Course Evaluations at Trinity

When you open your course, you will see 2 new blocks in the upper right corner:

1) **Course Evaluation** – Students will click on this link to fill in the evaluation. Evaluations are anonymous. A 2-slide PowerPoint presentation is provided for students explaining the value of Course Evaluations. The evaluation will open and close automatically based on the dates provided by the administration.

2) **Course Evaluation Reports** – Click on the “how to use this block” link for details. This block is designed to provide you with access to reports on your Course Evaluations. You will find this block in each of your courses. This block is only visible to teachers.

   *Reports will be available after the grade due date for the Year/Term/Session of your course and are only available to you as the instructor, your dean, and the Provost’s office. If you click on the links before the grade due date, you will see blank reports.*

To access the reports you must login. The login will be the same username and password you use when you logon to your computer in the morning. However, you must also enter the domain part of the login. If my username is "jdoe" I would enter the following in the username field:

```
trinity-its\jdoe
```

This will log you into the reports. There are 4 reports available:

- **Completed Evaluations** - This report will be visible as students are completing course evaluations. You can use this to monitor the number of completed evaluations and to continue to remind students until all the evaluations have been completed.

- **Analysis** - Shows you counts of the number of students responding to each question. Use the Next button at the top of the screen to scroll through the pages.
**Analysis - Graphical** - This is the same data as the Course Evaluation Analysis report but in a graphical format.

**Student Responses** - This shows a total Course Evaluation for each student.

If you have any questions on Course Evaluations, please contact Virginia Broaddus (broaddusv@trinitydc.edu).