

Online Instructor Evaluation

Compiling Student Feedback

Preparation

- For this process, we recommend using the Chrome browser.
- Create file folder directory on your computer to store files.
 - Example: Dobrawa S18 CS5 Evaluation
 - If you already have a directory in place, note it for saving documents during this process.
- Have the link to the Canvas Course for the Online Instructor Evaluation Student Feedback. You will be entering the course.

Download Survey Results

- Click on Online Instruction Evaluation Canvas Course link and authenticate with your credentials.
- Open Quiz
 - In the course navigation, Click on Quizzes > Click on Quiz Title "Student Evaluation Form."
 - Click on "Survey Statistics" in the upper right of the page
- Print the web page using Ctrl P or CMD P on the keyboard, or Right-click > Print
- In Print Dialog change destination to Save as PDF
 - Click "More Settings"
 - Enable Headers and footers and Background graphics
 - Click Save
 - Choose folder directory created in preparation step or of your choosing
 - Name the file with the naming convention
- File Naming Convention
[Instructor Last Name and First name Initial][Term][Year][Course][Section #][Results]
 - Dobrawa S18 CS5 Section 5392 Results

Download Survey Comments CSV

- Go to the top of Canvas course quiz page and click Student Analysis to download CSV
- Choose folder directory created in preparation step or of your choosing
- Name the file with the naming convention below
- File Naming Convention
[Instructor Last Name][Term(S,F, or X)][Last two digits of Year][Course #][Section #][Results]
 - Example: Dobrawa S18 CS5 Section 5392 Comments
- Open the newly saved and named CSV file
- Go to column AP
- Select cells in column AP Row 1 through the end of responses
 - Right-click and select Copy

Copy Comments to Word Document

- Create new Word document
- In the ribbon, click the Paste down arrow to see paste options
- Select Use Destination Styles
- Save the file to the folder directory with the following File Naming Convention
- File Naming Convention
[Instructor Last Name][Term(S,F, or X)][Last two digits of Year][Course #][Section #][Comments]
 - Example: Dobrawa S18 CS5 Section 5392 Comments

- Create PDF for distribution