

FACULTY FAQ

- 1) Where do I find the evaluation link?

You can access the evaluation system directly through the following link:
<https://webapps.case.edu/courseevals/>.

- 2) Can I customize questions for the TA?

No. ITAs are evaluated on all the same dimensions as the instructor. Students have the option to respond “n/a” when applicable.

- 3) What does it mean being an instructor on record?

The instructor on record is the individual instructor listed for the particular course in SIS.

- 4) When will I receive notification regarding course evaluation activity?

You will first receive a notification a day before the course evaluation is opened to students. You could use this as an opportunity to walk your students through the process of completing the course evaluation if you should so wish.

The second notification will be to let you know that the course evaluation period will be closing soon for the students to access and to provide their feedback. The message will also provide you with information about the student response rate for each course. This would be a great opportunity to personally remind your students to complete the course evaluation.

The third and last notification will be sent 48 hours after the evaluation period has closed. This notice will inform you that the course evaluation reports are available for your review.

- 5) How are students notified to complete the course evaluation for their courses?

The student will receive two notifications. The first notification will be sent the day before the course evaluation begins. This initial notification will provide the access link as well as let students know that they will continue to receive reminders until the course evaluation has been completed. If a student takes courses in different formats (e.g., IW, Intensive Weekend, Online, Traditional/Weekly, etc.) or with different start and end dates, the student will

FACULTY FAQ

receive an email with course evaluation instructions and links for each set of courses.

During the evaluation period, periodic reminders will be sent to those students who have not yet completed an evaluation for each course offered during that term.

6) How do I receive my evaluation summary?

You will be able to access the evaluation summary by accessing this link: <https://webapps.case.edu/courseevals/> which will open up a list of your courses. Select the course in which you seek the evaluation summary by clicking on the course.

7) If I am a lead instructor, how do I receive an evaluation summary for those who have taught courses for which I am responsible?

Instructors receive detailed summary information for their section. Instructors will also see general summary data for all sections of their course taught that semester.