



30th August 2013

Manual for Teachers - Quick Search, course evaluation system

Background

Halmstad University is to have both a common design and a common procedure regarding the undertaking of all course evaluations at the university (excluding some teaching practice courses). In 2011, the Education Committee decided that a new common course evaluation system was to be introduced. Since then, efforts to develop: new guidelines, a new structure and a new course evaluation tool have been ongoing; involving representatives of the Education Committee, IT department, student department, teachers and course evaluation administrators. In 2012, the Education Committee established and confirmed the guidelines for course evaluations at the university; which are now in use. As from the autumn term 2013, all course evaluations are to be done via the new course evaluation tool. The university has, in conjunction with its students, the responsibility for the development and improvement of education courses; therefore, course evaluations are of utter importance for this development.

Prerequisites

Data is to be taken from Kursinfo and Ladok. This means that our systems need to be in order; otherwise, course evaluations will not work satisfactory.

What to do

The course evaluation administrator is responsible for the activating of the course evaluation. The examiner has the opportunity to add additional teachers to the course. If this is not done, then it is only the examiner who can view the students' answers and comments.

Mailing of the course evaluation

At the stipulated date, students receive an e-mail with a link to the course evaluation. Students will receive two reminders in the event of them not responding.

After the course evaluation closes

The course evaluation is available for 14 days, whereupon you will receive an e-mail with a link to the result. Even the examiner receives a link to the result. The examiner is expected to provide feedback on the results from you and write joint comments to the evaluation. Students will receive the feedback and the comments of the evaluation 14 days after the course evaluation has closed.

If you receive a course evaluation that shows: "Data not available", this is due to the fact that fewer than three students have responded to the survey. In these cases, no data for the questions is displayed; however, comments will be available. To help anonymity, there is a response limit i.e. no data is displayed if fewer than three responses are submitted. Please explain to the students in the comments box exactly what: "Data not available" means.

Feedback to students

Students will receive an email 15 days after the closure of the course evaluation with the result and the examiner's feedback.

Support

If you have any questions or queries about course evaluations, please contact your school's course evaluation administrator.