Guidelines for Course Evaluation System

Summary

- All course evaluations are to be completed online, via a portal provided through, and integrated with, NJIT’s online systems. This portal will be ‘friendly’ to a wide range of devices, including tablets and smartphones.

- Access to the evaluations remains unchanged. Authentication at the Login Service screen will require your UCID and password.

- The course evaluation will run in 2 phases:
  Phase 1: Elective opening (instructor choice--in or out of class).
  Phase 2: Conditional automatic opening.

- Prior to start of the course evaluation period, instructors will receive an email that they have the option to schedule in-class evaluations or out-of-class evaluations during the first week of the evaluation period. (Note that if you do not schedule evaluations for your class(es), students will not be able to access the evaluation until Phase 2). If an 80% or higher response rate is achieved, the evaluation for the course will close. (See Timing section).

- If an instructor does not schedule evaluations during the first week, or does schedule them but does not receive a sufficient response rate, they will be automatically opened for out-of-class completion for the remainder of the evaluation period (see Timing section for details).

- The best way for faculty and students to access the course evaluation system is through Moodle: http://moodle.njit.edu/
  Authentication is required (UCID and UCID password).

- Instructors will be able to see the response rate in real time by using a hotlink in an email that you will receive from NJIT Survey or through Moodle. Be sure to save the email from NJIT Survey.

- Students will have the opportunity to submit their evaluation, or to save (and not submit). Students can return to their saved evaluations at any time to amend or extend their responses. Once an evaluation is started, it will remain open until it is submitted, or the end of the evaluation period is reached.

- The questions remain the same as in previous years. The course evaluation consists of 11 ratings questions and 3 open-ended comment questions. It should take about 5-10 minutes to complete. For sections with multiple listed instructors, a student will see a single set of questions concerning the course, and then have the opportunity to evaluate each instructor separately.
**Timing**

The course evaluation will run in two phases:

**Phase 1: Elective opening (instructor choice—in or out of class).**
During the first week of the overall evaluation period (elective week), the evaluation system for a given course will be closed unless opened by the instructor for that course. The start and period of opening is under the control of the instructor, and can be as short as desired, for example, to cover the meeting time of a single class. There can be more than one open period. This will allow an instructor to hold evaluations during class (or classes), as occurred with the paper system. But, note that an instructor does not have to hold in-class evaluations — he or she may simply choose to open the evaluation system for out-of-class completion.

Please inform your students when you will be conducting the course evaluation. You can schedule your own course evaluation and view response rates by using the hotlink *(Please click here to manage your courses and view response rates)* in an email that you will receive from NJIT Survey or through Moodle. **Please save the email.**

If you decide to conduct the course evaluation in class or during any portion of this week, please notify your students. The students can access the course evaluation at the following link:

http://moodle.njit.edu/

Moodle will list the courses that are scheduled by you or other instructor(s). Authentication will require their UCID and password. Advise student to contact the IST Help Desk at (973) 596-2900 if they have a problem accessing the course evaluation.

**Any instructor including those teaching a distance learning course, EMBA or Freshman Seminar,** can schedule the course evaluation for all or any portion of this week by using by using the hotlink in an email from NJIT Survey or through Moodle.

**Phase 2: Conditional automatic opening.**

What happens during the second evaluation period is conditional upon what happened during the previous, elective opening period:

- If, at the end of the first phase of evaluations, the response rate meets or exceeds a threshold (currently set at 80%), either through in-class evaluations, out-of-class evaluations, or a combination, the evaluation system for that course will close, and no further evaluations will be possible.
- If the response rate does not meet the 80% threshold, or if the evaluation system was not opened at all by the instructor, then it will open automatically and will stay open for the remainder of the evaluation period.
- For every class that is open during the Phase 2 period, students in that class that have not yet completed an evaluation will receive automated e-mails requesting them to do so. There will be three automatic e-mails, and then possibly more initiated by the system administrator depending on response rates.
• Faculty still can conduct in-class evaluation during this period if they choose to do so.

• Students can access the system in three different ways. 1) Email from NJIT Survey containing a link, 2) Moodle http://moodle.njit.edu/, 3) Link posted on NJIT website http://survey.njit.edu/courseeval. Authentication will require the students to enter their UCID and password.

• The evaluation system for all open courses will close on last day of classes.

• Faculty will be able to monitor the response rate for each course during the entire evaluation period. Be sure to save the email from NJIT Survey.

SAMPLE EMAILS

Suggested Email Text for Faculty Email Notice to Students for in-class evaluation:

Your input does make a difference! It is important that as many students as possible complete the course evaluation. Your feedback is used to help the university improve learning at NJIT.

[Date, day, and time that you will be conducting the course evaluation and date, day and time the evaluation will close]

Please complete it during this time frame. Be sure to bring your laptop, or mobile device to class. Thank you for your cooperation.

Sincerely

Suggested Email Text for Faculty Email Notice to Students for out-of-class evaluation:

Dear Student,

Your input does make a difference! It is important that as many students as possible complete the course evaluation. Your feedback is used to help the university improve learning at NJIT.

[Date, day, and time that you will be opening the course evaluation and date, day and time the evaluation will close]

Please complete it during this time frame. Click on the link below to complete the course evaluation: http://moodle.njit.edu/

Moodle will list the courses that are scheduled by me or other instructor(s). Authentication will require your UCID and password. If you have a login issue, contact the IST Help Desk at (973) 596-2900.

Thank you for your cooperation.

Sincerely
Faculty Responsibilities

All instructors are expected to:
1. Make every effort to ensure that as many students as possible get the opportunity to evaluate a course, regardless of academic performance.
2. Be familiar with how to e-mail your students by using Moodle [http://moodle.njit.edu/tutorials/faculty/moodle2/communicating_with_students.pdf](http://moodle.njit.edu/tutorials/faculty/moodle2/communicating_with_students.pdf) or Campus Pipeline.
3. Have an activated UCID. If you do not, you cannot access the course evaluation system.

Instructors who elect to schedule in-class evaluations must:
1. Announce the timing of the in-class evaluation period or periods in plenty of time.
2. Tell students if this will be the only opportunity to do evaluations (assuming the threshold response is achieved).
3. Remind students to bring a device with which they can complete the evaluations. It is recommended that instructors survey their students beforehand to assess how many have access to a suitable device.
4. Remind any non-NJIT students (most likely Rutgers) that they will need to be able to log in to the NJIT online system (Moodle or Highlander Pipeline) to complete an evaluation. Non-NJIT students must have an activated NJIT UCID. To get an UCID, they need to contact the IST Help Desk at (973) 596-2900.
5. Ensure beforehand that the classroom is suitable. All classrooms should have access to the NJITSecure Wi-Fi network, but it would be good to check.
6. Leave the classroom while students are completing evaluations, and leave sufficient time for completion. It is recommended that instructors assign one student to assess when the evaluations are complete.
7. Allow students who miss an in-class evaluation session for a legitimate reason (medical emergency, etc.), or who are present but unable to complete it (e.g., for technical or access reasons), to have the opportunity to complete an evaluation at a later time. If the instructor does not want to open the evaluation system for out-of-class completion, he or she can schedule an evaluation ‘make-up’ and open it just for that time period.

Instructors who elect not to schedule an in-class evaluation must:
1. Announce the beginning of the open evaluation period, and encourage students to complete it on their own time.
Instructors must not:

1. Loan any student a personal or instructor-controlled device (e.g., a laptop) on which to complete an evaluation, as this compromises confidentiality. Instructors can make arrangements for students to use NJIT public computing facilities if necessary.

Instructor guide to scheduling your course evaluation

Step 1:
At the beginning of the evaluation period, instructors will be sent an email from NJIT Survey that contains a link to the online system. Be sure to save the email from NJIT Survey.

Sample message:

The NJIT Course evaluation will be run in 2 Phases.

Phase 1-Faculty has the option to conduct the course evaluation for their class from November 1\textsuperscript{st} – November 2\textsuperscript{nd}. The online course evaluations can be accessed 24/7 from any location via the internet by computer or any mobile device.

Please inform your students when you will be conducting the course evaluation. You can schedule your own course evaluation and view response rates using the following link. Please click here to manage your courses and view response rates.

If you decide to conduct the course evaluation in class (remind your students to bring laptops or smart devices) or during any portion of this week, please notify your students. The students can access the course evaluation at the following link:
http://moodle.njit.edu/

Moodle will list the courses that are scheduled by you or other instructor(s). Authentication will require their UCID and password. Advise student to contact the IST Help Desk at (973) 596-2900 if they have a problem accessing the course evaluation.

Any instructor can schedule the course evaluation for all or any portion of this period by using this link: Please click here to manage your courses and view response rates.

Or you can wait for Phase 2-Starting November 2\textsuperscript{nd} to midnight December 1\textsuperscript{st}; the course evaluation will be released for all courses that did not meet the target response rate of 80%. Students will receive an email on November 2\textsuperscript{nd} with a link which will allow them to access to all their course evaluations.

Note: Please save this email to ensure that you can continue to monitor your response rate during Phase 1 and Phase 2.

If you have any issues, please contact the IST Help Desk at (973) 596-2900.

Perry Deess, Ph.D.
Director
Office of Institutional Research and Planning
Step 2:
Instructors will each see a list of the respective courses they teach. Click either Select or the Course Name link to access the evaluation start/stop controls for that course:

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<th>Task Type</th>
<th>Subtask</th>
<th>ID</th>
<th>Category</th>
<th>Subcategory</th>
<th>Project Title</th>
<th>Due date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Subject View Management</td>
<td>401896</td>
<td>Fall</td>
<td></td>
<td>NJIT Course:Instructor Evaluation (Online) – Fall 2014</td>
<td>Friday, December 12, 2014</td>
<td>Open</td>
</tr>
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<td>Open</td>
</tr>
</tbody>
</table>

Step 3:
Clicking the link will display the following window:
1. Click the calendar icon next to the Start time to set your own date and time (using a 24-hour clock) for when you want the evaluation to open.

2. Do the same for the End date and time.
3. Click Apply Changes when you are done.
Confirmation that your changes have been saved:
Mouse over the star icon to see the period during which the start and end dates can respectively be set:

![Image of NJIT Course/Instructor Evaluation (Online) - Fall 2014 for 401896 Structural Analysis]

**NOTE:** The above scheduling feature is only available for the first period of the evaluation.

You can monitor the response rate during all phases of the course evaluation. Use the symbol to refresh the information for live, up-to-date responses:

![Image of Response Rate Table]

**NOTE:**
Student Responsibilities

All students are expected to:
1. Have an activated UCID. If not, advise them contact the IST Help Desk at (973) 596-2900.
2. To complete a course evaluation unless there is a compelling reason not to do so.
3. Complete course evaluations fairly and constructively.
4. Attend any class period during which it has been previously announced that evaluations will be taking place, regardless of any other class attendance policy. The normal exceptions will be made for medical emergency, etc.
5. Work with their instructor as necessary to arrange for completion of an evaluation in the event of legitimate problems. This might mean scheduling a ‘make-up’ in-class session, or asking the instructor to open the evaluations for out-of-class completion during a pre-arranged window. Remember that instructors who have successfully held in-class evaluations have the final say on how an evaluation make-up will take place. Remember also that make-ups of in-class evaluations may have to occur within the initial elective opening period, otherwise the evaluation system for that course may close. The instructor will know if this is the case, based on the current response rate.

FAQ

What about students that withdraw or are failing?

• With the new system, some of these students are treated differently than before. It is still true that students who withdraw before the early withdrawal deadline are no longer associated with a course and will not have access to the evaluation for that course. However, students who withdraw later than this or are subject to academic discipline will still be able to complete an evaluation. These evaluations will be part of the report that is automatically generated and distributed to faculty (but not necessarily part of merit calculations — see below). This represents a change from the previous on-line system, in which students in certain categories would be filtered before report generation. This filtering was achieved ‘by hand’, and is not possible with a third-party solution. Note, though, that the number of such students is very small (for example, in the past, late withdrawals represented .00088% of total responses).
• Faculty subject to the PBSIDS merit allocation system should know that their contract currently specifies that the merit scores are calculated in 2 ways: 1) all responses and 2) with the Ds and Fs removed. The higher of the two scores is used in the calculation of merit. Any such PBSIDS rules will be applied before merit scores are calculated.
Accessing Your Course Evaluation Reports

About 2 weeks after final grades have been released to the students, faculty will receive an email(s) with a hotlink to the course evaluation report(s).

Reports for the current or previous semesters can be accessed by signing on to the Moodle Home screen: http://moodle.njit.edu/

Authentication is required (UCID and UCID password).

The Reports block will be on the right hand side of the screen. (see example below)

If you don’t see the Reports block, look at the dock area on the left of your screen. (see example below)
Click on the Reports button to access the Reports block. Click on the report for the semester that you want to view. If prompted for a data source, choose instructors, dashboard, view reports, select report(s) and download (look for download button).

It is best to download your reports(s) to a secured drive. Reports also can be accessed via Highlander Pipeline. Login in to Highlander pipeline using your ucid and ucid password:
1- hit faculty/staff services tab
2- go to Faculty Specific Resources window (in middle of screen), click on Course Evaluation (hotlink),
3- When prompted for a data source, choose instructors, click on dashboard, view reports, select (all) report(s) and download (look for download button). Un-zip pdf.