

GSAS ONLINE COURSE EVALUATIONS

Frequently Asked Questions

GENERAL

What is Online Course Evaluation?

The Graduate School online course evaluation system is designed to provide a quick, efficient method to gather valuable feedback and make the results available to the course instructor and students. The evaluation is web-based and anonymous; the results will be displayed on a secure web site. Schools using online course evaluations include Yale College, the Law School, and the School of Public Health.

Which courses will participate in online course evaluation?

All eligible Graduate School courses – lectures, seminars, and labs with number 500 and above – will be a part of the online evaluation, including Graduate School courses that are cross-listed with courses in other schools at Yale. The minimum eligible enrollment for courses to participate in online course evaluation is four. Included in this number are graduate students and registered auditors enrolled in the course as well as graduate students enrolled in a non-Graduate School course that is cross-listed with a Graduate School course. A minimum enrollment of four was chosen in order to protect the desired anonymity of students enrolled in small classes.

What are the questions on the evaluation?

1. Looking back on [course name], what is your overall assessment of the course? What are its strengths and weaknesses, and in what ways might it be improved?
2. Please evaluate each instructor of [course name]. What are the instructor's strengths and weaknesses, and in what ways might his or her teaching be improved?
3. How would you summarize [course name] for a fellow student? Would you recommend [course name] to another student? Why or why not?
4. For each of the categories below, please check one box that best describes this course.

Work Load	Pace	Difficulty	Preparation for Departmental Requirements
<input type="radio"/> Light	<input type="radio"/> Slow	<input type="radio"/> Easy	<input type="radio"/> Not helpful
<input type="radio"/> Appropriate	<input type="radio"/> Appropriate	<input type="radio"/> Appropriate	<input type="radio"/> Somewhat helpful
<input type="radio"/> Heavy	<input type="radio"/> Fast	<input type="radio"/> Hard	<input type="radio"/> Very helpful
			<input type="radio"/> Not applicable

5. What is your overall assessment of this course? (Scale:1=poor, 2=below average, 3=good, 4=very good, 5=excellent).
6. How did this course deepen your knowledge of your discipline/profession? To what extent did this course contribute to your dissertation/research?

Who will read these evaluations?

Evaluations are made available to the instructor(s) of the course and the department chair.

Will students be able to see the evaluation results?

Students will be able to view responses to questions three through six for all evaluated courses. Results will be available several weeks after final grades are due.

What will faculty see and when?

Course instructors will be able to view the evaluation results for their courses several weeks after final grades are due. They will have an opportunity to post a response to the evaluations and shortly thereafter the evaluations will be available to students.

How long will the evaluation results be available to view?

The evaluation results will be available year-round and will not be taken down by a certain date.

STUDENT-RELATED ISSUES

Why should I complete the online course evaluation?

Course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. This is your opportunity to make your voice heard on an important issue: the quality of teaching at Yale.

How do I access the evaluation form?

Point your browser to www.yale.edu/gsevaluate and login with your NetID and password. Students can evaluate courses only during designated periods at the end of each semester.

Do I have to complete the evaluation?

Completing the evaluation is voluntary, but your feedback is important and we encourage you to go to www.yale.edu/gsevaluate and fill out the evaluation; it should not take more than five to ten minutes per course. In order to view your grade during the evaluation period, you will need to either evaluate the course or decline to evaluate the course.

Can I be sure that my comments are anonymous?

Your evaluations are completely anonymous and confidential. They are stored in their own database from which they will be made available to your instructor with no identifying information, serial number, or other data that would allow your answers to be traced back to you. A separate database records the fact that you have submitted an evaluation but contains none of the content.

I already filled out a paper evaluation for one of my courses. Do I still need to do the web evaluation?

Yes. Some instructors will ask you to complete a paper evaluation that contains questions specific to his or her course. These evaluations will be for the professor's use only and, unlike the online evaluation, will

not be made available to other students.

How do I view the evaluation results and when can I view them?

The results of all course evaluations will be available several weeks after final grades are due. When they are available you will get an email that will contain the URL for the evaluation results

Why don't I see the responses to questions one and two when I look at the course evaluation results?

Question 1 ("Looking back on [course name], what is your overall assessment of the course? What are its strengths and weaknesses, and in what ways might it be improved?") and question 2 ("Please evaluate each instructor of [course name]. What are the instructor's strengths and weaknesses, and in what ways might his or her teaching be improved?") are designed to provide specific and confidential feedback to the instructor. We want students to address their observations to the instructor, and to be frank in a way that might not otherwise be possible if they thought the feedback was available for all to see. The other questions are also a rich source of information about the course and these are available to all registered graduate students.

I am a student in one of the professional schools. Do I have to participate?

Professional school students who are enrolled in courses that have a Graduate School number which meet the course eligibility criteria will be permitted to evaluate these courses on line.

I'm an undergraduate, but I am taking a Graduate School course. Will I be able to evaluate it?

Yes. If you are a Yale College student registered for a Graduate School course which meets the course eligibility criteria you will be able to evaluate the course by pointing your browser to www.yale.edu/gsevaluate and log in with your NetID and password.

One of the courses that I'm taking does not appear in my list of courses to be evaluated, or I'm being asked to evaluate a course that I am not enrolled in. What should I do?

Only Graduate School courses with an eligible enrollment of four or more students can participate in online evaluations. If you think that an error has been made, email gradevals@yale.edu with your name, NetID, and full course number, including section and other details.

Should I prepare my answers before logging on to the evaluation site?

While it is not necessary, it may be useful to do so if you plan on lengthy or detailed responses to the questions. Prepare your responses using a text editor (Microsoft Word, Notepad, SimpleText, etc.), and save them to your Pantheon space. When you log in to the evaluation site, you can copy and paste into the response areas, and perform further review and editing as needed. The application will time out and you will lose any entered text if you stay on a page for more than 60 minutes without submitting it, even if you are entering and editing text. Also, please note that there is a limit of 4000 characters (approximately 600 words) for each response that you enter into a text box.

Can I change my mind about an evaluation?

While editing your responses for a particular course, you can edit all of the questions in that evaluation. Once you have submitted the evaluation for a course, changes to that evaluation will no longer be

possible. Thus, it is critical that you make sure that your responses are those intended for the course you are currently evaluating, and are not confused with those for another course or instructor.

Is it possible to evaluate the same course more than once?

No. The system records your completed evaluation for a course and will not present further opportunities for evaluation of that course.

What kind of computer do I need to complete the evaluation?

Any computer that has a web browser supported for Student Information Systems and Online Course Selection, and is connected to the Internet will work. For a list of browsers please go to <http://www.yale.edu/sis/browser.support.htm>.

Can I access the evaluation from off-campus?

Yes. The URL at <http://www.yale.edu/gsevaluate> is available from network-connected web browsers anywhere.

What if my computer crashes before I submit my evaluation?

Any information that you entered into the evaluation is lost. You will need to restart your browser and login to <http://www.yale.edu/gsevaluate> again.

Several of my courses have more than one instructor. Do I complete a separate evaluation for each?

No. Within the course evaluation you will be provided with a separate text box for each instructor teaching a course with multiple instructors. Enter your responses under the appropriate faculty names.

How do I view my grades online?

Using your netid and password, log on at <http://www.yale.edu/sis>. Select "Grades for One Term." If your grades have been reported, you can view them.

Why do some courses show course evaluation results and others do not?

Evaluations are shown for courses with four or more students eligible to be evaluated; also, for some courses it is possible that all students declined to complete an evaluation.

FACULTY-RELATED ISSUES

When and how can I see the results of the evaluation?

Several weeks after the beginning of the next term, evaluation results for the previous term will be available for you to view. Students will be given access to the evaluations one week after course instructors. This one-week period is designed for instructors who may wish to post a response to the evaluations. Faculty will be notified when the evaluations are ready for viewing and will be given the evaluation data URL. Department chairs will also receive a printed copy of a complete set of course evaluations for all courses offered through their departments.

How do I print my evaluations?

You have the following choices:

- If you are viewing your evaluations by respondent, you can choose to 'Print one evaluation' or 'Print all evaluations.'
- If you are viewing your evaluations by question, you can 'Print all responses to selected question.'

A separate print window will appear. Click on the word PRINT in that window. After printing, please close the print window to return to reading your evaluations.

Why would a Graduate School course that I am teaching not appear on my pull-down list?

Only Graduate school courses--lectures, seminars, and labs with number 500 and above – with an eligible enrollment of four or more are part of the online evaluation. Graduate students enrolled in a non-Graduate School course that is cross-listed with a Graduate School course are included in the four or more enrollment threshold. If the enrollment in your Graduate School course met these criteria and it does not appear on your list, please email gradevals@yale.edu with your name and full course number, including section and other details. You may also see a course on your pull-down menu that does not have any evaluation results. In this case, the course was eligible but no students completed an evaluation.

Can I change any of the questions on the evaluation, or can I add additional questions?

You can't change any of the questions but you may add one custom question per course. You will be notified by the registrar when this function is available.

I have always used a paper form of my own design. Can I continue to use it?

Individual course instructors may use their own hard-copy evaluation forms if they wish. This, however, will not exempt the students who are enrolled in these courses from evaluating them on line.

Who should I contact with comments about this program?

Email gradevals@yale.edu with comments and questions.