Aarhus University and the Faculties of Natural Sciences and Technical Sciences work systematically to improve the quality of teaching activities. To ensure the quality of our teaching activities and continuous development of courses and study programmes of the highest levels, it is central to include qualified feedback from the students. The Faculty Management of Natural Sciences and Technical Sciences has decided that the course evaluation should be completed during the teaching period in order to share and reflect upon the results with the students.

Plan for course evaluation

#1 **Approximately three weeks after the start of the semester**
Nat-Tech Studies Administration releases the questionnaires to course coordinators. Course coordinators (instructors with access to the evaluation module in the Blackboard course page) can formulate and add their own questions to the questionnaires. **Note!** This must be done BEFORE the questionnaire is released to students, as it impossible to withdraw a published questionnaire.

#2 **Friday in the third from last week of teaching of ordinary courses**
Nat-Tech Studies Administration releases all questionnaires to the students with a closing date a week later. **Note!** Course coordinators of summer courses and short courses running through the first part of the semester must release the questionnaire themselves at a time they see fit.

#3 **The second last week of teaching**
Allow the students 10-15 minutes during a lecture to answer the evaluation in order to ensure a high response rate.

#4 **Last week of teaching**
Review and discuss the results with the students.
QUICK GUIDE

Before releasing the evaluation

1. As course coordinator, 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. Only the course coordinators listed in the Course Catalogue 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. If you want access to the evaluation module, you have to contact the course coordinator.

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 Once the status changes to “Unpublished”, you can add questions by clicking Edit.

4. 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.
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.

There are several pages of questions.
Questions tagged “ST...” are primarily
intended for use at Nat-Tech, 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.
8 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.

9 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: Course Management → Course Tool → AU Course Evaluation → **Publish**.

10 When publishing the evaluation to the students on your course you must choose a **closing date**. This date is the last day the students can respond to the evaluation. In order to discuss the evaluation results with the students during a lecture, we advise you to set the closing date to Sunday before the last week of teaching.

Click **Publish** to make the evaluation available to the students. After publishing, Blackboard will automate a message for the students informing them that the questionnaire is available. You cannot edit the questions or withdraw the questionnaire after publishing.
After releasing the evaluation

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-to-last lecture. You can see the response rate and the preliminary results by clicking the report icon. 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: you cannot generate a course if less than 5 students have enrolled for the course.

If there is a 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 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. After the closing date, the students can create a report without comments.