Faculty FAQs

How can I add instructor-specific or custom questions?

The Course Evaluation team will inform you of the date when evaluations will be open for you to add custom questions. You may add your own custom questions as stated below until the day before the course evaluation for your course/s is accessible to your students.

As in the past, faculty can add up to four custom questions.

- Refer to our one-page tutorial on re-using custom questions that you created in a prior semester.
- Or to this tutorial on how to add new custom questions.

Who has access to the results of instructor-specific or custom questions?

The questions and the results of custom questions are only available to the individual instructional staff member, not to coordinators or other administrators.

How can my department or college add Targeted Surveys?

Targeted Surveys are added to a group of courses at the request of the college course coordinator, in consultation with faculty and/or administrators within the college. These surveys are set up at the beginning of every term during the time when the list of courses to be evaluated is identified and approved. The questions and responses are available to the faculty members teaching the selected courses, the college course coordinator, and other administrators.

When are the course evaluations open for students to complete?

Evaluations for standard-length courses (15 weeks) are open 2 weeks before and 1 week after the course end date. Evaluations for courses with shorter duration (less than 15 weeks) are open 5 days before and 5 days after the course end date.

How do students complete the course evaluations?

Students can access the survey links sent to them by email or within Canvas (Instructure app for Apple or Android devices).

Do the students have access to the evaluations after I submitted the grades?

No, your students do not have access to course evaluations after you submitted the final grades to the registrar.

When and how do I access my results?

When you received the Welcome email (with title ‘Students Now Have Access to Course Evaluations’), the Course Summary table embedded in that email indicates the tentative date when results are accessible to faculty (refer to the column ‘Report Access Start’ in that Summary table). Institutional Research and Effectiveness (IRaE) will communicate the final date shortly before all university-wide evaluations are completed.

Also, this link contains complete instructions on Accessing EvaluationKIT reports.

For further assistance, please contact courseeval@newschool.edu