UNH Web-based Teaching Evaluations – FAQ for Students

Why are some of my courses being evaluated online and others on paper? What determines which type of evaluation is used for which course?

Both web-based and paper evaluations are currently in use while UNH transitions from all paper to all web evaluations. The focus for this phase of the process is on improving response rates, quantifying changes in evaluation results, and ironing out technical difficulties. For Fall 2015, face-to-face courses taught by tenured professors and all courses taught online will be evaluated on the web. All other courses will continue to use the traditional paper evaluations that are distributed in the classroom at the end of the term. The final timeline for a complete transition to web-based evaluations has not yet been set.

Does the web-based evaluation form differ from the paper form?

For all face to face classes, the questions are the same in both formats. There have been some modifications made to the evaluation questions for online classes. UNH evaluations questions sets can be found at [here](https://unh.edu/institutional-research/sites/unh.edu.institutional-research/files/Web-based%20Evaluation%20Questions%20Sets.pdf).

Do I complete the web-based evaluation in class or out of class?

The evaluation is typically available to be completed for an 11 day period at the end of the course. You can complete the evaluation any time during that evaluation window. You can also start, stop and return later to complete it if you need to. Professors are encouraged to set aside for class time to complete the evaluation and to announce this a class or two in advance so that students know to bring in a laptop, tablet, or smart phone.

Why should I bother to complete evaluations on my own time?

Evaluations are an essential component of the review and promotion process for faculty. Instructors need your evaluations to help improve their teaching and the design of their courses. This is your opportunity to make your voice heard on an important issue: the quality of teaching at UNH.

Still have questions? Email [Course.Eval@unh.edu](mailto:Course.Eval@unh.edu)
When are web-based evaluations administered?

In general, UNH evaluation periods are set to open about one week prior to the end of the course and to close approximately three days after. There are some additional factors that may shift it a day or two.

UNH Law evaluations generally run for one month, approximately two weeks before and after the end date of the term.

The known schedule of upcoming evaluations can be found at this link: https://unh.box.com/EvaluationSchedule.

How do I access the web-based evaluations?

The day the evaluation window opens for your course(s), you will receive an e-mail with a link to the evaluation site. You will use your standard UNH username and password to log in. Reminder e-mails, containing the link to the site, will be sent to you every other day until you complete all your web-based course evaluations or the evaluation period closes.

Students can also access the evaluation portal by logging into Blackboard and locating the Course Evaluations button in the top-center of the main panel.

How can I access the evaluation site if I misplace my e-mail notification?

You can access the evaluation site directly from the following link while the evaluation period is open or by logging into Blackboard and using the “Course Evaluations” button on the center panel. https://unh.campuslabs.com/courseeval/

Why do I keep getting email reminders? How do I stop them?

The email reminders will automatically stop once you’ve completed all the evaluations available to you, or when the evaluation period ends. If you are still getting reminders, log into the link in the email and see if you have anything listed on “Current.”

Can I use my phone to complete the evaluation? Can I use any computer to complete my evaluations?

You can log in to the evaluation site from anywhere using any internet capable device—computer, tablet, phone, etc.

Still have questions? Email Course.Eval@unh.edu
One of my courses taught by a tenured professor does not appear in my list of courses to be evaluated. Why is that?

It’s probably because your class had 5 or fewer students enrolled. Only courses with an enrollment of 6 or more students participate in the standard evaluations. It may be exempt from evaluation based on course type or other special exemption. Check with your professors if you think the course is missing an evaluation.

Students are assigned to evaluations based on the course enrollment data in Banner, so if your classmates have an evaluation available to them and you do not, there may be an issue in the enrollment data. You may email Course.Eval@unh.edu to follow-up on how to get this resolved.

I’m concerned about confidentiality. Can I be sure that my responses and comments are presented to the instructor anonymously?

Your evaluations are confidential. Scores are summarized and made available to your instructor with no identifying information that would allow your answers to be traced back to you. Comments from all students are listed together without any reference to names or ID. Further, instructors have no knowledge of which students have or have not submitted an evaluation for the course.

Do I have to complete all of my web-based course evaluations at once?

No, you can complete some evaluations and wait to complete others another time. You can also leave in the middle of completing an evaluation and come back to finish or edit it later.

What if I change my mind about an evaluation?

You are free to re-enter the evaluation site and change responses or edit your comments any time until the evaluation period closes. After the evaluation period closes, changes cannot be made.

What if my computer crashes before I submit my evaluation?

If your computer crashes you will not lose any input you’ve made to the evaluation. You may simply reboot, login and pick up where you left off.

My course has more than one instructor. Do I complete a separate evaluation for each?

No, the evaluation will provide separate sections where you can provide individual feedback on each instructor.

When will my professor receive the evaluation results for a course?

Instructors will only receive their courses’ evaluation results after their final grades for the term have been submitted to the Office of the Registrar.

Still have questions? Email Course.Eval@unh.edu
What should I do if I have other questions or problems using the evaluation site?

If you have any other questions or have issues during the evaluation period, send an e-mail to course.eval@unh.edu.