

Student Assessment of Instructors – Fall 2017

To access Course Evaluation in Canvas, select a course, and then choose course evaluation. If you don't see that as an option, go to HELP, Clemson Resources, and you should see it.

The course evaluation program can also be found at these direct links:

Faculty: http://www.clemson.edu/course_eval/index.php?it=i

Students: http://www.clemson.edu/course_eval/index.php?it=s

A quick reference guide can be found here:

<http://www.clemson.edu/oirweb1/CourseEvalHelp/QuickReferenceInstructor.pdf>

Warning for Teaching Assistants or GTR's:

If your department uses graduate teachers of record (i.e., graduate students who are listed in iRoar as instructors), they can create their own evaluations if they choose. If your department uses teaching assistants who are not listed in iRoar, someone in the department must set those up. Contact Melissa Welborn for help with this. (welbor4@clemson.edu)

If this is your first time teaching at Clemson and you wish to use the default activation schedule and questions, log in to the course evaluation system and choose the menu item “Set Automation Rules” and then choose “Add Default End of Term Automation Rule”. This will apply to all future terms.

The default dates are November 23 – December 14. If you don't want the default dates, we can help you adjust those. We recommend that you check your evaluations to make sure they are set up. You can do that under the menu item “Review Activation Schedules.” Once an evaluation is answered by a student, it cannot be changed, so you would be better off to check your settings now.

If you are a returning faculty member please be sure to release your evaluations and encourage your students to provide their evaluation of your courses.

Any changes to instructor questions should be made as soon as possible. Once a student has responded, evaluations cannot be changed. If you need more time, go into the main course evaluation welcome screen and choose deactivate all. This will cancel any automatic evaluations and give you time to make changes.

Faculty should remind students about course evaluations and encourage them to complete them. Some faculty have had increased response by having students bring laptops and complete them during a class period.

Faculty may extend the open date until December 20th. Reports will be open on the afternoon of December 20th.

If you need help, send your questions to Melissa Welborn welbor4@clemson.edu or call 864-656-1589.