UNH Web-Based Teaching Evaluations

J-Term 2016 Faculty Guide

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- Important Links:

  - Course Evaluation portals – NOTICE EACH HAS A DIFFERENT SUFFIX TO THE URL
    - Faculty portal: https://unh.campuslabs.com/faculty/
    - Administrator portal: https://unh.campuslabs.com/ce/
    - Student portal: https://unh.campuslabs.com/courseeval/

  - FAQ for Faculty and FAQ for Students are available on the IR&A website:
    - http://www.unh.edu/institutional-research/student-evaluation-teaching

  - Email contact for questions or issues: Course.Eval@unh.edu

  - IR&A’s “Student Evaluation of Teaching” webpage also includes many of these links:
    - http://www.unh.edu/institutional-research/student-evaluation-teaching

Have questions? Email Course.Eval@unh.edu
J-Term 2016 Teaching Evaluations – Best Practices For Face-to-Face Classes

1. In order to maximize student response rates, UNH strongly encourages faculty to set aside time in class for students to complete the web-based evaluation, just as we do with paper evaluations.

2. Plan a class period during the week of January 19th (★) for your class to spend 10 - 15 minutes to complete the evaluation. Have students complete the evaluation at the beginning of the class period, while you still have a captive audience.

3. Announce the date in advance to students and instruct them to bring internet capable devices (smart phone, tablet, or laptop) to class on the day of the evaluation.

4. The instructor should not be present while students are completing the evaluation.

5. Provide students with the link to the evaluation portal.
   - Remind them it is in their email account or they may access it through MyUNH
   - Project the Student portal url or write it on the board
     - https://unh.campuslabs.com/courseeval/
     - Project this QR code for the student portal which students can scan using their smartphones. You can cut and paste the image into a powerpoint slide or document.

Example Scripts

In advance of the evaluation cycle:

“On January 15th, you should all receive an automated email notifying you that teaching evaluation for this course is open from 1/15 through 1/25. This email will contain a link to the teaching evaluation website.

“Because your feedback is important, I will give you time in class to complete the evaluation on <insert your chosen date>. Please bring your laptop, tablet, or smart phone – an internet capable device – so you can complete the web-based teaching evaluation in class.

“Student feedback through these evaluations is very valuable to me and to our department. Student evaluations are intended to promote excellence in teaching and are used in tenure, promotion, and salary decisions concerning teaching faculty. “

*note to professor – you do not need to inform IR&A of the date you select. The evaluation will be open to your students for the entire evaluation window.

Day of the evaluation

Have questions? Email Course.Eval@unh.edu
“We are going to take 10 minutes from class time so you all can complete the web-based teaching evaluation. You should have received an automated email that included a link to the evaluation website. You can access the evaluation by clicking on the link in the email. If you don’t have the link, you may also log into Blackboard (myUNH) and there is a button” that says “Launch Course Evaluations” in the middle of the main window, or type in the website that I have written on the board.

[https://unh.campuslabs.com/courseeval/]

“If you forgot to bring a laptop or your phone, you can borrow from someone else when he or she is finished and has logged out of the evaluation website. I am going to step out of the room for 10 minutes while you complete the evaluation.

“Student feedback through these evaluations is very valuable to me and to our department. Student evaluations are intended to promote excellence in teaching and are used in tenure, promotion, and salary decisions concerning teaching faculty.

“If you run out of time or want to make additional comments later, the evaluation will remain available to you until January 25th and you can log back in to add or edit your feedback until then.”

**J-Term 2016 Teaching Evaluations – Best Practices for Online Classes**

Online classes do not have the opportunity to take advantage of a captive audience in a classroom setting to increase student participation in teaching evaluations.

Online instructor are encouraged to:

- List it as one of course assignments – assign it a due date as a way gaining student attention
- Send or post electronic reminders of your own. Explain the value of the evaluation to you as the instructor.

**Evaluation Schedule for J-term**

The J-term evaluation cycle will run from 1/15 – 1/25.

Student will be sent reminders on 1/15, 1/17, 1/19, 1/20, 1/21, 1/22, and 1/24. Student reminders will be sent every day of class during the last week of J-term, to support faculty efforts for in-class evaluation completion. This way a students will have reminder near the top of the email inbox. A student who has completed all of his/her open evaluation will no longer get reminders.

Faculty will be sent reminders on 1/15, 1/19, and 1/22. Faculty reminders are sent regardless of student participation rate, so if you achieve 100% response rate from your students (congrats!), you will still receive the faculty reminders.
**Frequently Asked Questions**

New FAQs for Web-based Evaluations are available on IR&A’s website. The direct links to the FAQs are below:

FAQ for Faculty and Administrators:


FAQ for Students:


If you have a question you’d like added to the FAQ, please email it to Course.Eval@unh.edu.

**Monitoring Response Rates**

During the evaluation window for your course(s), you can log into the faculty portal to check response rates for each of your courses.

[https://unh.campuslabs.com/faculty/](https://unh.campuslabs.com/faculty/)

**Reporting of Results**

J-Term 2016 evaluation results will be made available on February 16, 2016.

- Faculty will be emailed summary PDFs of the quantitative and qualitative evaluation results for their courses.
- Faculty can also log into the Faculty portal to see and print results for each individual course. [https://unh.campuslabs.com/faculty/](https://unh.campuslabs.com/faculty/)
- Department Chairs and Deans can log into the Administrator portal to see and print results within their organizational area. [https://unh.campuslabs.com/ce/](https://unh.campuslabs.com/ce/)