

Setting Up Online Instructional Evaluations

4 March 2008

Access Instructional Evaluations:

- On the School of Pharmacy home page, select *Faculty & Staff Resources*. Under *Instructional Resources*, select *Instructional Evaluations*. (You also can access this via the *Intranet* link on the SOP Homepage; then select *Instructional Evaluation Setup*.)
- In the Menu along the left hand column, you will see courses in which you are listed as coordinator in and/or courses in which you are listed as an instructor. Click on the course for which you would like to set up instructional evaluations.

The screenshot shows the 'INSTRUCTIONAL EVALUATION SYSTEM' interface. The left sidebar contains a 'Course Coordinator Menu' with three course options. A black arrow points to the first course option: '732-618, Mod=0, Sem=1 (Professional Decision-Making in Pharmacy Practice)'. The main content area contains text for faculty and course coordinators, including a link to 'View Evaluations'.

Setting up Instructional Evaluations involves several steps.

Steps 1-3 are necessary for all courses:

- Step 1: Verify course instructors and TAs
- Step 2: Select Course Evaluation items
- Step 3: Select Instructor Evaluation items for the Long Form: for faculty members and others who give ≥ 4 lectures (or have similar course involvement)

Steps 4-7 depend on the staffing and format of your course:

- Step 4: Select Instructor Evaluation items for the Short Form: for courses with instructors who give <4 lectures (or have similar limited course involvement)
- Step 5: Select Teaching Assistant Evaluation items: for courses with graduate teaching assistants, pharmacy residents, PharmD students, faculty assistants and others who provide course support services (e.g., assisting in labs, facilitating discussions, holding office hours, grading)
- Step 6: Select Site Evaluation items: for Experiential Education Courses only
- Step 7: Select Preceptor Evaluation items: for Experiential Education courses only

Step 1: Verify Course Instructors and (if applicable) TAs

At the top of the question bank you will see a box for instructors on the left. In this box will be names of the course coordinator, all instructors and teaching assistants in this course. Verify that ALL INSTRUCTORS – regular faculty, instructors, graduate reaching assistants, residents, PharmD students, practitioners, and all others – who teach in the course are listed. If all course staff members are listed correctly, skip to Step 2. If not, continue on....

The screenshot shows the 'INSTRUCTIONAL EVALUATION SYSTEM' interface. On the left is a navigation menu with 'INSTRUCTIONAL EVALUATIONS' and 'Home'. The main content area is titled 'Course Items for 732-618, Module 0 Semester 1 Professional Decision-Making in Pharmacy Practice'. It features two columns: 'Add New Instructor' (with a dropdown menu showing 'Mount, Jeanine FormType=Long') and 'Add New TA' (with a dropdown menu showing 'Chen, Jack Yu-Chieh', 'Hung, Audrey', 'Hwang, Monica', and 'Lee, Charlie'). Below these are buttons for 'Add/Edit Instructor', 'Delete This Instructor', 'Add/Edit TA', and 'Delete This TA'. A 'PLEASE NOTE' section at the bottom states: 'Course coordinators who also teach must also appear in the instructor list in order for students to evaluate them.' Arrows from the labels 'Instructors' and 'TAs' point to the respective dropdown menus.

A. Course Instructors:

- 1) Delete any instructor who does not teach in this course by highlighting the individual's name and clicking the *Delete this instructor* button.
- 2) Add a new instructor clicking the *Add/Edit Instructor* button.
 - a. You will enter a new screen with a dropdown menu that lists all SOP instructors in alphabetical order. Add the instructor by highlighting his/her name.

This screenshot shows a dropdown menu titled 'Instructor for 732-618, Module=0 Semester=1'. The menu lists the following names: Angelini, Giuditta; Angelini, Giuditta (highlighted in green); Bailey, Howard; Barr, Maureen; Barrett, Bruce; and Bashirullah, Arash. The interface also includes a 'View Evaluations' link and explanatory text about changing instructors and evaluation form types.

Note: If the instructor you are looking for is **NOT** in the dropdown list, contact Jennie Hazen (jlhazen@pharmacy.wisc.edu; 262-3637) with the person's name and the division where the instructor teaches so s/he can be added to the list.

- b. Indicate whether you wish to *Use Long Form Questions* or *Use Short Form Questions* for this instructor. The long form (maximum of 14 questions) is intended for instructors who teach ≥ 4 hours in this course. The short form (maximum of 4 questions) is intended for instructors who teach ≤ 3 hours in this course.
- c. Click the Save Instructor Changes button. You will be brought back to Evaluation home page.

INSTRUCTIONAL EVALUATION SYSTEM

If you are faculty, you can go on to see course evaluations (if available): [View Evaluations](#)

You can change this instructor to another instructor, or change the instructor's evaluation form type. The form type determines how many evaluation questions there are for the instructor. Long forms have a maximum of 14 questions available, and short forms have a maximum of 4 questions.

Instructor for 732-618, Module=0 Semester=1

Lee, Charlie

Use Long Form Questions

Use Short Form Questions

Save Instructor Changes

- B. Teaching Assistants and similar course staff members:
 - 1) Delete any Teaching Assistant who is no longer teaching in the course by highlighting the individual's name and clicking the *Delete this TA* button.
 - 2) Add a Teaching Assistant by highlighting *Add New TA*, then proceed to select the *Add/Edit TA* button.
 - a. You will then enter a new screen in which there will be a drop down menu with a list of all instructors and TA's in alphabetical order. Select the instructor by highlighting their name
Note: If the person you are looking for is NOT in the dropdown list, please contact Jennie Hazen (jlhazen@pharmacy.wisc.edu; 262-3637) with the person's name and the division in which that person teaches so s/he can be added to the list.
 - b. Click the *Save TA Changes* button. You will be brought back to Instructional Evaluation home page.

Step 2: Select Course Evaluation Items

You may select up to 19 of the ~100 items available. A “global evaluation” item is automatically added to your selections. Items that are selected for your course be highlighted in **Yellow**:

Please populate this list with up to 19 questions for your course . Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="19"/> out of 19. PLEASE REMEMBER TO SAVE SELECTIONS!!	
<input type="checkbox"/> (7) The objectives of this course were clearly explained to me.	<input checked="" type="checkbox"/> (8) This course has clearly stated objectives.
<input type="checkbox"/> (9) Course projects increase my understanding of concepts and principles.	<input type="checkbox"/> (10) Practical applications of course material are discussed.
<input checked="" type="checkbox"/> (11) Concepts are presented in a manner that helps me learn.	<input type="checkbox"/> (12) This course builds understanding of concepts and principles.
<input type="checkbox"/> (13) Relationships among course topics are clearly explained.	<input type="checkbox"/> (14) This course relates course materials to real life situations.

- Add (or remove) a question by checking (or unchecking) the box next to the question.
- When you have finished selecting or changing items, scroll down to the bottom of this section and select the **SAVE CRS Q's** button. **Be sure to do this or your choices will be lost!**

Step 3: Select Instructor Evaluation Items for the Long Form

- The *long* form is for faculty members and others who give ≥ 4 lectures (or have similar course involvement). You may select up to 14 of the ~45 items available. A “global evaluation” item is automatically added to your selections.
- Items that are selected for instructors in your course will be highlighted in **Yellow**:

Please populate this list with up to 14 questions for your instructors who teach 4 or more hours for this course . Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="14"/> out of 14. PLEASE REMEMBER TO SAVE SELECTIONS!!	
<input type="checkbox"/> (7) My instructor demonstrates the importance and significance of the subject matter.	<input type="checkbox"/> (8) My instructor is effective in teaching the subject matter of this course.
<input type="checkbox"/> (9) My instructor presents information effectively.	<input type="checkbox"/> (10) My instructor has an effective style of presentation.
<input checked="" type="checkbox"/> (11) My instructor seems well-prepared for class.	<input checked="" type="checkbox"/> (12) My instructor explains material clearly.
<input type="checkbox"/> (13) My instructor explains difficult material clearly.	<input type="checkbox"/> (14) My instructor uses various activities that involve me in learning.

- Add (or remove) a question by checking (or unchecking) the box next to the question.
- Select or change items for the *long form*. When you have finished, scroll down to the bottom of this section and select the **SAVE INST (L) Q's** button. **Be sure to do this or your choices will be lost!**

Step 4: Select Instructor Evaluation Items for the Short Form (if applicable)

- A. The *short form* is for faculty members and others who give ≤ 3 lectures (or have similar course involvement). You may select up to 4 of the ~45 items available. A “global evaluation” item is automatically added to your selections.
- B. Items that are selected for instructors in your course will be highlighted in **Yellow**:

Please populate this list with up to 4 questions for your instructors who teach 3 or fewer hours for this course.	
Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="2"/> out of 4. PLEASE REMEMBER TO SAVE SELECTIONS!!	
<input type="checkbox"/> (7) My instructor demonstrates the importance and significance of the subject matter.	<input type="checkbox"/> (8) My instructor is effective in teaching the subject matter of this course.
<input type="checkbox"/> (9) My instructor presents information effectively.	<input checked="" type="checkbox"/> (10) My instructor has an effective style of presentation.
<input checked="" type="checkbox"/> (11) My instructor seems well-prepared for class.	<input type="checkbox"/> (12) My instructor explains material clearly.

- C. Add (or remove) a question by checking (or unchecking) the box next to the question.
- D. Select or change items for the *long form*. When you have finished, scroll down to the bottom of this section and select the **SAVE INST (S) Q's** button. **Be sure to do this or your choices will be lost!**

Step 5: Select TA Evaluation Items (if applicable)

- A. You may select up to 9 of the ~45 items available. A “global evaluation” item is automatically added to your selections.
- B. Items that are selected for TAs in your course again will be highlighted in **Yellow**:

Please populate this list with up to 9 questions for your Teaching Assistants.	
Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="9"/> out of 9. PLEASE REMEMBER TO SAVE SELECTIONS!!	
<input type="checkbox"/> (7) My instructor demonstrates the importance and significance of the subject matter.	<input type="checkbox"/> (8) My instructor is effective in teaching the subject matter of this course.
<input type="checkbox"/> (9) My instructor presents information effectively.	<input type="checkbox"/> (10) My instructor has an effective style of presentation.
<input checked="" type="checkbox"/> (11) My instructor seems well-prepared for class.	<input checked="" type="checkbox"/> (12) My instructor explains material clearly.
<input type="checkbox"/> (13) My instructor explains difficult material clearly.	<input type="checkbox"/> (14) My instructor uses various activities that involve me in learning.

- C. Add (or remove) a question by checking (or unchecking) the box next to the question.
- D. Select or change items for the *long form*. When you have finished, scroll down to the bottom of this section and select the **SAVE TA Q's** button. **Be sure to do this or your choices will be lost!**

Step 6: Select Site Evaluation Items (if applicable)

- A. These items relate to Experiential Education Courses only. You may select up to 9 items.
- B. Items that are selected will be highlighted in Yellow (though they do not appear as such below).

Please populate this list with up to 9 questions for your sites . Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="9"/> out of 9. PLEASE REMEMBER TO SAVE SELECTIONS!!			
<input checked="" type="checkbox"/>	(1) Opportunity to communicate with patients/caregivers.	<input checked="" type="checkbox"/>	(2) Opportunity to communicate with health professionals.
<input checked="" type="checkbox"/>	(3) Opportunity to ensure appropriate pharmacotherapy.	<input checked="" type="checkbox"/>	(4) Opportunity to apply technical skills.
<input checked="" type="checkbox"/>	(5) Opportunity to apply administrative skills.	<input checked="" type="checkbox"/>	(6) Opportunity to provide drug information.

- C. Add (or remove) a question by checking (or unchecking) the box next to the question.
- D. Select or change items for the *long form*. When you have finished, scroll down to the bottom of this section and select the **SAVE SITE Q's** button. **Be sure to do this or your choices will be lost!**

Step 7: Select Preceptor Evaluation Items (if applicable)

- A. These items relate to Experiential Education Courses only. You may select up to 6 items.
- B. Items that are selected will be highlighted in Yellow (though they do not appear as such below).

Please populate this list with up to 6 questions for your preceptors . Questions 1-6 are for older evaluations and are not available. You have selected <input type="text" value="6"/> out of 6. PLEASE REMEMBER TO SAVE SELECTIONS!!			
<input checked="" type="checkbox"/>	(1) Clinical instructor maintains professional standards.	<input checked="" type="checkbox"/>	(2) Clinical instructor demonstrates a positive attitude and provides service.
<input checked="" type="checkbox"/>	(3) Clinical instructor provides orientation and sets clerkship expectations.	<input checked="" type="checkbox"/>	(4) Clinical instructor provides learning opportunities with daily activities.
<input checked="" type="checkbox"/>	(5) I would recommend this clinical instructor to other students.	<input checked="" type="checkbox"/>	(6) I spend adequate time with my clinical instructor in individualized instruction.

- C. Add (or remove) a question by checking (or unchecking) the box next to the question.
- D. Select or change items for the *long form*. When you have finished, scroll down to the bottom of this section and select the **SAVE PRECEPTOR Q's** button. **Be sure to do this or your choices will be lost!**