Course Evaluation Customization Form
GUIDE

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About

This guide is for course instructors and staff at Stanford University using the online Course Evaluation Customization form to customize their end-term course evaluations.

For more information about the course evaluation survey, see the Office of the Vice Provost for Teaching and Learning's (VPTL) page on Stanford’s New Course Evaluations.

For more information about customizing the course evaluation survey, see also Customizing Your Course Evaluation.

The Course Evaluation Customization form allows you to customize your:

- Learning goals, to identify the specific goals of instruction and ask students how well they achieved them
- Course elements, to get feedback on specific elements of your course, such as a group project, online component, or textbook
- Additional questions, to elicit reflection or responses on any aspect of the course that interests you

See “Appendix: Standard End-term Course Evaluation Questions” at the end of this guide for a listing of all questions in the course evaluation.

Note: This guide uses illustrations from an earlier version of the form. Some parts of the release version of the form may look different, but the functionality is the same.
Logging in to the Welcome Page

Start your web browser and go to: https://exploredegrees-nextyear.stanford.edu/courseeval/ to log in. You will need a Stanford SUNet ID and password to log in.

The Course Evaluations page appears. All the courses and sections you are associated with as an instructor are displayed.

Tip: Bookmark the Course Evaluations page in your browser so you can return to it later.

Note: Some courses and sections, such as independent study, are not included in the course evaluation survey and you do not need to customize them.

Click on a course and section to preview work to date on the form. The selected course is indicated by dark grey shading. The current status of the customization form for this course is displayed and all saved changes are shown in the preview below the list. The preview is a summary of your customization choices only: is not editable and does not show the final look of the form.
Using Proxies

Proxies are other Axess users, such as departmental administrators or teaching assistants, you can assign to edit the customization form on your behalf. You can also act as a proxy for another instructor.

Adding Proxies

To add a proxy, you need to know the SUNet ID of the person you want to add.

1. In the Your proxies list, double-click Add proxy…. The Add proxy to configure course evaluations dialog box appears.

2. Type in the SUNet ID of your proxy and click OK.
Editing your Course Evaluations

To start or return to customizing a course or section evaluation:

1. Make sure the course or section you want to customize is selected.
2. Click Edit Evaluation.
   
   The Course Evaluation Customization Form appears in a new browser window.

You can save you changes at any time and return to edit the form later. See “Saving and Submitting your Work” at the end of this guide for details.

The customization form is divided into three sections:

- Learning Goals
- Course Elements
- Additional Questions

Scroll through the form to review and edit your customization options. Type in the text boxes or make selections as necessary. You do not have to press Enter to confirm changes.

Entering Learning Goals

Learning goals are brief, specific descriptions of what students should know (and be able to demonstrate) at the end of a course. We recommend that you add one to four learning goals; however, the form will allow up to ten learning goals if necessary.

For more information about formulating learning goals, see Writing Learning Goals.

Note: If you do not specify any learning goals, students will be asked generically: “How well did you achieve the learning goals in this course?”.

1. To add a learning goal, type your learning goal into the Goal text box.
2. To add another learning goal, click the Click to add a new row button in the upper right-hand corner of the list.
3. To delete a learning goal, click the Delete this row button next to the row you want to delete. A warning message appears. Click OK to confirm deletion.
Selecting Course Elements

Course elements are components you have used to teach in the course, such as readings, field trips, discussions, textbooks, and so on. You can select up to five course elements, and the survey will ask how useful they were.

Click the check box next to a course element to select it:

- To enter the description of a new course element not in the list, select Other. The Other Elements list appears. Type the name of the new course element in the Description text box. Note that each “other” element counts as one of your five course elements.

- To add another “other” course element, click the Click to add a new row button in the top right-hand corner of the list.
- To delete an “other” course element, click the Delete this row button next to the row you want to delete. A warning message appears. Click OK to confirm deletion.
• Select **Textbook**, to enter the title of one or more textbooks. The **Textbooks** list appears. Type the title of the textbook in the **Title** text box. Note that each textbook counts as one of your five course elements.

<table>
<thead>
<tr>
<th>Textbooks</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• To add another textbook, click the **Click to add a new row** button in the top right-hand corner of the list.
• To delete a textbook, click the **Delete this row** button next to the row you want to delete. A warning message appears. Click **OK** to confirm deletion.

**Using Additional Questions**

You can add questions of your own to focus on learning issues that are specific to your course and pedagogy.

You can add:

• up to three closed-ended questions, which prompt students to answer from a set of responses, such as “Extremely Well” to “Not well at all”, or “Yes” or “No” and
• up to three open-ended questions, which prompt a written response

**Adding Closed-ended Questions**

1. In the **Question** text box, type the question prompt.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select...</td>
</tr>
</tbody>
</table>

2. From the **Response Type** drop-down list, select the set of responses you want to use:
   • How much (A great deal, A lot, A moderate amount, A little, Nothing)
   • Quality (Excellent, Good, Fair, Poor, Very Poor)
   • How well (Extremely well, Very well, Moderately well, Slightly well, Not well at all)
   • Yes/No
3. To add another closed-ended question, click the **Click to add a new row** button in the top right-hand corner of the list.
4. To delete a closed-ended question, click the **Delete this row** button next to the row you want to delete. A warning message appears. Click **OK** to confirm deletion.
Adding Open-ended Questions

1. Type your open-ended question into the Question text box.

2. To add another open-ended question, click the Click to add a new row button in the top right-hand corner of the list.

3. To delete an open-ended question, click the Delete this row button. A warning message appears. Click OK to confirm deletion.

Tips for Additional Questions

For more guidance on designing open-ended questions to get the most useful responses, see the Do’s and Don’ts of Evaluation Questions page.

When adding questions, remember that students prefer shorter evaluation forms. Rather than adding more questions to the end-term evaluation, consider using a midterm evaluation for online feedback. See Midterm Online Feedback Surveys for more information.

Copying your Choices from a Previous Evaluation

You can copy your customization choices (such as learning goals and course elements) from a previous version of a course evaluation form into the current form. This is also useful if you are working on evaluations for several sections and want to copy customization options from one section to the other, or to copy selections between cross-listed courses.

To copy a previous evaluation:

1. Click Copy Prior Evaluation at the top of the form. The Select Eval dialog box appears.

2. Select a previous evaluation from the Select Eval list and click OK. Your customization options are copied from the selected form to the current form.
Saving and Submitting your Work

To save your work and return to edit the form later, scroll to the end of the form and click **Save Work**. Your changes will be saved and the preview will be updated accordingly. The form will not be marked as submitted, and you and your proxies (if any) can return later and make changes.

**Caution:** Your customization selections do not take effect until you click **Submit**. You can make changes after you submit, and these changes will be sent to the survey system when the customization period closes.

When you (and your fellow instructors in a team-taught course) are satisfied with all changes, scroll to the end of the form and click **Submit**. The form will be marked for processing. The form will allow you to make changes after you submit, and any saved changes will then be uploaded automatically to the survey system.

Your Comments

At the end of the form, you can provide feedback on the customization form and process. Your responses can help us understand how the form is being used and refine the customization process.

Learn More

Visit the VPTL Evaluation and Feedback page to check for resources and updates on evaluation at Stanford.

You can also email questions or suggestions to VPTLevaluations@stanford.edu.
Appendix: Standard End-term Course Evaluation Questions

This table displays the standard set of course evaluation questions. Customizable sections are presented first.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customizable Sections</td>
<td></td>
</tr>
<tr>
<td>How well did you achieve this learning goal in this course?</td>
<td>Extremely well, Very well, Moderately well, Slightly well, Not well at all</td>
</tr>
<tr>
<td><em>Note: If no learning goal is entered, a generic question will be asked, and answer set will include an option that learning goals were not clear.</em></td>
<td></td>
</tr>
<tr>
<td>How useful to you was/were the course element(s)?</td>
<td>Extremely useful, Very useful, Moderately useful, Slightly useful, Not useful at all</td>
</tr>
<tr>
<td>Instructor may identify up to five specific elements to evaluate, including lectures, sections, readings, problem sets, group project, final project, online component, textbook, and so on.</td>
<td></td>
</tr>
<tr>
<td>Optional faculty-posed questions</td>
<td>Closed-ended and open-ended options</td>
</tr>
<tr>
<td>Up to three additional closed-ended questions.</td>
<td></td>
</tr>
<tr>
<td>Up to three additional open-ended questions.</td>
<td></td>
</tr>
<tr>
<td>Common Sections</td>
<td></td>
</tr>
<tr>
<td>About what percent of the class meetings (including discussions) did you attend in person?</td>
<td>Whole number percentage between 0 and 100</td>
</tr>
<tr>
<td>About what percent of the class meetings did you attend online?</td>
<td>Whole number percentage between 0 and 100</td>
</tr>
<tr>
<td>How much did you learn from this course?</td>
<td>A great deal, A lot, A moderate amount, A little, Nothing</td>
</tr>
<tr>
<td>Overall, how would you describe the quality of the instruction in this course?</td>
<td>Excellent, Good, Fair, Poor, Very poor</td>
</tr>
<tr>
<td>WHAT SKILLS OR KNOWLEDGE DID YOU LEARN OR IMPROVE?</td>
<td>Open-ended</td>
</tr>
<tr>
<td>How many hours per week on average did you spend on this course (including class meetings)?</td>
<td>Whole number hours</td>
</tr>
<tr>
<td>How organized was the course?</td>
<td>Extremely organized, Very organized, Moderately organized, Slightly organized, Not organized at all</td>
</tr>
<tr>
<td>What would you like to say about this course to a student who is considering taking it in the future?</td>
<td>Open-ended</td>
</tr>
<tr>
<td>Would you like to provide any other comments about this course?</td>
<td>Open-ended</td>
</tr>
</tbody>
</table>

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vptl.stanford.edu