# Course evaluations

Dear Colleagues:

Welcome to the online system for evaluating Trinity College courses.  We want to thank you for helping gather this necessary and useful information.  This guide is intended for **faculty** teaching eligible Trinity College, Marine Lab, Study Abroad, and NSOE graduate level courses eligible for evaluation.

Students enrolled in courses eligible for evaluation will be completing evaluations online through DukeHub. While we ask that you explain the process to students and encourage them to participate, you will not have to send out any web links or forms electronically.

When a graduate level course has one or more undergraduates enrolled, the course is included for evaluation by the Office of Assessment, Trinity College. For these courses, it is highly recommended that both the undergraduate and graduate level students complete the course evaluation forms in DUKEHUB. Doing so will provide a more complete picture of the course and provide more comprehensive data for use in the reporting process. If this applies to a course you are teaching, please encourage both your undergraduate and graduate level students to complete the course evaluation form in DukeHub.

## *Faculty responsibilities*

**1.  Please ask students to visit DukeHub to complete the course evaluation form for your class.**  If possible, we recommend that you ask students to bring a laptop or tablet to class to complete the evaluation at a scheduled time.  Return rates are highest when faculty schedule class time for this important activity.  If that is not possible, please encourage students to visit DukeHub to complete the evaluation as soon as possible.

Students will be informed of the online evaluation process at various points in the term.  The forms are straight-forward, but if necessary, instructions for students are available on the Office of Assessment website.  You are welcome to print, download, or forward these instructions as you wish.
http://assessment.aas.duke.edu/evaluations/

**2.  Please visit Faculty Center in DukeHub to monitor the course return rate and complete the Instructor Course Description Form online**.
 If possible, please use Internet Explorer or Firefox as your web browser.  The tool also has been tested in Chrome and Safari.  Log-in to STORM, as you usually do, using your Duke net ID and passcode.  You will see your usual Faculty Center homepage, with the addition of several columns:  Evaluations Complete, and Evaluation.

The values under Evaluations Complete represent the number of forms submitted by students out of the total enrollment for the course (both across all crosslists).  Under the Evaluation column, click on the link to open up the questionnaire. This link will bring you to an online version of the Instructor Course Description Form.  You will see that the content of the description form is exactly the same as the established pen/paper form.

> NOTE:  We are collecting only one Instructor Course Description Form submission for each course.  If your class has multiple instructors, only one instructor (the primary instructor as indicated in STORM) will have access to this online questionnaire.  If you are team-teaching this term and do not have access to

the questionnaire, please check with your colleague. Also, in the event that your course has multiple cross-lists, the form is available only for one section. This is to prevent multiple submissions of the Instructor Course Description Form.

Page 1 asks you to indicate expectations of time spent outside of class, your opt-in/opt-out selection for the Student Accessible Course Evaluation System (SACES), and your characterization of the course with respect to the Trinity College learning objectives. When complete, click Next or Save.



The Confirmation page (aka, the Summary page) itemizes your responses to the entire evaluation form. The Edit tool on the right-side of the screen will bring you back to the questionnaire, if you wish to make any changes. If not, please select Confirm Responses at the top or bottom of the form.

**Duke firewall and using VPN**
Note that the new reporting platform (Tableau Software) resides behind Duke's firewall. This policy decision was made by the IT Security Office. Faculty who attempt to access reports in Tableau while away from campus (that is, not on the Duke network) will be blocked. If you expect to access your reports while off campus, we urge you to set up a Virtual Private Network (VPN) in advance. Instructions are available on the OIT website. Visit oit.duke.edu, and search for VPN.

**Need help?**
For help accessing the Instructor Course Description Form in DukeHub, please contact the OIT Help Desk at 919-684-2200, option 2.

For questions pertaining to the course evaluation process generally, please contact the DUS or undergraduate staff assistant in your department or program.