STEP-BY-STEP GUIDE TO CUSTOMIZING YOUR COURSE EVALUATION FORMS

(for instructors)

STEP 1: Get Started

Consult divisional/ departmental communications regarding procedures (e.g. timelines, courses included, number of items permitted, etc) for your course evaluations. Review the institutional and divisional questions - and your department's questions (if applicable).

Each term, there are two windows of access to the system:
- **Instructor Window** during which instructors select items for each of their courses, and
- **Student Window** during which students respond to these course evaluations.

STEP 2: Identify your Questions

- Think about the general areas for which you would like to gather feedback from your students and then consult the institutional Question Bank (available at: http://www.teaching.utoronto.ca/Assets/CTSI+Digital+Assets/PDFs/q-bank-feb2012.pdf).
- The bank is organized into categories; these categories appear as pull-down menus in the online Question Bank. You'll note that the first few categories include teaching behaviours (e.g. communication) whereas latter categories include the extent to which the course provided opportunity to develop academic skills (e.g. critical thinking).
- Instructors are not limited to any category; *you are free to select any item*. Also, it is not mandatory for instructors to add items to their course evaluations. (Be sure not to duplicate the institutional, divisional or departmental questions.)
- If you would like guidance on selecting items for your course evaluations, please feel free to contact Dr. Cherie Werhun at cherie.werhun@utoronto.ca.
- If you would like to propose additional items, please review the process at: http://www.teaching.utoronto.ca/teaching/essentialinformation/evaluation-framework/instructors.htm

STEP 3: Receive Invitation to Select your Questions

- If you are teaching a course that is being evaluated through the new framework, you will receive an email inviting you to select items from the Question Bank for each of your courses. If you have not received an email invitation within 24 hours of the Instructor Window, please contact, cherie.werhun@utoronto.ca

STEP 4: Enter the Question Bank in the Online Evaluation System

- Follow the link contained in the email invitation. You will see a list of all of your courses to be evaluated.
- Click on the **course title** to access the Question Bank. You may select items for each course; these items need not be the same across your courses. However, to gauge your teaching development, consistency in item selection is important.

- When you are in the Question Bank, general instructions appear at the top of the page.
- Following the instructions, you will see a list of the Core Institutional items, followed by Divisional, and Departmental/Unit items (if applicable). [Please note: only those questions that are specific to your department will appear on the final version of the evaluation form that is sent to students.]

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STEP 5: Select and Submit Your Questions

- To choose an item, simply click **SELECT** to add the item to your course evaluation. Once you have completed your selections click **SUBMIT** to finalize your form.
- When you have **submitted** items for your course evaluation, you are finished! Please note that each term you must select your items to ensure they are part of your course evaluation.

Note: At the top of the page is a pdf link to a short tutorial outlining the mechanics for how to select and view the items you have selected. Here are a few highlights from the tutorial:

- You do not need to select your items in one sitting. By clicking **SAVE**, you can return to your work at a later time. However, **you must click SUBMIT** to submit your items.
- If you click submit and a message indicates "Please select max # questions"; you have selected more than your allotted number of items. Don't believe it? Fun trick: At the top of the page, you will see a View Button. By viewing **OPTIONAL** items that have been **SELECTED**, you will be able to see a list of only your selected items. Here you can see how many items you chose and whether you need to eliminate a few of your choices.
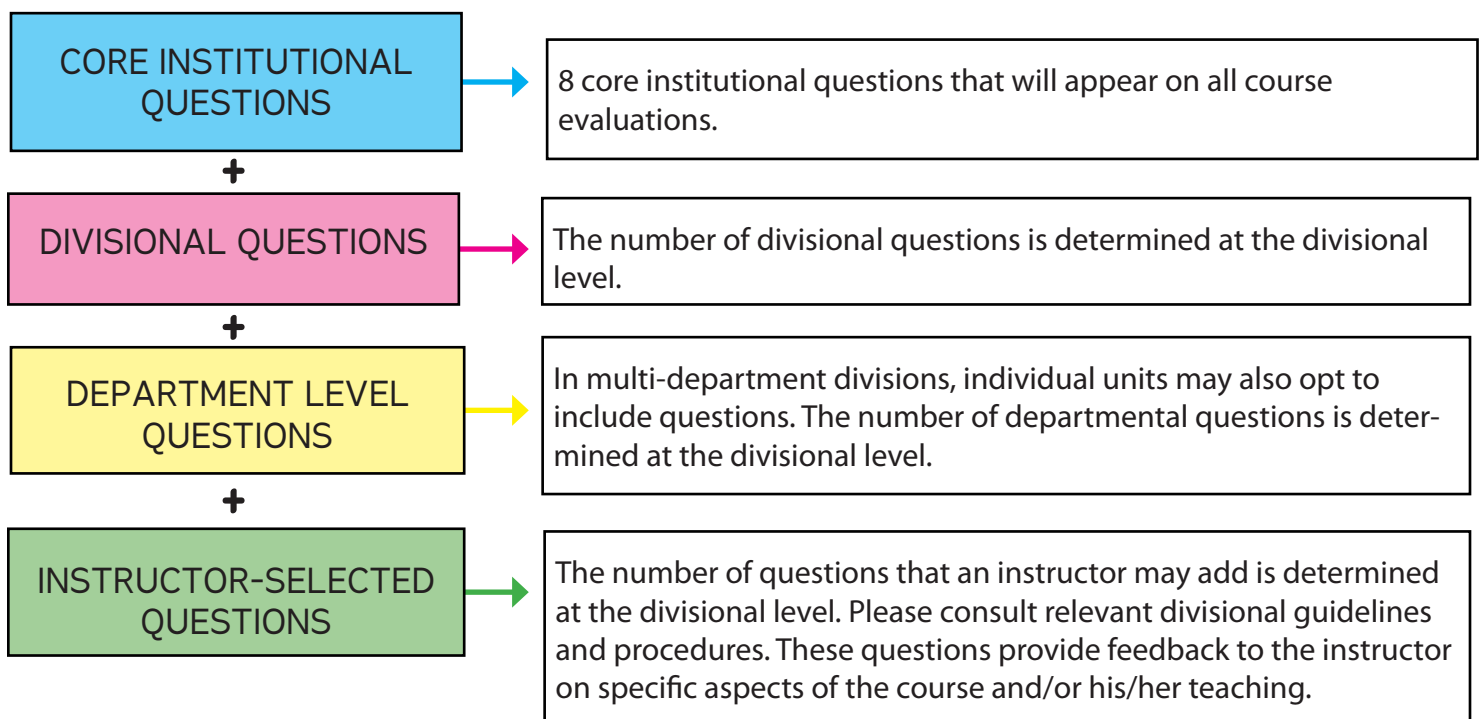
STEP 6: Access Your Evaluation Data

Once final grades are officially approved, you will receive an invitation to view your course evaluation reports. For each course, you will receive:

1. Executive Summary Report (consisting of Institutional, Divisional, and Unit/departmental items, if applicable),

2. Formative Report (consisting of items you selected for your course evaluation). Formative Reports are for instructor access only; however, you are free to share formative data with your Chair and Dean.

REMINDER: Overview of the Course Evaluation Framework

| CORE INSTITUTIONAL QUESTIONS | → | 8 core institutional questions that will appear on all course evaluations. |

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| DIVISIONAL QUESTIONS | → | The number of divisional questions is determined at the divisional level. |

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| DEPARTMENT LEVEL QUESTIONS | → | In multi-department divisions, individual units may also opt to include questions. The number of departmental questions is determined at the divisional level. |

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| INSTRUCTOR-SELECTED QUESTIONS | → | The number of questions that an instructor may add is determined at the divisional level. Please consult relevant divisional guidelines and procedures. These questions provide feedback to the instructor on specific aspects of the course and/or his/her teaching. |

Questions? Please contact: cherie.werhun@utoronto.ca

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