

Understanding the Student Experience: Course Evaluations

The Student Perspective for
Faculty

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1. Initial Invitation

Students receive notification about course evaluations through two channels:

Email Notification

A personalized email containing:

- Personal greeting with the student's name
- Explanation of evaluation purpose and confidentiality assurance
- Direct link to the evaluation platform
- Backup URL if the primary link does not work
- Contact information for technical support

Canvas Integration

- Course Evaluations tab becomes active within Canvas when evaluations open
- Students can access evaluations directly through Canvas without using the email link
- Global announcement posted in Canvas when evaluations go live (for 16-week courses only)
- Provides a convenient alternative within the familiar learning management system

Access Summary:

- Two entry points: email link or Canvas Course Evaluations tab
- Both methods lead to the same centralized evaluation platform
- Students can use whichever access method they prefer

Email Notification:

Please Complete Your Course Evaluations



LC State Course Evaluations <courseevaluations@lcsc.edu>
To Mercedes D. Pearson



Hi Mercedes,

LC State is committed to providing you with instruction of the highest quality. Evaluations are used by the institution for the continuous development of programs, courses, and teaching effectiveness.

Your candid feedback is anonymous and will remain strictly confidential. Aggregate feedback will be released to instructors, Chairs, Deans, and the Provost after grades have been submitted.

To make the process as easy as possible for you, we have all evaluations hosted in one central online location.

Please visit [this link](#) to access and complete your evaluations.

If you have any questions, please reach out. We are happy to help.

Office of Institutional Research and Effectiveness

Administration Building, 6
Lewis-Clark State College
500 8th Avenue / Lewiston, ID 83501
instres@lcsc.edu

In case the link is not working, copy and paste this link into your browser: <https://sjc1.qualtrics.com/course-evaluations/student/dashboard/?bld=lcsccourseeval&uld=72aa74011f7fa0396840ae95e11da9ebc617387a>

Canvas Course Evaluations tab:

The image shows a screenshot of the Canvas LMS navigation menu. On the left is a dark blue sidebar with white icons and labels for various tools: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. To the right of the sidebar is a white navigation menu with a vertical line on the left. The items in this menu are: Home, Announcements, Syllabus, Modules, Discussions, Grades, Course Analytics, LockDown Browser, Course Evaluations (highlighted in yellow), Microsoft Education, Assignments, People, and Pages. To the right of the navigation menu, parts of course cards are visible, showing the text 'Re', '202', and 'Lo'.

2. Course Evaluation Home Dashboard

Upon clicking either the email link or Canvas Course Evaluation tab, students access their personalized Home dashboard displaying:

- Course list - All courses requiring evaluation
- Course information - Course number, title, and instructor name(s)
- Status indicators - "To Do" (not yet completed) or "Done" (submitted)
- Expiration dates - Deadline for completing each evaluation

Home Dashboard Features:

- Real-time status updates as evaluations are completed
- All courses visible in one centralized location
- Clear visual indicators of completion progress
- Students can complete evaluations in any order



Mercedes Pearson

Course Evaluations

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Status	Course	Instructor(s)	Expiration Date
To Do	CMC-101-01: Care of Magical Creatures	Rubeus Hagrid	Nov 19, 2025 12:00 AM
To Do	DADA-101-01: Defense Against the Dark Arts	Severus Snape	Nov 19, 2025 12:00 AM
To Do	TRF-101-01: Transfiguration	Minerva McGonagall	Nov 19, 2025 12:00 AM

Retakes are Enabled

3. Evaluation Questions

Upon clicking into a course, students see a set of course-related questions (3 items) and instructor-related questions (13 items). In courses with multiple instructors, the instructor-related questions are repeated for each instructor. Each instructor's name is clearly displayed, allowing students to provide individual feedback for each one.

Course-Related Questions (3 items):

< CMC-101-01: Care of Magical Creatures >
Mercedes Pearson



Please complete a course evaluation for every class in which you are actively enrolled this semester.

This course evaluation is for CMC-101-01 Care of Magical Creatures

If you have any questions regarding the evaluation, please contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.

→

(1/3) The course objectives are clearly stated in the syllabus.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(2/3) The grading system is clearly stated in the syllabus.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(3/3) In this course I gained new knowledge, skills, or perspective.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

Instructor-Related Questions (13 items), repeated for each instructor listed on the course:

< CMC-101-01: Care of Magical Creatures ▾ Mercedes Pearson



Please complete a course evaluation for every class in which you are actively enrolled this semester.

This evaluation is for **Rubeus Hagrid**
Course: CMC-101-01 Care of Magical Creatures

Skip by clicking the arrow below and AGAIN on the next page if you did not have this instructor.

If you have any questions regarding the evaluation, please contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.

[→](#)

(1/13) The instructor made the expectations for successful course completion clear.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(2/13) The instructor notifies students in a timely manner of any revision to the course schedule.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(3/13) The instructor is available to students.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(4/13) The instructor assigns learning activities (exams, assignments, quizzes, projects) that are related to the course objectives.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(5/13) The instructor provides clear directions for assignments.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(6/13) The instructor presents course material in an understandable manner.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(7/13) The instructor presents course material in an organized manner.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(8/13) The instructor appears knowledgeable in the subject matter.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(9/13) The instructor shows enthusiasm in teaching the subject.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(10/13) The instructor communicates with students in a respectful manner.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(11/13) The instructor encourages students to think critically about the course content.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(12/13) The instructor creates a learning environment in which students are encouraged to contribute.

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree
- ☐ This item is not applicable to this course or instructor

Comments

(13/13) Additional Comments?



4. Navigation and Completion

Student Navigation and Control

- Students can skip any question they prefer not to answer
- Navigation arrows allow moving forward through questions, not backward
 - Students have the option to retake, see #5 below
- Students can exit and return later to complete evaluations
- Progress is automatically saved

Completion

- Upon completion, students receive confirmation that their response has been recorded
- Students can return to the Home dashboard to complete remaining evaluations

The top screenshot shows a confirmation message: "Your response has been recorded. Thank you for sharing your experiences. Please return to Home by clicking the down arrow at the top of the page if you need to complete other course evaluations." The bottom screenshot shows the same interface with a dropdown menu open, displaying options: "Home", "CMC-101-01: Care of Magical Creatures" (with a "Done" button), "DADA-101-01: Defense Against the Dark Arts" (with a "To Do" button), and "TRF-101-01: Transfiguration" (with a "To Do" button").



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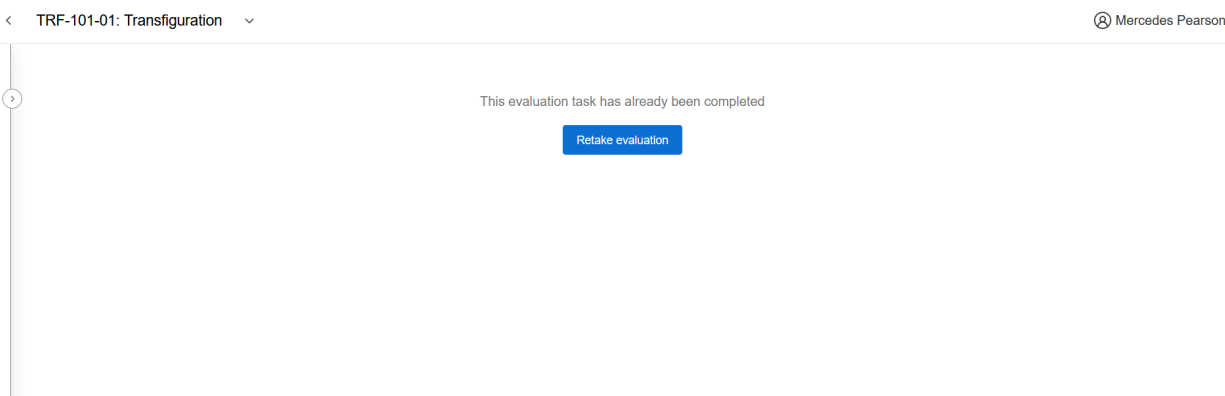
Status	Course	Instructor(s)	Expiration Date
Done	CMC-101-01: Care of Magical Creatures	Rubeus Hagrid	Nov 19, 2025 12:00 AM
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Retakes are Enabled

5. Post-Submission Features

Retake Option

- Availability: Students can retake any evaluation until its expiration date
- Access: Click the course from the Home dashboard → select "Retake Evaluation" button
- Data handling: Only the most recent submission is retained (previous responses are overwritten)



Reminder System

- Automatic reminders: Students with incomplete evaluations receive up to two reminder emails
- Real-time updates: Home dashboard status changes immediately as evaluations are submitted
- Targeted delivery: Only students with evaluations that are not marked “Done” receive reminders

Evaluation Timeline

- Initial Invitation: Sent two weeks before finals week (on Monday)
 - 8-week courses: Sent the week before finals week (on Monday)
- First Reminder: Sent the week before finals week (on Monday)
 - 8-week courses: Sent the week before finals week on (Thursday)
- Second Reminder: Sent the day before the evaluation period closes
- Evaluations Close: On the course end date recorded in Colleague
- Results Available to Faculty: The day after grades are posted in WarriorWeb