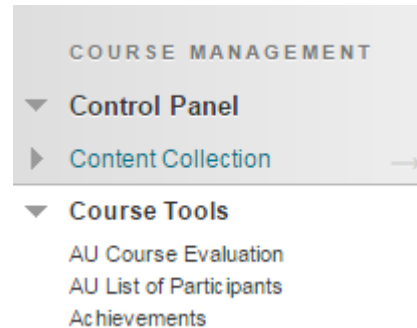# GETTING STARTED WITH COURSE EVALUATION

1
As an instructor, you can access the **AU Course Evaluation** tool. You find it on your course's Blackboard page under Course Tools.

2
In the list of evaluation templates the course evaluation will have the status "Pending release" while the general questions from AU are being added. Once the status changes to "Unpublished" you have the opportunity to add questions by clicking **View/Add**.

3
The list shows the questions that are associated with the evaluation. The order in this list reflects the order in which the students will see it. Click **Add Question** and choose either to select questions from the **common pool** or your **personal pool** or to copy the list of questions chosen from another of your courses.
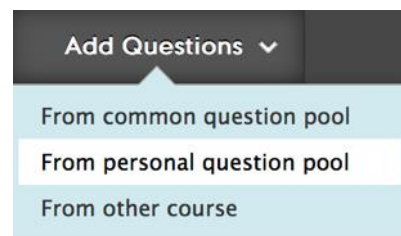
4

When adding questions from the question pool, you have to decide if students should be allowed to add comments to their answer or not. The questions are added to the evaluation in the order that you select them.

Note: When viewing results of the evaluation you need to ask the study administration for a report with open-ended question and comments.

5

If you choose to add from your personal question pool you can create your own questions. Click *Create question* and fill in the information of the question you wish to ask and click *Create*. Now you can add the question by clicking the *Add Question* icon.

6

There are several pages of questions. Questions that are tagged "ST..." are primarily intended for use at Science and Technology, but you are free to pick the questions you prefer.

You can sort the list so it begins with ST-related question by clicking on **Tag**-heading twice. When you have selected your questions click **Ok** in the bottom right corner to return to the list of questions associated with the evaluation.

Note: You are recommended not to add more than 1 or 3 questions.

7

When you have added the desired questions, it's time to publish the evaluation. This can be done from either the list of questions added (in the upper right corner: "**Publish Evaluation**") or from the list of evaluations here: Course Management → Course Tool → AU Course Evaluation → **Publish**.

🖊 View / Add   ⬆ Publish

8

When publishing the evaluation to the students on your course you should choose a **closing date**. This date is the last day the students can respond to the evaluation. If you plan to discuss the evaluation result with the students e.g. during the lecture, you are advised to set the closing date to no later than the day before your last lecture.
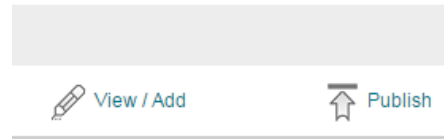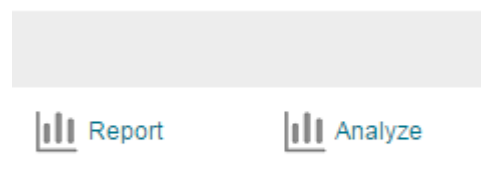
Click **Publish** to make the evaluation available to the students.

Note: If you have not published the evaluation Monday in the last week of the teaching period the study administration will publish the evaluation.

✳ Course close date for the evaluation

Enter dates as dd/mm/yyyy

9

To ensure a high response rate it is important that you allow the students 10-15 minutes in a lecture to evaluate – advisedly the second last lecture. You can see the response rate and the preliminary results by clicking the **report icon** (Course management → Course Tools → AU Course Evaluation).

Note: if less than 5 students have responded to the evaluation no course report will be generated.

📊 Report   📊 Analyze

Displaying **1** to **1** of **1** items

10

If there is a very low response rate you have the option to **republish** the evaluation once it is closed. However, the closing date cannot be set later than the final closing date for the entire evaluation, which follows the end of the term.

Closed   ⬆ Republish   📊 Report

11

After reviewing the results, it is important to share and reflect upon them together with your students. It gives you the possibility to get a broader perspective on the students' experience in your classroom. You can e.g. start out by telling the students how you interpret the results and invite them to comment on it.
Make sure to facilitate an open conversation and finish it off by stating what you will pay special attention to in the future.

3. Results

☐ Show results in Danish

I rate the overall outcome of the course as

Very great outcome   Significant outcome   Some outcome   Limite

12

If you print the report then make sure that you in your browser have selected the option to include background graphics.

Without background graphics

I rate the overall outcome of the course as		29%	47%	23%
Very great outcome	Significant outcome	Some outcome Limited outcome	No outcome	Did not answer

With background graphics

I rate the overall outcome of the course as		29%	47%	23%
Very great outcome	Significant outcome	Some outcome	Limited outcome No outcome	Did not answer