

CourseEval Webinar Series

Faculty Reporting
April 8th
from 2-3 (EST)

[Click here to register](#)

**We welcome your
topic suggestions!**

CourseEval Feedback Survey:

We have released a CourseEval survey opportunity to all of our customers. The deadline for this survey is Wednesday, March 4th. We look forward to sharing the results with you in an upcoming webinar.

It's almost time for Spring Evaluations! AMS is very busy from April through May. If you are in need of any additional training make sure to schedule time with Laura or Jessica early!

Tip of the Month

When running enrollment imports be sure to run the faculty enrollment before the student enrollment. Faculty enrollments are run for any team taught classes.

In like a lion, out like a lamb....

March 2009

Number 9

Courses with more than one Instructor

One of the most common questions CourseEval support receives is how to setup courses that have more than one instructor involved. CourseEval has built features to handle these situations.

Step 1: Imports- The course import only allows one instructor per course to be imported. Courses with multiple instructors will need an additional import run called the "Faculty Enrollment Import." This import has the same steps as a 'Student Enrollment' import. The Faculty Enrollment import should include the course number, section (if applicable), period, and faculty identifier- Username, ID number or e-mail address.

Choose 'Responsible Faculty' from the drop down menu on step 3 of the import wizard. This will enroll all instructors as 'Responsible Faculty' in the courses specified.

Role:	Select Role
	Select Role
	Participating Faculty
	Responsible Faculty
	Students
	Teaching Assistants

Step 2: Question Manager-The question manager has two 'types' of questions- Overall and Multiple. Overall questions will be asked once on a survey no matter how many instructors are involved. Multiple questions will be repeated for each instructor attached to the course. Students will only receive one evaluation per course.

Step 3: Survey List- Surveys with multiple instructors are created as normal. In the Display Options screen you will see three format options that are applicable. They are:

- * Reset question numbering for each survey section focused upon people.
- * If multiple individuals are assessed, show a navigation list at the top of the survey that allows the participant to view one question section at a time instead of presenting one long form containing all sections on one page.
- * Allow participants to select the individuals they will assess. (Show/Hide Category Details)

Step 4: Reporting- The CourseEval Manager can give two types of access to instructors. Instructors can view only their own results or they can view results for all instructors involved in the course.



Customer Spotlight

**AUGSBURG
COLLEGE**

Augsburg is a quality liberal arts institution set in the heart of a great metropolitan center. In addition to undergraduate liberal arts and sciences Augsburg offers master's degree programs in business, education, leadership, nursing, physician assistant studies, and social work. Augsburg also offers graduate and undergraduate level nursing courses as well as supporting degree courses through its Rochester Program based in Rochester, Minnesota.

A customer since 2004, Augsburg College is one of CourseEval's longest-running clients. Augsburg utilizes the following [web page](#) to track their results throughout the years.