Department Administrative Tool for Evaluations

EEE Guide for department administrators
EEE Department Administrative Tool for Evaluations

The Department Evaluations system allows authorized department administrators to create and manage official, end-of-term evaluations on behalf of instructors and TAs.

Getting Started

Administrators must be authorized to use the system, usually by an associate dean or equivalent.

Accessing EEE Department Administrative Tool for Evaluations

Authorized administrators can login to the EEE website (https://eee.uci.edu/) and find 'Tool: Dept Eval' under the 'Admin' menu.

Managing Evaluations

There are four components to managing evaluations:

1. Prepare – gather materials and information
2. Activate – set up evaluations and choose settings
3. Remind & Monitor – keep an eye on response rates and remind students to participate
4. Review Results – download evaluation results
1. Prepare (1/3)

Decide who will be evaluated and for what class(es)
For each evaluation, you need two pieces of information: the 5-digit course code for the class, and the UCInetID -or- Employee ID number of the instructor or TA you will be asking students to evaluate.

You may find it helpful to make a spreadsheet like this:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>UCInetID or Employee ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>99120</td>
<td>maryant</td>
<td>Mary Antaeter</td>
</tr>
<tr>
<td>99120</td>
<td>panteat</td>
<td>Pete Anteater</td>
</tr>
<tr>
<td>99121</td>
<td>012345678</td>
<td>Kelsey Layos</td>
</tr>
<tr>
<td>99122</td>
<td>kelsey</td>
<td>Kelsey Layos</td>
</tr>
</tbody>
</table>

Two evaluations will occur for course code 99120, one of Mary Anteater, the other of Peter Anteater.

Kelsey is teaching two classes and is listed twice, once for each course code. Either her employee ID (012345678) or UCInetID (kelsey) will work.

Determine your school or department's policies and practices
These settings are a matter of policy at the school or department level.

* When should evaluations open? (8th week? 9th?)

* When should evaluations close? (last day of instruction? after finals?)
  
  All evaluations are required to close by the Registrar’s grade submission deadline.

* Are instructors and TAs allowed to change their own open and close dates?

* Are instructors and TAs allowed to cancel their own evaluations?

* Are instructors and TAs allowed to view participant lists?
  
  Minimum of 5 participants required; departments can increase that limit.

Notify instructors & TAs
Tell instructors and TAs about online evaluations; their involvement is critical to success (ie: high response rates).

Tips:

* Ask them to tell students how important evaluations are

* Ask them to tell students how past evaluations have impacted their teaching

* Ask them to include evaluations in their syllabi or class schedules

* Ask them to send their own email reminders via EEE class mail lists and EEE Announcements
1. Prepare (2/3)

Choose a primary help contact
Instructors, TAs, and students with non-technical questions will be told to contact this person.

Examples:
An instructor wants to request an extension of the evaluation deadline; a TA wants an evaluation to be activated; a student wants to know how evaluations are used.

Choose or create a template
A template is a set of questions and answers. You can use the standardized 'CTEF' template approved by the Academic Senate, or create your own.

You can have as many templates as you need; if you need to ask different questions for different classes, create multiple templates.

Preview existing templates – you'll automatically have access to all your school or department's templates.
### B. Please choose the appropriate rating on the letter grade scale A to F:

1. The course instructor shows enthusiasm for and is interested in the subject.

<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3</td>
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<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td></td>
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</tbody>
</table>

**Statistics will be available in your results if your template included numeric values.**

2. The course instructor stimulates your interest in the subject.

<table>
<thead>
<tr>
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<tbody>
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<td>A</td>
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<td>D</td>
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<tr>
<td>F</td>
<td>0</td>
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<tr>
<td>NA</td>
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</table>

No answer values - statistics will not be available.

3. The course instructor meets stated objectives of the course.

<table>
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<td>D</td>
<td>1</td>
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<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

**Statistics will be available in your results if your template included numeric values.**

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**Answer Options**

- For this multiple choice question, participants will be able to select one answer option.
- Blank answer options will be discarded upon "Save".

**Answer option text**

- None

Note: An assigned value of zero will be included in EEE's respondent statistics [More Info] if numeric values are enabled.
2. Activate (1/3)

Activate evaluations
By now, you should have all the information you need to begin activating evaluations.

Pick a template to activate.

Make sure you have the right template, (optionally) choose a folder, decide whether you’ll upload a spreadsheet file (saved in .csv format), or manually enter each course code and UCI.netID or employee ID combination, and double-check the primary help contact.
If you chose the 'manual' option, type in each course code and UCInetID/Employee ID.

You'll see a summary.

You might get errors or warnings.

Error and warning examples:

"Error: Insufficient Permissions to Activate"

Translation: A course code you entered doesn't fall within your department's range.

What to do: Make sure you entered the right course code. If you did and you're sure that course code falls within your department's range, contact EEE support (eee@uci.edu or 949-824-2222).

"Warning: Evaluation Already Exists for Course Code"

Translation: Someone else already scheduled an evaluation for one of the course code / instructor (or TA) combinations you entered.

What to do: Check your records; did you or another administrator in your department already activate an evaluation for that person and class? If it's cross-listed, check with the other department(s). If your department hasn't asked EEE to block self-activated final evaluations, check with the instructor or TA. Then, figure out whether or not to go ahead with activation anyway and/or cancel the conflicting evaluation.
2. Activate (3/3)

Error and warning examples (continued):

"Warning: Person Not Associated with Course Code"

Translation: A UCInetID/employee ID you entered isn't listed as an instructor or assistant for the corresponding course code.

What to do: Make sure you entered the right UCInetID / employee ID. If you're sure you did, you may add the person as an EEE assistant and go ahead with the activation.

If you choose to add the person as an assistant, you'll be able to proceed and activate the evaluation.

"Cross-listed Course Codes:"

What to do: Activate for cross-listed class(es) as well. Coordinate with other departments.

Select cross-listed classes to include as well. They will be combined into one evaluation, with one set of results.

Choose the evaluations' settings (and don't worry; these can all be edited).

You'll get a success message when you're done.
Schedule email reminders
Schedule reminders to send to students who have incomplete evaluations (they won’t get reminders if they have completed their evaluations).

You can use preset email templates, or create your own.

Create a new template

Preview existing templates – you’ll automatically have access to all your school or department’s templates.

Choose who should get the email and when.
Each email will automatically list the appropriate evaluations, excluding any the recipient already completed, and you can customize the message.

**Schedule Email**

<table>
<thead>
<tr>
<th>Step 1: Settings</th>
<th>Step 2: Check Email Template</th>
<th>Step 3: Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label*: Announcement (IEE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From*:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject*:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Header: Not editable**

The contact information entered at the end of the email will also be automatically included in this header.

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**Introductory Text:**

Your Department or School has activated the following online evaluation(s):

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**Evaluation Information: Not editable**

This information will be automatically included in this area for each instructor/TA that this student can evaluate.

**LOCATION OF EVALUATION:**

**DATES THIS EVALUATION WILL BE AVAILABLE:**

- [INSTRUCTOR / TA NAME], [COURSE TITLE]
- [EVAL LINK]
- [DURATION START] - [DURATION END]

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**Closing Information:**

Text placed here will be included once at the bottom of the email.

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**Contact Information:**

Students with questions regarding the evaluations will send questions and comments to this person.

- **Name**: Electronic Educational Environmental
- **Dept**: Information Technology - N
- **Phone #**: |
- **Email**: eee@uct.edu

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All this information will automatically be filled in when the email is sent, depending on the recipient's classes and which evaluation(s) he or she already completed.
Under the 'Summary' tab you can review the evaluation you have scheduled and monitor response rates.

Response rates let you easily review how many eligible students have participated so far.

If the response rate is low, consider scheduling additional emails.

Use the search box to find and monitor a specific person or class's evaluation(s).

Monitor response rates
Once your evaluation windows are open, keep an eye on the response rates.
Retrieval results
To protect student anonymity, results are released after the Registrar's final grade deadline.

This is a strict limit that applies to everyone (instructors, TAs, and department administrators); there are no exceptions.

Instructors and TAs can retrieve their own individual results independently.

You'll be able to retrieve the results of any evaluation your department activated. You can get results in PDF format, in a Web view, or as a raw data download (spreadsheet).
If an evaluation used a standard CTEF template or a custom template with numeric values, the results will include basis, per-question statistics.

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**Final Evaluation (CTEF) for LAYOS, Kelsey Hollis (091845753, KELSEY) for Class HISTORY 21A DIS 1: WRLD HIST:BEGIN-1650 (99104), Winter Qtr 2010**

**A. Please comment on the following areas and be as specific as possible:**

1. **What are the instructor's teaching strengths?**
   - Good volume and pacing, really cares about the subject
   - Very enthusiastic and knowledgeable. Very personable and entertaining as a lecturer.
   - 4 blank answer(s).

2. **How can this instructor improve as a teacher?**
   - Could be clearer on assignment parameters. Sometimes I misunderstood the requirements and ended up doing too much or too little of the reading.
   - The grading is unfair. It seems like there are more opportunities to be penalized for errors (down to the tiniest mistakes) than there are opportunities to be rewarded for success. So ultimately, I could feel I've done well on a test, but the test is worth just 4 points out of the final grade and I'm penalized a full point for each error (no matter how small), leaving me with a 0/4.
   - 4 blank answer(s).

3. **Any other comments about this course?**
   - I look forward to next quarter!
   - The only issue I have is with the grading. Other than that, it's a great class!
   - 4 blank answer(s).

**B. Please choose the appropriate rating on the letter grade scale A to F:**

'**A**' indicating an excellent and '**F**' indicating a wholly inadequate performance. If you have no opinion on the question asked or if it does not apply, please select NA.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
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<th>C-</th>
<th>D</th>
<th>F</th>
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<tr>
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<tr>
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<td>Std Dev</td>
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<tr>
<td>Mean</td>
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<td>Median</td>
<td>3.70</td>
<td>Std Dev</td>
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<tr>
<td>Mean</td>
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<td>Std Dev</td>
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</tbody>
</table>
Department responsibilities
Departments are responsible for training new staff to use the Department Evaluations system and assisting instructors, TAs and students with any non-technical questions.

Examples:
New staff need to be training to use the system; an instructor or TA wants changes to the evaluation settings; an instructor, TA or student wants to know how and why evaluations are used.

Online guides
To help departments train new staff and provide review material for current administrators, EEE provides online help guides:

* For department administrators:  https://eee.uci.edu/help/dept_eval/
* For instructors and TAs:  https://eee.uci.edu/help/eval/
* For students:  https://eee.uci.edu/help/student/eval/

Examples:
An administrator wants to edit an evaluation close date/time, but doesn't remember how; an instructor needs to know how to retrieve results; a student needs to know how to access and complete an evaluation.

Technical issues
For technical issues, contact EEE support – eee@uci.edu / 949-824-2222

Examples:
An administrator is trying to activate an evaluation, but keeps getting an error saying the class is not in the administrator's department, even though the administrator is sure it is; a student claims to have completed the evaluation, but isn't on the participant list.