow them access to setup the course evaluations. That means they will be able to customize evaluations settings, map courses to those evaluations, control when they are available and edit questions.
- Each semester, we will create an empty course evaluation and give access to the evaluation coordinator.
*Note: There will be a **maximum of three (3)** empty course evaluations per department. Each department is encouraged to use one evaluation for all classes and only use the remaining options for special evaluations (i.e. labs or clinicals).*
- Training and support for the evaluation coordinator will be available so they can efficiently manage course evaluations. Evaluation coordinators can also contact the ITRC at any time if they have any issues or concerns.
- Forty-five days after the end of the semester, we will remove prior course evaluations to make room for upcoming ones.

Checklists

To set up a new course evaluation each semester:

- Request an empty course evaluation from the ITRC. The form is located on the ITRC site (<http://www.isu.edu/itrc/CourseEvals.shtml>).
- Map course sections
Note: Remember to always maintain one mapping (specially during setup), otherwise, your course evaluation will be available for all students to take in Moodle.
- Import xml question file (backed up from last semester's evaluation if you previously conducted evaluations with Moodle during the 2008-09 academic year) (See Appendix D)

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Course Evaluation Procedures

- Set availability dates, add instructions, thank you message and check other settings (e.g., anonymous, multiple submit, etc.) (See Appendix A)

When the evaluation ends:

- Download results in Word, PDF and Excel (within 30 days)
Note: Remember to get results from INDIVIDUAL classes and “all classes”
- Export all questions into a .xml file as a backup for the following semester (within 30 days)
- Evaluations will be deleted 45 days after the end of the semester. No exceptions!



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