UNH Web-Based Teaching Evaluations

Fall 2015 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
  
  - Demonstration Evaluation for Faculty to try:
    - https://unhtest.campuslabs.com/courseeval/
  
  - 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
Fall 2015 End of Term Evaluations – Best Practices

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 December 9th (*) 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.
   o Remind them it is in their email account or they may access it through MyUNH
   o 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.

(*) The major evaluation cycle for UNH this term runs from 12/4 – 12/14. This includes Full Term, Half Term II, and Paul Term II. Paul Exec MBA term evaluations run from 12/12 -12/22, so the planning of in class evaluations should be scheduled accordingly.

Example Scripts

In advance of the evaluation cycle:

“On December 4th, you should all receive an automated email notifying you that teaching evaluation for this course is open from 12/4 through 12/14. 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.

Have questions? Email Course.Eval@unh.edu
**Day of the evaluation**

“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 December 14th and you can log back in to add or edit your feedback until then.”

**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.
**Demo the Student Evaluation Experience**

If you would like to try the web-based evaluation to understand the student experience, you can log into the UNH evaluation demonstration area using the link below. Log in with your standard UNH username and password. Try your computer and/or smartphone to see the options available to students.

Try an evaluation demo: [https://unhtest.campuslabs.com/courseeval/](https://unhtest.campuslabs.com/courseeval/)

- Section 21: Standard UNH Evaluation
- Section 22: Standard UNH Evaluation + Inquiry questions
- Section 23: eUNH Online (ONLO) Course Evaluation

THE LINKS ABOVE IS FOR THE DEMOSTRATION EVALUATIONS ONLY, DO NOT SHARE WITH STUDENTS.

If you are unable to login, email Course.Eval@unh.edu with your name, username, and 9-number and we will add you to the demo course roster.

**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**

Fall 2015 evaluation results will be made available the week of Jan 11, 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/)