

# Directions for Using the Canvas-Based Online Instructor Evaluation Tool

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## How to Complete an Online Instructor Evaluation If You Are the Evaluator

### Part I: Evaluator Completes Webform to Begin Process ([Video of steps](#))

**Do not** begin this process until you're ready for students to receive emails requesting that they complete the survey.

1. Go to <https://de.santarosa.edu/form/online-instructor-evaluation> and fill out the form.
2. You will receive an email confirming that the evaluation course has been created and that the students have been sent an email asking them to complete the survey.

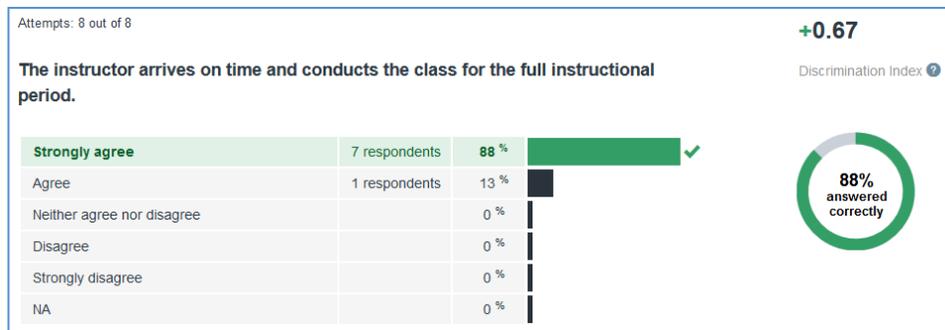
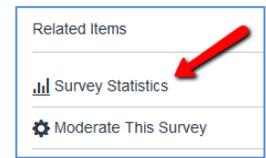
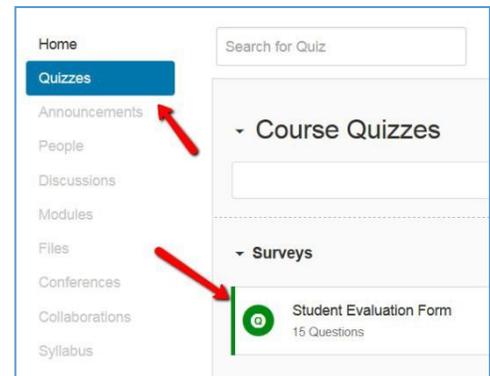


### Part II: Accessing Student Data ([Video of steps](#))

1. Log into Canvas. The Evaluation course will either appear on your Dashboard, or in the All Courses list.
2. Open the course
3. Click on **Quizzes**
4. Click on **Student Evaluation Form**
5. Click on **Survey Statistics**

For each question you'll see the information as in the image below. When you're ready to compile the responses, please move on to the next page, Part III; Step 5.

If someone else (such as an administrative assistant) is performing this task, please notify them that they are now able to view and download survey results for formatting.



*Note that it's up to the evaluator/department to determine how many completed evaluations are sufficient, and whether or not additional communications are sent requesting students to complete the survey.*

### Part III: Downloading Student Data

1. Open the Evaluation course.
2. Click on **Quizzes**
3. Click on **Student Evaluation Form**
4. Click on **Survey Statistics**
5. Click on **Student Analysis**. A .csv data file will download to your computer once you have clicked the Student Analysis button.
6. Name the file **Student Survey Data File** and save it to your computer. Please note that the Student Survey Data File coming from Canvas is a .csv file and should be saved as one.
7. **Make sure the Student Survey Data File is open before proceeding to the next step.**

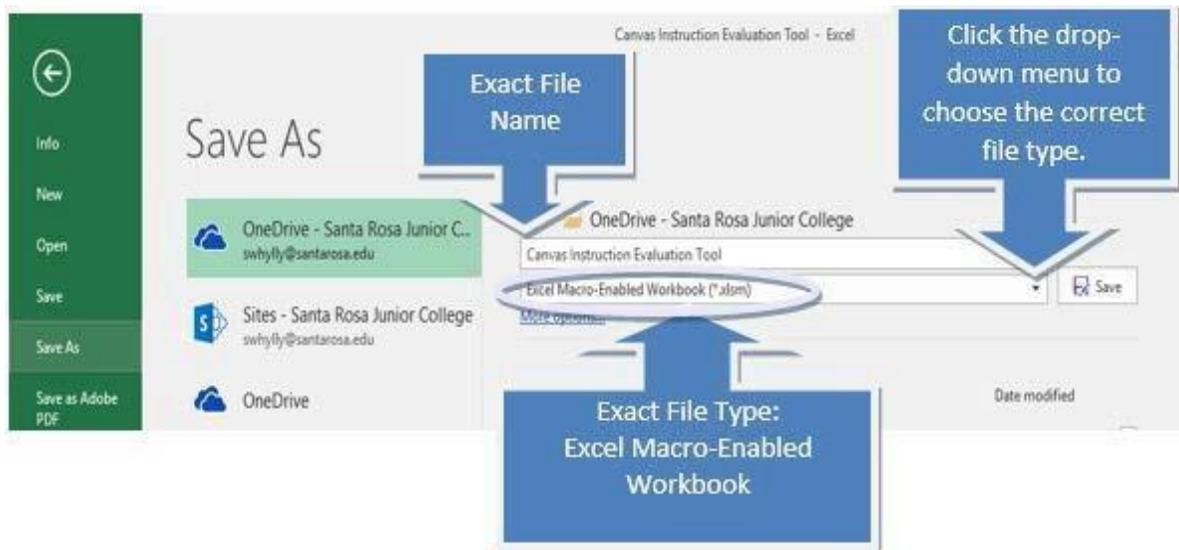
## Part IV: Formatting Student Data

1. Download the file called [Canvas Instruction Evaluation Tool](https://de.santarosa.edu/form/online-instructor-evaluation) (Link also found at <https://de.santarosa.edu/form/online-instructor-evaluation> )
2. Open this spreadsheet as well.

*Note: The Canvas Instructor Evaluation Survey tool may tell you that some links cannot be updated. This will not affect the functionality of the tool as the links will update automatically when data is entered. If you get a message with a button telling you to **enable content**, please click that button.*

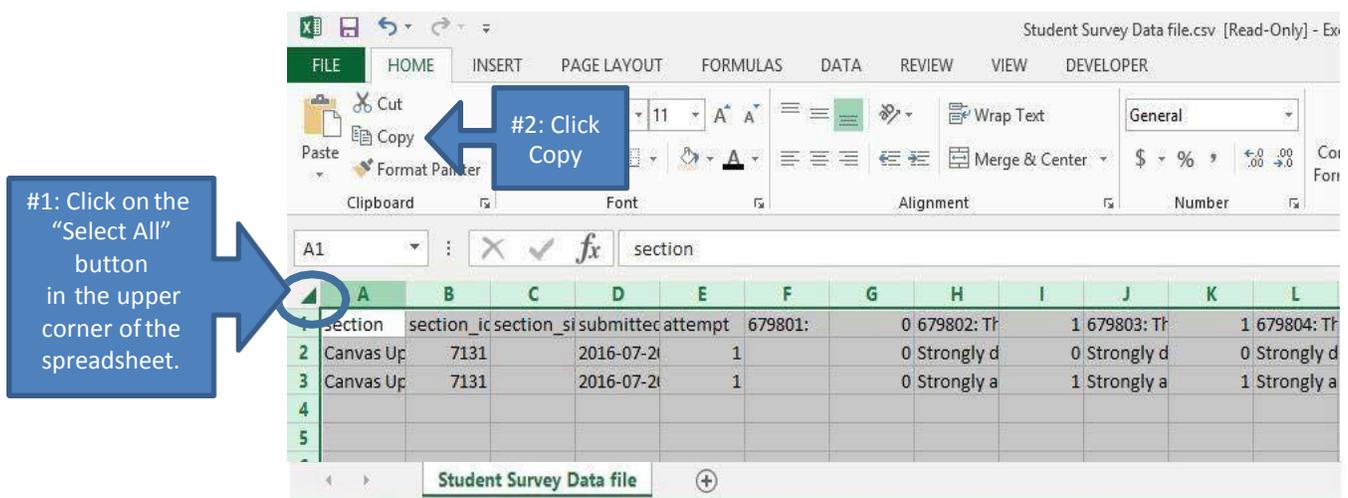
*Note: There is a "Clear All Data" button that has been added for your convenience. In order to preserve the functionality of this button and/or if you wish to reuse the survey tool without downloading a new copy each time, please makes sure to read [Step 8 below](#) before saving in the next step.*

3. Save the Canvas Instructor Evaluation Survey tool to your computer as well **as a macro-enabled Excel workbook as shown below** and leave it open. You will now have two separate spreadsheet files open.

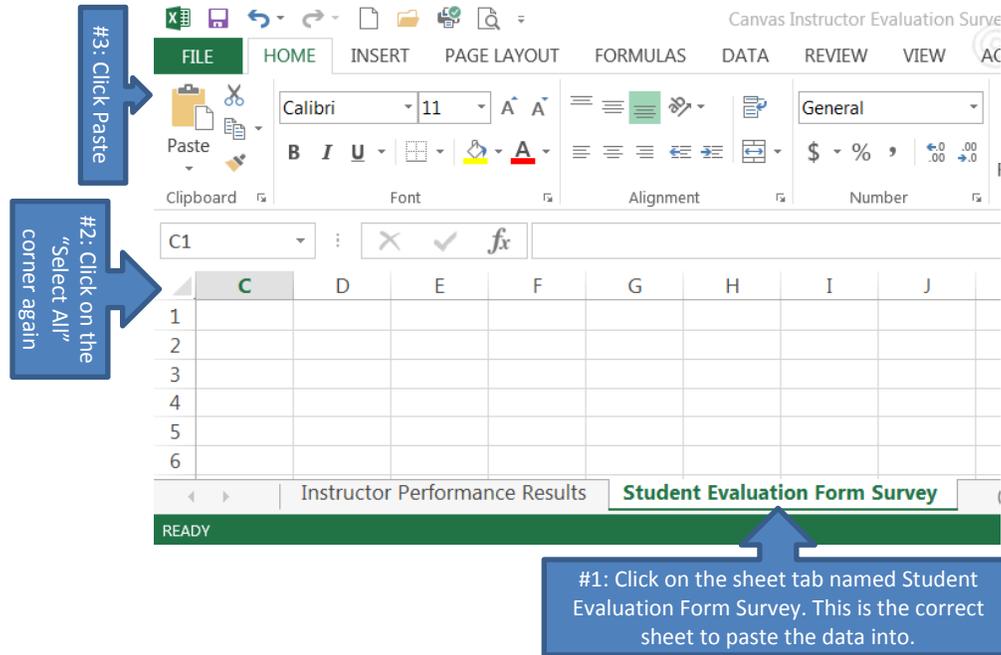


*Note: Be sure to use the exact name **Canvas Instruction Evaluation Tool** for the Canvas Instructor Evaluation Survey tool file*

4. On the Student report file you downloaded from Canvas, **click on the upper-left corner of the spreadsheet grid** indicated the screenshot below. Now, all of the data in the spreadsheet should be highlighted. **Click copy**. See the screenshot below for details.



5. **Move to the Canvas Instruction Evaluation Tool spreadsheet and click on the sheet named, “Student Evaluation Form Survey”**. Click on the “Select All” button in the upper corner of this spreadsheet (it will be the same button used for step #4) and then, when the whole spreadsheet appears highlighted, **click Paste**. This will enter the data into the spreadsheet and allow the evaluation sheet to display the new information. See the screenshot below.



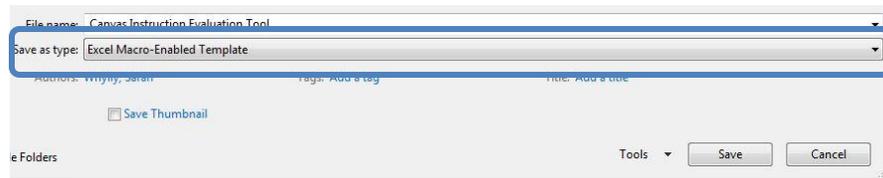
6. **Click on the other sheet called, “Instructor Performance Results” to view data and analysis in readable form. You may notice that there are blank cells in the “Instructor Performance Results” sheet after you paste in the data on the “Student Evaluation Form Survey” sheet.** These blank spaces represent the ‘NA’ answer option from the survey. Excel’s calculations fail if there are any letters present in the cells involved in the calculation so they are removed after the data is pasted in. The totals and averages cells still calculate for the “NA” response where necessary but they will not display in the upper part of the results sheet.

Student Evaluation Tabulation																			
Instructor Name																		Section #	
Observer's Name																		Date:	
Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of Students																			
The instructor is prepared in lectures, demonstrations in the classroom, lab, or	Strongly agree	Strongly agree	Agree	Strongly agree	Neither agree nor disagree	Agree	Disagree	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree							
The instructor clearly communicates course content in the classroom, lab, or subject matter.	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree							
The instructor demonstrates interest in the course content.	Strongly agree	Strongly agree	Disagree	Strongly agree	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Strongly disagree	Agree	NA							
The instructor sets and maintains high standards for student achievement.	Agree	Strongly disagree	Neither agree nor disagree	Neither agree nor disagree	Strongly agree	Agree	Neither agree nor disagree	Agree	Strongly agree	Neither agree nor disagree	Disagree	Strongly agree							
The instructor provides feedback and explains the course syllabus.																			
The instructor evaluates student work assignments and exams fairly and according to the syllabus.																			
The instructor makes an effort to determine if students understand the facts, concepts, skills or other material.																			
The instructor returns assignments and exams in a timely manner.																			
The instructor is available online, by phone, or face-to-face during scheduled office hours.																			
The instructor has effectively organized this course.																			
The instructor encourages intellectual involvement and involvement and																			
The instructor treats students with courtesy and confidentiality and expects students to treat each other with																			
The instructor is approachable for questions and assistance.																			
If applicable, the instructor and has on the class for the full instructional period (for																			
If applicable, the instructor uses technology effectively in the class.																			
If applicable, the instructor provides a laboratory or laboratory activities, with																			
If applicable, the instructor provides demonstrations for																			
If applicable, the instructor links the skill, laboratory, or																			
If applicable, the instructor's management of the course has																			
If applicable, the instructor's course has been positive and																			
When Remarks																			
Here you may add comments explaining your responses above.																			

7. If you wish to save a copy of the results in the formatting tool, you may simply save it with data intact by assigning it a distinctive name such as, “**Canvas Instruction Evaluation Tool – last name**” and making sure the file type is **macro-enabled Excel workbook** as shown in the screenshot for step 3 above.
  
8. A button, shown in the left-hand screenshot below, to clear all data has been added at the bottom of the “Instructor Performance Results” for your convenience. This button will reset the “Canvas Instruction Evaluation Tool” as needed by deleting all data pasted into the “Student Evaluation Form Survey” sheet. If you have multiple courses with evaluation data to format in one session, it may be convenient for you to save the original downloaded “Canvas Instruction Evaluation Tool” as a **macro-enabled template file type** (shown in the right-hand screenshot below) and then once the data is entered correctly for one of the courses, save that file with the data as a macro-enabled workbook. This will preserve the functionality of the “**Clear All Data**” button.

Survey Responses	Response Count
5 Strongly Agree	0
4 Agree	0
3 Neither agree nor disagree	0
2 Disagree	0
1 Strongly disagree	0
NA	0
Total Student Surveys Submitted	0
Average Survey Response	#DIV/0!

**Clear All Data**



## How to Compile the Results of an Online Instructor Evaluation

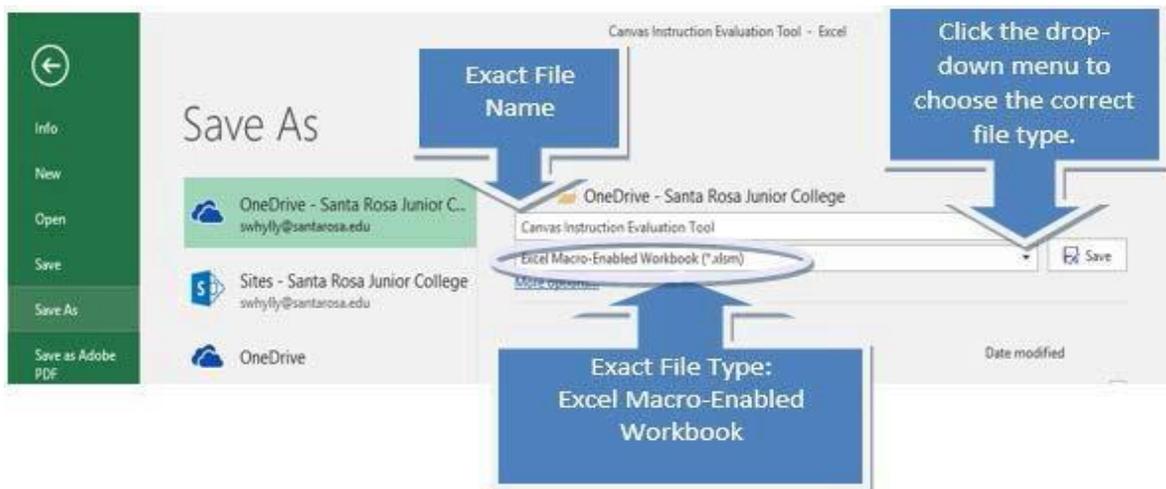
If you are compiling the results of an evaluation, but are not the Evaluator, you should have been added to the Canvas course as the Compiler when it was created. If the Evaluator did not list you on the initial course-creation form, you will need to contact [desupport@santarosa.edu](mailto:desupport@santarosa.edu) for assistance.

### Part I: Downloading Student Data

1. Log into Canvas and Open the Evaluation course.  
(If the course does not appear on your Dashboard, go to Courses > All Courses to find it.)
2. Click on Quizzes
3. Click on Student Evaluation Form
4. Click on Survey Statistics
5. Click on Student Analysis - A csv data file will download to your computer
6. Name the file **Student Survey Data File** and save it to your computer.  
*Please note that the Student Survey Data File coming from Canvas is a .csv file and should be saved as one.*
7. **Make sure the Student Survey Data File is open before proceeding to the next step.**

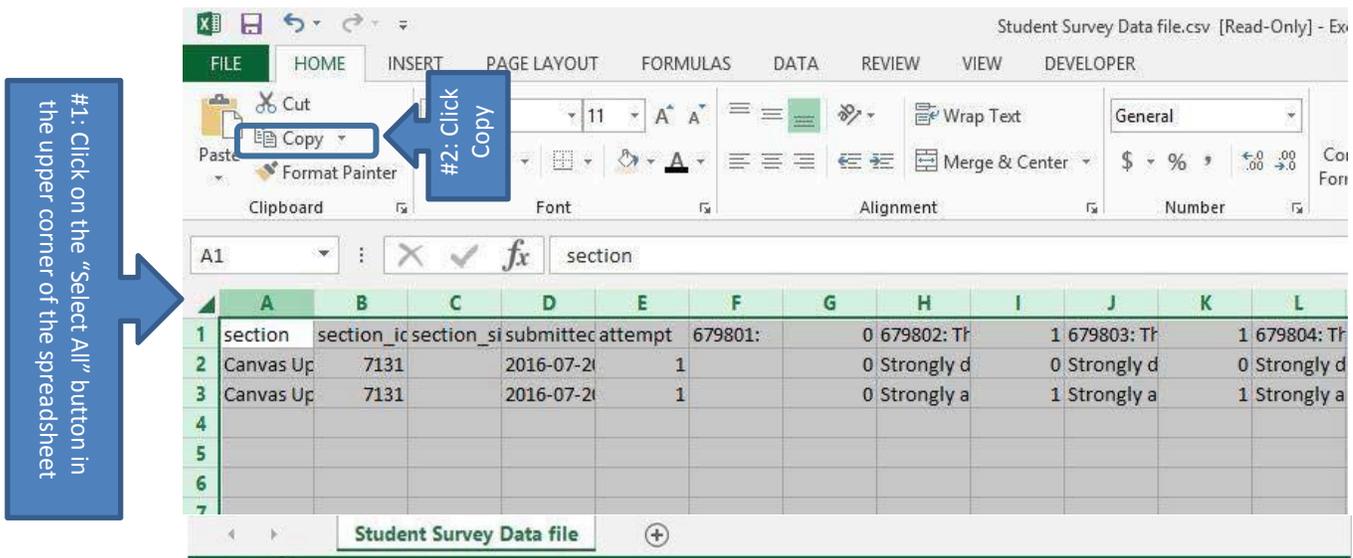
### Part II: Formatting Student Data

8. Download the file called **Canvas Instruction Evaluation Tool**.
9. Open this spreadsheet as well.  
*Note: The Canvas Instructor Evaluation Survey tool may tell you that some links cannot be updated. This will not affect the functionality of the tool as the links will updated manually when data is entered. If you get a message with a button telling you to **enable content**, please click that button.*  
*Note: There is a "Clear All Data" button that has been added for your convenience. In order to preserve the functionality of this button and/or if you wish to reuse the survey tool without downloading a new copy each time, please makes sure to read [Step 15 below](#) before saving in the next step.*
10. Save the **Canvas Instruction Evaluation Tool** to your computer as well **as a macro-enabled Excel Workbook file type as shown below** and leave it open. You will now have two separate spreadsheet files open.

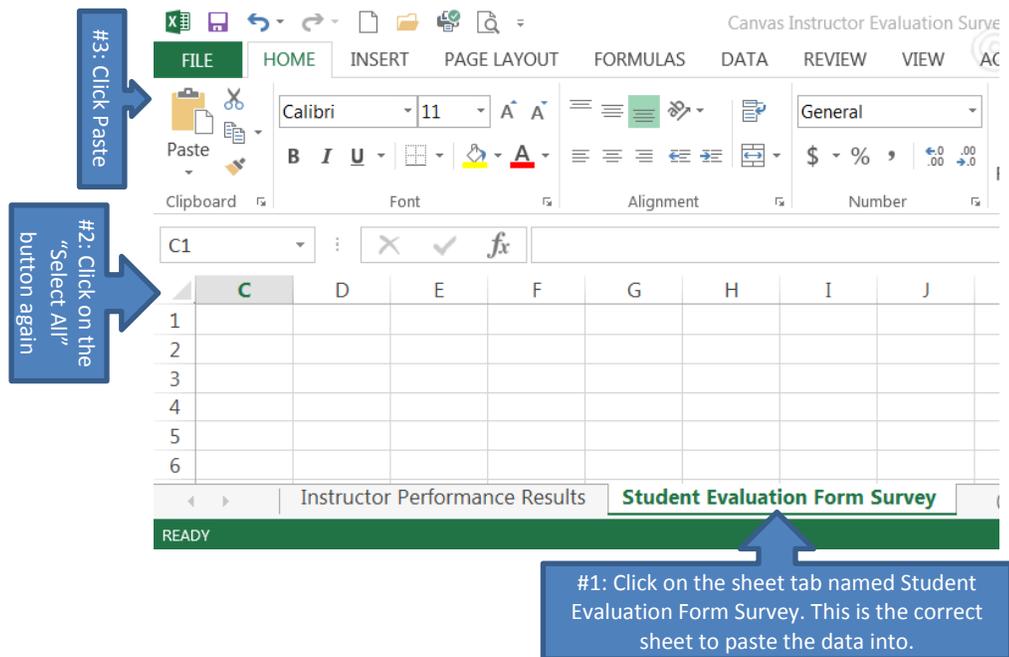


*Note: Be sure to use the exact name **Canvas Instruction Evaluation Tool** for the Canvas Instructor Evaluation Survey tool file*

- On the Student report file you downloaded from Canvas, **click on the upper-left corner of the spreadsheet grid** indicated the screenshot below. Now, all of the data in the spreadsheet should be highlighted. **Click copy**. See the screenshot below for details.



- Move to the **Canvas Instruction Evaluation Tool** spreadsheet and **click on the sheet named, "Student Evaluation Form Survey"**. **Click on the "Select All" button in the upper corner of this spreadsheet** (it will be the same button used for step #4) and then, when the whole spreadsheet appears highlighted, **click on Paste**. This will enter the data into the spreadsheet and allow the evaluation sheet to display the new information. See the screenshot below.



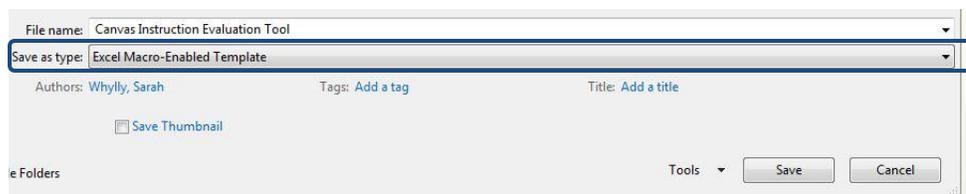
13. Click on the other sheet called, “Instructor Performance Results” to view data and analysis in readable form. **You may notice** that there are blank cells in the “Instructor Performance Results” sheet after you paste in the data on the “Student Evaluation Form Survey” sheet. These blank spaces represent the ‘NA’ answer option from the survey. Excel’s calculations fail if there are any letters present in the cells involved in the calculation so they are removed after the data is pasted in. The totals and averages cells still calculate for the “NA” response where necessary but they will not display in the upper part of the results sheet.

Student Evaluation Tabulation																		
Instructor Name	Course:									Section #								
Observer's Name	Date:																	
Question #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Number of Students																		
The instructor is prepared for lectures, presentations or demonstrations in the classroom, lab, or	Strongly agree	Strongly agree	Agree	Strongly agree	Neither agree nor disagree	Agree	Disagree	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	0	0	0	0	0	0
The instructor clearly communicates the subject matter.	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree	Agree	Strongly agree	Strongly agree	Agree	Agree	0	0	0	0	0	0
The instructor demonstrates interest in the course content.	Strongly agree	Agree	Disagree	Strongly agree	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly agree	Strongly agree	Agree	NA	0	0	0	0	0	0
The instructor sets and maintains high standards for student achievement.	Agree	Strongly disagree	Neither agree nor disagree	Neither agree nor disagree	Strongly agree	Agree	Agree	Agree	Strongly agree	Neither agree nor disagree	Disagree	Strongly agree	0	0	0	0	0	0
The instructor provided and explained the course syllabus.																		
The instructor evaluates student work on assignments and exams fairly and																		
The instructor makes an effort to determine if students understand the facts, concepts, skills or other material																		
The instructor returns assignments and exams in a timely manner.																		
The instructor is available online, by phone, or face-to-face during scheduled office hours.																		
The instructor has effectively organized this course.																		
The instructor encourages a respectful instructional environment and treats students with courtesy and confidentiality and expects students to treat each other with courtesy.																		
The instructor is available for questions and assistance.																		
If applicable, the instructor arrives on time and conducts the class for the full duration of the lecture (for synchronous classes).																		
If applicable, the instructor uses technology effectively in the class.																		
If applicable, the instructor provides a safe environment in the laboratory or for other hands-on instruction and demonstrations for																		
If applicable, the instructor links the skill, laboratory, or performance activity with the lecture content.																		
Overall, my learning experience in this instructor's course has been positive and rewarding.																		
Written Remarks																		
Here you may add comments explaining your responses above.																		

14. If you wish to save a copy of the results in the formatting tool, you may simply save it with data intact by assigning it a distinctive name such as, “**Canvas Instruction Evaluation Tool – last name**” and making sure the file type is **macro-enabled Excel workbook** as shown in the screenshot for Step 9 above.
15. A button, show in the left-hand screenshot below, to clear all data has been added at the bottom of the “Instructor Performance Results” for your convenience. This button will reset the “Canvas Instruction Evaluation Tool” as needed by deleting all data pasted into the “Student Evaluation Form Survey” sheet. If you have multiple courses with evaluation data to format in one session, it may be convenient for you to save the original downloaded “Canvas Instruction Evaluation Tool” as a **macro-enabled template file type** (shown in the right-hand screenshot below) and then once the data is entered correctly for one of the courses, save that file with the data as a macro-enabled workbook. This will preserve the functionality of the “**Clear All Data**” button.

Survey Responses	Response Count
5 Strongly Agree	0
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1 Strongly disagree	0
NA	0
Total Student Surveys Submitted	0
Average Survey Response	#DIV/0!

**Clear All Data**



## How to Delete the Results of an Online Instructor Evaluation

The same guidelines for when to shred the results of an in-person evaluation can be followed for the timing of deleting the online version. When the Evaluator determines that the results can be deleted:

- a. Log into Canvas. The Evaluation course will either appear on your Dashboard, or in the All Courses list.
- b. Open the course.
- c. Click on **Settings**
- d. Click on **Reset Course Content**  
Note that the quiz and all student responses will be permanently deleted.
- e. Delete any copies of the Canvas Instruction Evaluation tool that contain the data according to procedure as needed.

Special thanks to Sarah Whyly for creating the Excel Evaluation Tool that automatically formats the results of the Canvas survey.