Course Evaluation Instructions

At the end of this documentation, primary instructors will be able to utilize the course evaluation system.

Access the Course Evaluation System

Access the new course evaluation system by going to https://apps.shp.rutgers.edu/projects/courseevalv2/main.cfm. It will ask you to sign in with your NetID and password.

Access Your Course Evaluation

You will be presented with your list of courses. Click on the CRN number or the CourseID number to set up each course evaluation before releasing the evaluation to your students.
Follow the Steps below to set up your course evaluation:

**Step 1**: Sub-Instructors
- If your course utilizes sub-instructors, use the options below:
  - Add/Edit/View Sub-Instructors
  - Designate Sub-Instructor as Primary Instructor
  - Optional: If Primary Instructor is not teaching and needs to designate one Sub-Instructor as the Primary Instructor

**Step 2**: Student List
Verify that the student list captures all students currently enrolled in your class. View/Edit the Student List

**Step 3**: Online Course?
Yes / No

**Step 4**: Customize Survey Questions
Specify course resources (part 2), course assessments (part 3), and specific course-related questions. Customize Survey Questions

**Step 5**: Preview Student Survey
Preview your Students' Survey Page before releasing to students. Preview Student Survey

**Step 6**: Release Evaluation & E-mail Students
Return to Instructor Page to release evaluation and compose e-mail to students. Return to Instructor Page.

You will then see a series of 6 steps. Each step outlines the procedure to set up the course evaluation before releasing it.

**Add Sub-Instructors (if Needed)**

**Step 1**
Sub-instructors
If your course utilizes sub-instructors, use the options below:
- Add/Edit/View Sub-Instructors
- Designate Sub-Instructor as Primary Instructor
- Optional: If Primary Instructor is not teaching and needs to designate one Sub-Instructor as the Primary Instructor

If your course utilizes sub-instructors, you have two options available to you: add, edit, or view sub-instructors and/or designate one of the sub-instructors as the primary instructor.

1. To add, edit, or view sub-instructors, click on the first link Add/Edit/View Sub-Instructors.
2. To designate one of your sub-instructors as the Primary Instructor and to give them the Primary Instructor rights in the Course evaluation tool, click Designate Sub-Instructor as Primary Instructor.
# Add/Edit/View Sub-Instructors

1. When adding sub-instructors, you should first see if your sub-instructor is added in the dropdown list on the left. Click on the **selection** dropdown and find the sub-instructor you wish to add. Click **Add**.

Then you will be asked to confirm adding the sub-instructor. Click on **Confirm** to add to your sub-instructor. Click **Cancel** to cancel the selection.

2. If your sub-instructor is not included in the list, type in the instructor's **first name**, then **last name**, and the instructor’s **NetID**. For example, if my sub-instructor is **John Doe** and his NetID is **jdoe**, I would put **John** in the first blank, **Doe** in the second blank, and **jdoe** in the third blank. *If the instructor is not a Rutgers employee or does not have a NetID, please put their personal e-mail address in the third blank.* Click **Add**.
If you have added a sub-instructor manually, you will see the message above. **IMPORTANT:** You will be asked to confirm your sub-instructors individually.

Click on **Confirm** to add them to your sub-instructor list. Click **Cancel** to cancel their selection.

You will see a message for each sub-instructor when they are successfully added to their course.

Click **Go back** to return to the previous page and repeat, if needed.
Once all of your sub-instructors are added, you will see them listed. Click on Course Page to return to the list of steps.

(OPTIONAL) Designate Sub-Instructor as Primary Instructor

Step 1

If your course utilizes sub-instructors, use the options below.

Add/Edit/View Sub-Instructors

Designate Sub-Instructor as Primary Instructor

Optional: If Primary Instructor is not teaching and needs to designate one Sub-instructor as the Primary Instructor.

Select the second link if you wish to designate your sub-instructor as your primary instructor.

You will see your sub-instructors listed, with a radio button for each.
1. Select the radio button that corresponds to the faculty member you wish to designate.
2. If you wish to clear the radio button because the wrong faculty member was selected, click the Clear button.
3. Click Save to save your changes or click Exit to cancel your changes.

When you save your choice, you will see the following message. Click Course Page to return to the steps.

**View/Edit Student List**

To verify that the student list captures all students currently enrolled in your class, click the View/Edit Student List link.
You will then be presented with the list of students. **Please note** that the list of students came from a download of Banner information after the add/drop date. Changes to Banner information after that download and additions to your Moodle course will not be reflected in the Course Evaluation system.

1. To remove a student, click on the **Remove** button next to their name.
2. To add a student, click on the **Add Student** button.

If the student list is correct, click **Course Page** to return to the steps.

### Add Student

1. When you click the **Add Student** button, you will be asked to put in the first name, last name, and NetID of the student. Their SHP e-mail will auto-generate.
2. Click **Save** to save the student into your roster.
You will see the student added to your course.

Click **Course Page** to return to the steps.

**Online Courses**

The feature in Step 3 changes the options for Part 4 of the Course Evaluation based on the course delivery method.

**Step 3**

**Online Course?**

- Yes
- No

If your course is completely online with no on-campus component, select the Yes radio button. This will show the below options under Part 4 of the Course Evaluation.

**Part 4: Course Infrastructure**

*Course Infrastructure is Adequate and Conducive to Learning*

- Learning Management System (Moodle, Sakai, Canvas)
- Others

If your course is hybrid or on-campus, select the No radio button.
This will show the below options under Part 4 of the Course Evaluation.

Part 4: Course Infrastructure
Course Infrastructure is Adequate and Conducive to Learning
- Laboratory Equipment
- Audio-Visual Equipment
- Classroom Space
- Laboratory Space
- Others

Customize Survey Questions

You have the opportunity to select specific course resources, course assessments and graded activities, as well as add specific course-related questions.

Click on Customize Survey Questions.

Select Resources or Assessments

Survey questions

Instruction:
1. For Part 2 and Part 3, choose the course resources and course assessments that are applicable to your course by clicking the checkbox next to the item.
2. At the bottom of this page, enter any course-specific questions you wish to include. (Maximum: 5)
3. Click the Save button at the bottom of the page to save your changes and additions and continue to the next steps.

Part 1: Course Content & Structure
- Course objectives were clearly stated in syllabus
- Course content clearly met course objectives
- Grading criteria were clearly communicated
- Lessons were presented in a logical manner

Please note that you will not be able to change any of the selections in Parts 1, 5-7.
Scroll down to parts 2 and 3 and **click the checkboxes** next to the resources or assessments that apply to your course.
(Optional) Add Other Items to Part 4: Course Infrastructure

You will be presented different options based on your course delivery method under Part 4 of the course evaluation. However, you will have the opportunity to add other items for evaluation on both cases.

To add an item, **click the checkbox** next to **Others**.

This will open a textbox. Type in the item that you wish to add to the evaluation.

1. To add another item, click on the **Add** button. You can add up to 5 items.
2. To remove the item from the evaluation, click on the **Remove** button.
(Optional) Add Course-Specific Questions

You will have the opportunity to add course-specific questions to the evaluation. To add these questions, click the box next to To add instructor’s question, check the box.

You will be asked to select the number of questions that you would like to specify. Select the number of questions from the dropdown. (Maximum of 5)

You will be presented a list of blank textboxes based on the number that you have selected.

Type your course specific questions into the textboxes.
Confirm Survey Customizations

Part 6: Instructor Assessment
Instructor Assessment demonstrates the following attributes:
- Comprehensive Knowledge
- Effective Delivery of Material
- Respect toward Students
- Enthusiasm for Course Material
- Effective Communication
- Accessibility outside the Classroom
- Timely Feedback as Reported in Syllabus
- Quality Feedback

Part 6: Student Satisfaction
- I am satisfied with the course
- Course met my expectations
- Course contributed to my professional development

Part 7: Please provide any additional commentary that you feel was not captured above
- Please provide any additional commentary that you feel was not captured above

To add instructor's question, check the box

How many questions would you like to specify? 2

#1: What did you find most valuable and helpful in this course?
#2: What suggestions do you have for improving this course?

Click Save to save your customizations.

You will see the following confirmation when your customizations are saved.
Preview Student View of Survey

Click on **Preview Student Survey** to preview what your students will see when the survey is released.

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**Part 1. Course Content & Structure**

<table>
<thead>
<tr>
<th>Course objectives were clearly stated in syllabus</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course content clearly met course objectives</td>
<td>Strongly Disagree</td>
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<td>N/A</td>
</tr>
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</tr>
<tr>
<td>Lessons were presented in a logical manner</td>
<td>Strongly Disagree</td>
<td>Strongly Agree</td>
<td>N/A</td>
</tr>
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</table>

**Part 2. Course Resources**

Course Resources are Effective Teaching Tools OR Course Resources Support Course Objectives

**Part 3. Course Assessments and Graded Activities**

Course Assessments and Graded Activities are Relevant and Support Course Objectives

**Part 4. Course Infrastructure**

Course Infrastructure is Adequate and Conducive to Learning

<table>
<thead>
<tr>
<th>Learning Management System (Moodle, Sakai, Canvas)</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Item 1</td>
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<td>Item 2</td>
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<td>Item 3</td>
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<tr>
<td>Item 4</td>
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<tr>
<td>Item 5</td>
<td>Strongly Disagree</td>
<td>Strongly Agree</td>
<td>N/A</td>
</tr>
</tbody>
</table>

You will be able to interact with the survey, but you will not see a **Submit** button like your students will be able to see.
### Part 5: Instructor Assessment

Instructor Assessment demonstrates the following attributes

**Primary Instructor:** Shashi Mehta

<table>
<thead>
<tr>
<th>Attribute</th>
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<th>3</th>
<th>Strongly Agree</th>
<th>N/A</th>
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<tbody>
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<td></td>
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<tr>
<td>Quality Feedback</td>
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**Sub Instructor:** Filip Carus Ozun

*(skip this section if this sub instructor does not teach you)*

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</table>

**Sub Instructor:** Min Huang

*(skip this section if this sub instructor does not teach you)*

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Click **Course Page** to return to the course page.

**Release Evaluation to Students and Compose E-mail**

**Step 6**

Release Evaluation & E-mail Students

Return to Instructor Page to release evaluation and compose e-mail to students. Return to Instructor Page.

Once the changes you wish to make are completed and you are ready to release, return to your instructor page to release the evaluations by clicking on the **Return to Instructor Page** link.
Click on the checkbox next to **Release Evaluation** to release your evaluation to your students, then click **Save**.

You will see the above confirmation once the evaluation is released.

### Composing E-mail to Students

Click the **Compose** button to e-mail your students.
Modify the subject and content of the e-mail as needed. Click **Send EMAIL** to send the e-mail to your students.

You will see the following confirmation when the e-mail is sent.

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**Course Evaluation**

**Fall 2018**

Your message has been sent to all students in this course. Thank you.

Instructor name:

Course name:
Verify Course Evaluation Link in Moodle

**IMPORTANT** Moodle and the course evaluation system are not linked.

Please make sure that the URL for the course evaluation in your course is set to the following link in order to utilize the new course evaluation system:

https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm

Click on the **Turn Editing On** button. Scroll down to your course evaluation link and click **Edit**, then **Edit Settings**.

Locate the **External URL** field. It may say http://apps.shrp.rutgers.edu/courseeval or http://shp.rutgers.edu/courseeval.

**Change the link to:**

https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm

Scroll down and click **Save and return to course**.
Add Course Evaluation Link in Canvas

**IMPORTANT** Canvas and the course evaluation system are not linked.

1. Click Modules in the Course Navigation section.
2. Find the module that you wish to add the Course Evaluation link. Click the Add Item button.
   
   ![Add Item to Course Essentials](image)

   - Select **External URL** from Add item dropdown menu.
   - Copy and paste the below URL to the URL field.
     
     `https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm`
   - Type “Course Evaluation” in the Page Name field.
   - Click Add Item.

**Questions?**

If you have any questions, please contact SHP Help at shphelp@sph.rutgers.edu or call 973-972-9171.