Course Evaluation: Procedures

Requesting Course Evaluations:

Requesting course evaluations is the responsibility of each instructor. The process is simple and can be completed from any computer with access to the Internet. Many departments have designated course evaluation coordinators to help faculty with this process. Please check with your department secretary to find out how your department handles course evaluation requests.

Placing Course Evaluation Orders: Instructions for Instructors

1. Log into the course evaluation application by providing your FSUID credentials at the prompt.

2. Click on "Place Evaluation Orders".
3. Click on "View My Course Evaluation Request List". This will display the list of courses you are on record for teaching in the current term. Note that summer sessions are listed separately.

4. Ensure that the list of course sections is complete and that all sections are listed in the correct delivery format. Contact your department's academic coordinator to have any inaccuracies corrected.

5. If you are teaching any course sections that should be combined for evaluation, click on "combine" next to the main section of each course. This opens an additional window that allows you to add sections which will be evaluated (and reported) together with this section.

6. For paper evaluations, the number of forms is the sum of the enrollments of all selected sections at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.
7. In rare cases you may want to combine different courses for evaluation (for example, graduate and undergraduate course sections taught together.) In this case click the button to display other courses with different course numbers and select the corresponding course from the list.

8. After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)

9. Repeat steps 5 - 8 for all courses that require combined evaluation.

10. Next, add all individual evaluations by clicking the check box "Evaluation

11. The number of forms defaults to the enrollment at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.

12. Once you have selected all individual course sections, please click "Submit All Orders" at the bottom of the list to submit your requests.

13. You or your department's course evaluation coordinator may revisit this page as to make changes until the posted deadline for submitting requests. (See Schedule.)
1. **Log into the course evaluation application** by providing your FSUID credentials at the prompt.

2. **Click on "Place Evaluation Orders"**.

3. **Click on the link to display your "Department Course Evaluation Request List" for the current term.** Note that summer sessions are listed separately. If you are the coordinator for multiple departments, you must place separate orders for each department.
4. Ensure that the list of course sections is complete and that all sections are listed in the correct delivery format. Contact your department's academic coordinator to have any inaccuracies corrected.

Please place orders as follows:

1. Place orders for all combined sections. (See step 5)
2. Use Shortcut tool if appropriate. (See step 10)
3. Make adjustments or place orders for individual sections. (See step 11)
5. Identify any course sections that should be combined for evaluation and click on "combine" next to the main section of each course. This opens an additional window that allows you to add sections which will be evaluated (and reported) together with this section. After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)

6. For paper evaluations, the number of forms is the sum of the enrollments of all selected sections at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.

7. In rare cases you may want to combine different courses for evaluation (for example, graduate and undergraduate course sections taught together.) In this case click the button to display other courses with different course numbers and select the corresponding course from the list.

8. After selecting all sections, click "Combine Now" to submit your order for the combined packet or electronic evaluation. (Combined sections must follow the same delivery format.)

9. Repeat steps 5 - 8 for all courses that require combined evaluation.

10. Next, you may use the shortcut tool to place orders for all sections with a minimum of a given enrollment. To do this, simply type the minimum enrollment into the box and click “update.” (Note that the university mandates the evaluation of all courses with enrollment of ten or more students.)
11. Next, add any individual evaluations by clicking the check box "Evaluation Request" for each course section you wish to have individually evaluated.

12. The number of forms defaults to the enrollment at the time of request. You may adjust this number if necessary but please be aware that your order will NOT automatically adjust to reflect any future changes in enrollment.

13. Once you have selected all individual course sections, please click "Submit All Orders" at the bottom of the list to submit your requests.

14. You or your department's course evaluation coordinator may revisit this page as to make changes until the posted deadline for submitting requests. (See Schedule.)