Course-Instructor Evaluations are an important tool for students to provide anonymous feedback at the end of a course about their instructors, course content, and their overall experience. Students are asked to complete questionnaires online. At the College of Charleston, in-class administration is mandatory. Administration dates are listed on the Academic Calendar. Course-Instructor Evaluations typically open two weeks before the last day of class and stay open until the last day of exams for each term. Results are not available to faculty until after the final grading deadline.

Questions? CourseReview@cofc.edu
**General Information**

- We administer Course-Instructor Evaluations for most of our courses. *Courses with fewer than 2 students are not evaluated to protect student anonymity.*

- In-class administration is mandatory. We use the same questionnaire across campus.

- Administration schedules vary by term, and all are open until the last day of final exams.

- Students receive notification email when Course-Instructor Evaluations open. Email contains direct link to questionnaire forms.

- Students who have not completed all of their Course-Instructor Evaluations receive reminder emails.

- Reports are published for faculty and their supervisors after all grades have been submitted. Student feedback is anonymous.
How to administer your Course-Instructor Evaluations in class

Institutional policy requires that you set aside 15-20 minutes for in-class administration.

Announce (in advance) which day you will administer your Course-Instructor Evaluations and ask students to bring their phones, tablets, or laptops to class. Encourage students to share devices with those who may not have a device that day and/or make arrangements to have extras available. You may also be able to reserve one of our limited number of computer rooms. Recognizing that some of your students may not have mobile devices or laptops, you are also welcome to remind students that they may choose to complete their Course-Instructor Evaluations outside class on their own time. Allowing students both options, including setting aside time for in-class administration, communicates to them that we value their feedback.

Provide your students encouragement to participate and remind them of the student incentives, which are listed at academicaffairs.cofc.edu/courseinstructorevaluations.

Display or remind students how to access Course-Instructor Evaluations via OAKS – or alternatively via the website (coursereview.cofc.edu), the link in their email invitation, or the link on their Academic Services tab in MyCharleston.

Designate a student to assist classmates who cannot find the evaluations on their device and then leave the room while students complete their questionnaires.

Give students time (15 - 20 min) to complete their Course-Instructor Evaluations online. Remind students that they can save responses and return later to complete them and that they may email coursereview@cofc.edu to have an evaluation reset if they need to make a change or add more comments later.

Ask your designated student to come get you when everyone is done. Consider administering the Course-Instructor Evaluations earlier in the class (rather than at the end) to avoid having students treat evaluation time as an early dismissal.
How to log into the Course-Evaluation System (anytime)

step 1
Visit https://coursereview.cofc.edu

Alternatively, click the link displayed on the Faculty tab in MyCharleston OR on the right-hand column of OAKS.
Log in with your username and password
How to monitor response rates (during the administration period)

My Home

Creating a course in the Charleston Course Instructor Evaluations system requires several steps:

1. **Create a Course**: Navigate to the Course Creation section. Click the 'Create a Course' button. Fill in the course details, including the course name, professor, and description. Save the course.

2. **Create the Questionnaire**: Once the course is created, you can start designing your questionnaire. Click on the 'Questionnaire' tab. Add questions that are relevant to the course. Save the questionnaire.

3. **Assign the Questionnaire**: After creating the questionnaire, you need to assign it to the students. Go to the 'Assign Questionnaire' section. Select the appropriate class and assign the questionnaire. Save the assignment.

4. **Collect Responses**: Monitor the response rates of the questionnaire. You can view the response rates by clicking on the 'View and manage questionnaire settings' link next to each course.

5. **Review Results**: Once the responses are collected, review the results in the reports section. You can access the reports by clicking on the 'View a report' link next to each course.

6. **Analyze Data**: Use the data provided to analyze the effectiveness of the course and make necessary improvements.

Click a course to view the response rate. Click to view more.
How to view evaluation reports (after final grades are submitted)

Scroll down to view the Reports.
Narrow results by term or course, e.g. **Fall 2014 or Math 101**

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the Copy of Individual reports with Summary (Breakdown by Context -- Incl. comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
<tr>
<td>View the Individual report with Summary (Crosslisted Courses -- no comments) report</td>
</tr>
<tr>
<td>Course Evaluations</td>
</tr>
</tbody>
</table>

Toggle OFF to narrow your search.

Click to view more.
What type of reports are available?

*Individual and departmental reports are available shortly after final grades are due.*

**Available for instructors and their supervisors** *(student answers are always anonymous)*:

- **Individual reports (Breakdown by Context - no comments)** - One report per non-cross-listed course per reporting period. This report does NOT contain students' free-response comments.
- **Individual reports (Breakdown by Context)** - One report per non-cross-listed course per reporting period. This report contains students' free-response comments.
- **Individual report (Cross-listed Courses - no comments)** - One report per combination of cross-listed courses per reporting period. This report does NOT contain students' free-response comments.
- **Individual report (Cross-listed Courses)** - One report per combination of cross-listed courses per reporting period. This report contains students' free-response comments.

**Available for supervisors upon request** *(deans, department chairs, program directors)*:

- **Departmental Report** - One report per department per reporting period showing aggregated responses for all courses in that department. As a Chair, you would see only one of these per reporting period. This report does NOT contain students' free-response comments.
- **Cross-Section Report** - One report per course number, comparing questionnaire responses across multiple sections of that individual course. This report does NOT contain students’ free-response comments.
- **Campus-wide Report (Aggregate)** - one report for the entire College per reporting period showing total responses for the reporting period. This report does NOT contain students' free response comments.
- Other reports as needed *(e.g., Cross-Section Report, Public SCIP Report)*
FAQs for Faculty

Am I required to administer Course-Instructor Evaluations in-class during the semester?
Yes. The College's policy requires that you set aside 15-20 minutes for in-class administration.

As a faculty member, how do I monitor my section(s)' response rates?
Click on the link emailed to you or the link in the Course-Instructor Evaluation channel within OAKS.

What are the faculty incentives for completing Course-Instructor Evaluations?
Aside from the benefits of the student feedback itself, all faculty members achieving a 75% response rate or above in all of their included course sections are automatically entered into a drawing. From this group of eligible faculty, four will be randomly selected and given their choice of Research and Development funds or College of Charleston technology (i.e. iPad) of equal price. These winners are selected and announced twice a year: after the Fall full semester evaluation period, and after the Spring full semester administration period. Incentives and terms of these conditions are subject to change without notice.

How can I help increase my students' response rates?
- Make announcements regularly in class
- Explain how student feedback is useful to you personally and to the improvement of our courses
- Show students how to access the Course-Instructor Evaluation questionnaires online
- Administer Course-Instructor Evaluations in class using laptops or mobile devices (mandatory)
- Add the special link to your email signature or website during the administration period
FAQs for Students

How can students access Course-Instructor Evaluations?

- OAKS
- MyCharleston (link on their “Academic Services” tab)
- Direct web link: coursereview.cofc.edu
- Personalized link that is emailed to students 3 times

Are the results really anonymous?

Yes. In an effort to protect student anonymity, the students’ login information is not included with the free response student feedback data and is not provided to instructors. Course-Instructor Evaluations are not administered on courses with only one student enrolled. While a student could compromise their own anonymity, we otherwise protect their anonymity via our administration practices and use of these data.

What are the student incentives for completing Course-Instructor Evaluations?

Students who complete questionnaires for all of their courses will be entered into a drawing for priority registration (underclassmen) or an extra graduation ticket (seniors). Incentives and terms of these conditions are subject to change without notice. Please feel free to remind your students about this incentive or any other encouragements you can offer them in completing all of their Course-Instructor Evaluations.

When do Course-Instructor Evaluations close?

Student access closes at 11:59 PM on the last day of exams. Many students wait until the last days to complete their questionnaires and appreciate reminders.