WATERLOO | ENGINEERING

**Electronic Course Evaluations
Instructor Guidelines**

Survey Procedures

Let your students know in advance the class in which you're planning to set aside time for evaluations and ask them to bring their internet-enabled phone, tablet, or laptop that day.

Give students time the beginning of the class to complete the evaluations. This will maximize response rates.

Let students know that both the faculty and you rely on their feedback on course offerings and teaching. Research shows that impact of feedback is a strong motivator for students to complete evaluations; if you can, let students know about any changes you have made based on past student feedback.

Put the web address of the evaluations on the board: https://evaluate.uwaterloo.ca (*note: no "www"*) and ask students to navigate to the web page and login using the same credentials as they use to access LEARN or Quest. A PowerPoint slide is also available.

Let students know that the evaluation must be completed in one sitting; if the session is closed without hitting the "Submit" button, any responses they may have entered will not be saved, and they will have to start over.

Leave the room for 10-15 minutes while students complete the evaluation.

Advise students that they can contact Kathy Becker in the event of technical difficulties.

Additional Survey Administration Information

The questions in the online evaluation are the same as those in the paper questionnaires.

Setting aside time in class will help maintain high response rates.

All responses are anonymous; no identifying information is tied to student responses.

Through a system of encrypted tokens and codes, the system determines whether each student has any incomplete course evaluations and sends reminders by email.

When students login, they may find that there is more than one evaluation available for them to complete; all their available evaluations will be listed for the entire evaluation period (weeks 10 and 11 of the academic term).

As with the paper-based evaluations, written comments provided via the online evaluation will be reviewed during the student screening meeting.

As with paper-based evaluations, all evaluation results will be posted on our course evaluation results interfaces available for undergraduate courses (https://www.eng.uwaterloo.ca/critiques/) and graduate courses (https://www.eng.uwaterloo.ca/grad_critiques/).

Additional Information

Course Evaluations FAQ:
https://uwaterloo.ca/engineering/teaching-learning/course-evaluations/frequently-asked-questions-faq
Video: Using Evaluate to Complete Course Evaluations https://youtu.be/w8GoMEHohYI
Video: Reviewing Course Evaluation Results in Evaluate https://youtu.be/u7CsWnHMuAM

If you have any questions, please contact
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