GETTING STARTED WITH COURSE EVALUATION

1 As instructor, you can access the AU Course Evaluation tool. You can find it on your course’s Blackboard page under Course Management -> Evaluation -> AU Course Evaluation.

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 Once the status changes to “Unpublished”, you have the opportunity to add questions by clicking Edit.

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. You add the questions to the evaluation in the order that you select them.

5 There are several pages of questions. Questions 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.

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.

By clicking Preview you can see how the students will see the evaluations form. You can change the language between Danish and English by clicking on the green field in the top of the form.
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.

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. In order to discuss the evaluation result with the students during a lecture, we advise you 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.

To ensure a high response rate it is important that you allow the students 10-15 minutes during 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). By pointing with the cursor on View Report, you see an arrow to the right. When you click on the arrow, a blue box occurs from where you can choose a report with or without comments. Use the one without comments to have the dialogue with the students.

**Note:** if less than 5 students have enrolled for the course no course report will be generated.
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. After the closing date, the students can create a report without comments.

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.

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

Only the course coordinator can access the evaluation module in Blackboard. If you want to grant other instructors access to the evaluation module you can do this by clicking Delegate Rights.