



Course Instructor Evaluations

It is Faculty of Education policy that every course with five or more teacher candidates be evaluated using an online system. Evaluation surveys will **open two weeks prior to the term end date**. Surveys close on the term end day for Summer Session and Winter Session courses.

- Instructors will receive email notification **four days prior** to the day their course survey opens. This email will give instructors a few days lead time before the survey opens to discuss the online course evaluation process with teacher candidates either face-to-face in class or by email. This notification email will have language approved by UBC Legal with respect as to how instructors might frame a discussion about completion of the evaluations. We ask that you set aside class time prior to the end of your course for completion of the survey. Please communicate this process to students and request that they bring their laptops and/or other mobile devices so they can complete the survey during class time. The survey period coincides with the last two weeks of term, so also encourage students to visit terminals in the library or the Faculty of Education computer labs.
- The teaching evaluation survey is a newly shortened version consisting of the required 6 University module questions, and now 8 Faculty of Education questions, along with an opportunity for open-ended comments. For the extended practicum survey there are no University module questions and now 12 revised Faculty questions.

Instructors will only have access to their evaluations and results once the surveys close and once their course grades are submitted.

To login to your course evaluation, go to the CoursEval website:

<http://eval.ctlt.ubc.ca/education/> and use your Campus Wide Login (CWL). Teacher candidates will receive an email on the day the survey opens. If they haven't completed the evaluations three days after surveys open, they will receive a reminder. If they still haven't completed the survey by the day the survey closes (last day of class), they will receive a final reminder. Again, please set aside class time and ask students to bring their laptops and/or other mobile devices so they can complete the surveys during class time; otherwise, completed survey percentages are low. Student completion of online evaluations is voluntary.