MEMORANDUM

TO: All University of Oklahoma – Norman Campus Instructors

FROM: Kyle Harper
Senior Vice President and Provost

DATE: April 3, 2017

SUBJECT: Guidelines for Administering OU’s Course Evaluation

Student evaluations of courses contribute to the improvement of instruction at OU. In spring 2010, the university replaced the costly and labor-intensive paper and pencil evaluation process with our current online system (eValuate). In order to make this evaluation process even more effective, there is a version of eValuate for mobile devices.

Along with offering this increased accessibility for students, we want to encourage you to provide time for students to be able to evaluate courses during class. Instead of handing out paper and pencil evaluation forms, students can be asked to use their own laptops or other mobile devices to complete the evaluation form online.

Review the specific date that the evaluation window opens for each section that you teach. You can log into the eValuate website (http://eval.ou.edu) at any time during the semester to determine when the evaluation window(s) open for your course(s).

- Full term (16 week) course evaluation windows will open 14 days prior to the last teaching day before finals week. For spring 2017 semester, the evaluation window will open at 12 am on April 24 and will remain open until 11:59 pm on May 7.

- Half term (8 week) course evaluation windows will open 7 days prior to the last day the section meets. These evaluation windows are section-specific so please check on the eValuate website (http://eval.ou.edu) for more information.

If your course does not fall into these two categories or has special circumstances, please contact OU eValuate (eval.ou.edu) with a brief explanation on why you would like to request an alternate evaluation window.

➢ To ensure a smooth and fair process, please follow this guideline for in-class evaluations:
1. Once you know the evaluation window for your course section(s), set aside time in class during that window to allow students to complete their evaluation in class using a laptop or mobile device.

2. Remind students prior to the date you plan to conduct the in-class evaluation to bring their laptop or mobile device to class.

3. On the day you have selected for in-class evaluation, remind the students that that you have set aside class time to conduct the class evaluation (we recommend that time works best at the beginning of class). Ask the students to evaluate your class and let them know that they may also evaluate other classes during this time. **Data show that the response rate increases when faculty members tell their students that their responses are important and that the results will be taken seriously.** Let the students know the amount of time that they will have to complete the evaluation (ten minutes should be enough time).

4. Direct students to [http://eval.ou.edu](http://eval.ou.edu) but ask them not to start the evaluation until you have left the room.

5. Leave the room before the students begin the evaluation and do not return until the time period has finished. You might want to ask a student to set a timer on their mobile device to notify the class.

6. If students are not in class during the scheduled time or do not have access to a laptop, mobile device, or lab computer, they may still complete the evaluations outside of class before the evaluation window for that section closes.

   > Please note that students will still be encouraged to complete their course evaluations at any time during the evaluation window. Offering in-class evaluations is an additional way to reach students and increase response rates.

   > Soon after the deadline to submit final grades has passed, each college, academic unit, and instructor will receive an email announcing that the evaluation reports are available to view online at the eValuate website ([http://eval.ou.edu](http://eval.ou.edu)).

cc: Loretta Early, Chief Information Officer
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