

Guidelines and Tips for Administering Course Evaluations

In order to ensure the highest possible response rate and quality of responses, it is recommended that course evaluations be given in class, although they may be set up for students to complete any time during the last two weeks of the semester (for full-semester courses; the duration of availability is typically shorter for J-term and seven-weeks courses) and finals week.

To access your course evaluations

To administer your evaluations you can enter “eval.luther.edu\Blue” into a web browser and locate your current evaluations on the dashboard there. You may also click the link you will receive via e-mail, typically the first Monday of the next to last week of classes (except for shorter terms).

To make evaluations available to students

You have two options:

I Clicking on “start date” opens the course evaluations immediately, making this approach convenient for administering your course evaluations in class. When the evaluations are complete click “stop” to make them unavailable. You may start them and stop them as many times as you like. Students do not receive an email link using this approach. They can type "eval.luther.edu" into a web browser to see all course evaluations available to them. It is possible that they may also see a course evaluation block on KATIE but links there simply take them to "eval.luther.edu."

II Clicking on “switch to schedule” allows you to define a specific time window for the evaluations to be available to students. When you use this option, the default mechanism for administration will be via email messages with embedded links to students, although students can always access their course evaluations by typing "eval.luther.edu" into a web browser. You may use this option for administering the evaluations in class by having the start date be the beginning of the class period you wish to utilize. If, however, you set them up this way before the class period, students will get an email inviting them to fill out the evaluation despite it not yet being available. This is remedied by "switching to schedule" just prior to evaluation administration. If you wish to turn off your evaluations before the end date you selected, just click “Switch to Manual.”

Troubleshooting

Occasionally students may have difficulty accessing and completing the evaluation, often accompanied by an error message that suggest they lack “credentials” to do so. This difficulty is nearly always remedied by one of the following:

1. Clearing the cache of the browser being used
2. Using a different browser to access the course evaluations
3. Using a different device to access the course evaluations
4. Logging out of the system and returning at a later time

If trouble persists please have the student complete an ITS help ticket outlining the nature of the difficulty.