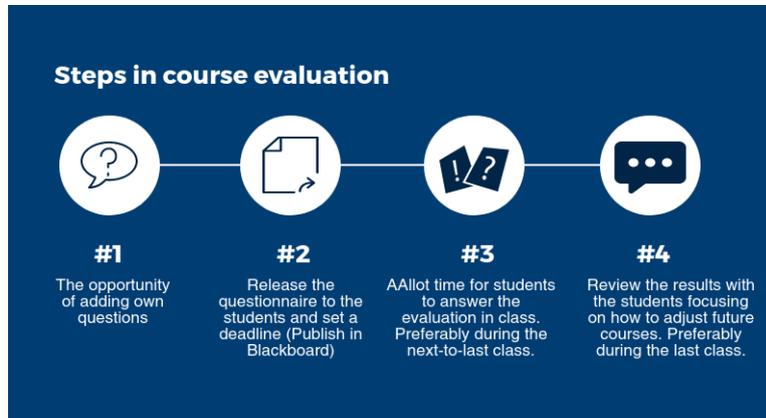


COURSE EVALUATION



Aarhus University and the Faculties of Natural Sciences and Technical Sciences work systematically to improve the quality of teaching activities. To ensure the quality of our teaching activities and continuous development of courses and study programmes of the highest levels, it is central to include qualified feedback from the students. The Faculty Management of Natural Sciences and Technical Sciences has decided that the course evaluation should be completed during the teaching period in order to share and reflect upon the results with the students.

Plan for course evaluation

- #1** **Approximately three weeks after the start of the semester**
Nat-Tech Studies Administration releases the questionnaires to course coordinators. Course coordinators (instructors with access to the evaluation module in the Blackboard course page) can formulate and add their own questions to the questionnaires. **Note!** This must be done BEFORE the questionnaire is released to students, as it is impossible to withdraw a published questionnaire.
- #2** **Friday in the third from last week of teaching of ordinary courses**
Nat-Tech Studies Administration releases all questionnaires to the students with a closing date a week later. **Note!** Course coordinators of summer courses and short courses running through the first part of the semester must release the questionnaire themselves at a time they see fit.
- #3** **The second last week of teaching**
Allow the students 10-15 minutes during a lecture to answer the evaluation in order to ensure a high response rate.
- #4** **Last week of teaching**
Review and discuss the results with the students.

QUICK GUIDE

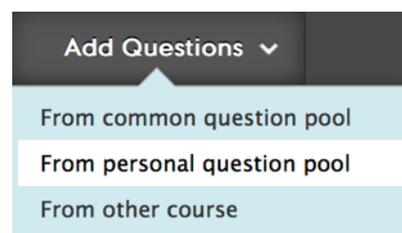
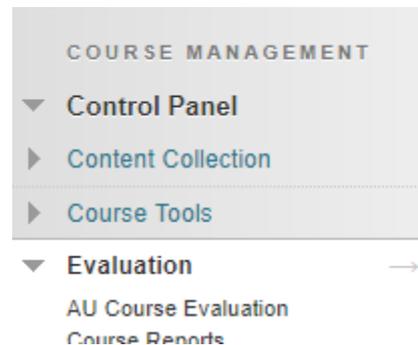
Before releasing the evaluation

1 As course coordinator, you can access the **AU Course Evaluation** tool. You can find it on your course's Blackboard page under Course Management -> Evaluation -> AU Course Evaluation.

2 Only the course coordinators listed in the Course Catalogue can access the evaluation module in Blackboard. If you want to grant other instructors access to the evaluation module you can do this by clicking **Delegate Rights**. If you want access to the evaluation module, you have to contact the course coordinator.

3 In the list of evaluation templates the course evaluation will have the status "Pending release" while the general questions from AU are being added. Once the status changes to "Unpublished", you can add questions by clicking **Edit**.

4 The list shows the questions that are associated with the evaluation. The order in this list reflects the order in which the students will see it. Click **Add Question** and choose either to select questions from the **common pool** or your **personal pool** or to copy the list of questions chosen from another of your courses.



5 When adding questions from the question pool, you have to decide if students should be allowed to add comments to their answer or not.

You add the questions to the evaluation in the order that you select them.

6 There are several pages of questions. Questions tagged “ST...” are primarily intended for use at Nat-Tech, but you are free to pick the questions you prefer. You can sort the list so it begins with ST-related question by clicking on **Tag**-heading twice. When you have selected your questions click **Ok** in the bottom right corner to return to the list of questions associated with the evaluation.

7 If you choose to add from your personal question pool you can create your own questions. Click **Create question** and fill in the information of the question you wish to ask and click **Create**. Now you can add the question by clicking the **Add Question** icon.

Add Question (select answer options)

Only scale Scale and comments

Tag	Type	Spørgsmål
ST-ASE-009	5-Point Scale	Studiemiljø

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Show All Edit Paging...

← OK

1. Question Type

Select the relevant question type.

- Scale
- Open-ended
- 2-point scale
 - Yes, No
 - Ja, Nej
- 5-point scale
 - Agree, Mostly agree, Neutral, Mostly disagree, Disagree
 - Enig, Delvist enig, Hverken-eller, Delvist uenig, Uenig
- 5-point scale
 - Very great outcome, Significant outcome, Some outcome, Limited outcome, No outcome
 - Meget stort udbytte, Stort udbytte, Noget ud-bytte, Lille udbytte, Intet udbytte
- 5-point scale
 - <5|5-10|11-15|16-20|>20
- 5-point scale
 - <11|11-30|31-50|51-80|>80
- 5-point scale
 - 0|1-10|11-25|26-50|>50

2. Question text

Write the question in both Danish and English

* Question in Danish

* Question in English

8 By clicking **Preview** you can see how the students will see the evaluations form.

You can change the language between Danish and English by clicking on the green field in the top of the form.

The screenshot shows the top part of the course evaluation form. At the top, there is a grey bar with the word 'Status'. Below it, the status is 'Unpublished'. To the right of 'Unpublished' is a 'Preview' button with a small icon of a document with a magnifying glass. Below the status bar, there is a language toggle switch for 'Dansk' and 'English', with 'English' currently selected. Below the language toggle, there is a question: 'I rate the overall outcome of the course as'. Below this question are six radio button options: 'Very great outcome', 'Significant outcome', 'Some outcome', 'Limited outcome', 'No outcome', and 'Not relevant'.

9 When you have added the desired questions, it's time to publish the evaluation. This can be done from

either the list of questions added (in the upper right corner: **Publish Evaluation**) or from the list of evaluations: Course Management → Course Tool → AU Course Evaluation → **Publish**.

The screenshot shows the bottom part of the course evaluation form. There are two buttons: 'Edit' with a pencil icon and 'Publish' with an upward-pointing arrow icon.

10 When publishing the evaluation to the students on your course you must choose a **closing date**. This date is the

last day the students can respond to the evaluation. In order to discuss the evaluation results with the students during a lecture, we advise you to set the closing date to Sunday before the last week of teaching.

Click **Publish** to make the evaluation available to the students. After publishing, Blackboard will automate a message for the students informing them that the questionnaire is available. You cannot edit the questions or withdraw the questionnaire after publishing.

* Course close date for the evaluation

The screenshot shows a date input field with a calendar icon to its right. Below the input field, there is a text label: 'Enter dates as dd/mm/yyyy'.

After releasing the evaluation

11 To ensure a high response rate it is important that you allow the students 10-15 minutes during a lecture to evaluate – advisedly the second-to-last lecture. You can see the response rate and the preliminary results by clicking the **report icon**. By pointing with the cursor on **View Report**, you see an arrow to the right. When you click on the arrow, a blue box occurs from where you can choose a report with or without comments. Use the one **without** comments to have the dialogue with the students.

Note: you cannot generate a course if less than 5 students have enrolled for the course.

12 If there is a low response rate you have the option to **republish** the evaluation once it is closed. However, the closing date cannot be set later than the final closing date for the entire evaluation, which follows the end of the term.

13 After reviewing the results, it is important to share and reflect upon them together with your students. It gives you the possibility to get a broader perspective on the students' experience in your classroom. You can e.g. start out by telling the students how you interpret the results and invite them to comment on it. Make sure to facilitate an open conversation and finish it off by stating what you will pay special attention to in the future. After the closing date, the students can create a report without comments.



2. Results

Show results in Danish

