

Understanding the Student Course Evaluation Experience

A Guide for Faculty

Contents

Understanding the Student Course Evaluation Experience.....	2
1. Initial Invitation	2
2. Course Evaluation Home Dashboard	5
3. Evaluation Questions	6
4. Navigation and Completion	13
5. Post-Submission Features	15
6. Evaluation Timeline	15
7. IDOC Course Evaluations	16

Understanding the Student Course Evaluation Experience

This guide walks you through your students' experience completing course evaluations. Familiarity with this process can help you anticipate common student questions, understand what affects your response rates, and ensure nothing on your end inadvertently limits student access.

1. Initial Invitation

When the evaluation period opens, students are notified through two channels: direct email and a tab within their Canvas course.

Email Notification

Each student receives a personalized email containing:

- A greeting with their name
- An explanation of the evaluation's purpose and confidentiality protections
- A direct link to the evaluation platform
- A backup URL in case the primary link doesn't work
- Contact information for support

Canvas Integration

The Course Evaluations tab becomes active in each student's Canvas course when evaluations open, providing a familiar alternative to the email link. For 16-week courses, a global Canvas announcement is also posted when evaluations go live. Shorter sessions do not receive this announcement, so those students rely primarily on the email and the Canvas tab.

Note for Faculty: If you have disabled the Course Evaluations tab in your Canvas course settings, students will not see it, even when evaluations are active. If you want students to have both access points available, verify that this tab is enabled before the evaluation period begins.

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 vertical navigation menu on the left side of a Canvas LMS interface. The menu items are: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. To the right of the menu is a list of course navigation options: Home, Announcements, Syllabus, Modules, Discussions, Grades, Course Analytics, LockDown Browser, Course Evaluations (highlighted in yellow), Microsoft Education, Assignments, People, and Pages. The background of the page is partially visible, showing the word 'Re' at the top, a large '202' in the middle, and a blue bar at the bottom with the letter 'L'.

2. Course Evaluation Home Dashboard

Once a student clicks either the email link or the Canvas Course Evaluations tab, they land on a personalized Home dashboard. This is the central hub where students manage all of their evaluations, not just yours. A student enrolled in multiple courses will see all of their evaluations in one place.

What Students See on the Dashboard

Each course listed on the dashboard displays:

- Course number, title, and instructor name(s)
- Status indicator: either "To Do" (not yet started) or "Done" (submitted)
- Expiration date showing the deadline for that course's evaluation

How Students Navigate the Dashboard

- Students can complete evaluations in any order they choose
- Status indicators update in real time as evaluations are submitted
- Students can return to the dashboard at any time to check progress or complete remaining evaluations

Note for Faculty: Students in courses with multiple instructors will see all instructor names listed on their dashboard and will be asked to evaluate each instructor separately. Students who do not have a particular instructor are instructed to skip that instructor's questions and move to the next.



Mercedes Pearson

Course Evaluations

We are committed to providing you with instruction of the highest quality. Evaluations are used 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, and Deans after grades have been submitted.

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

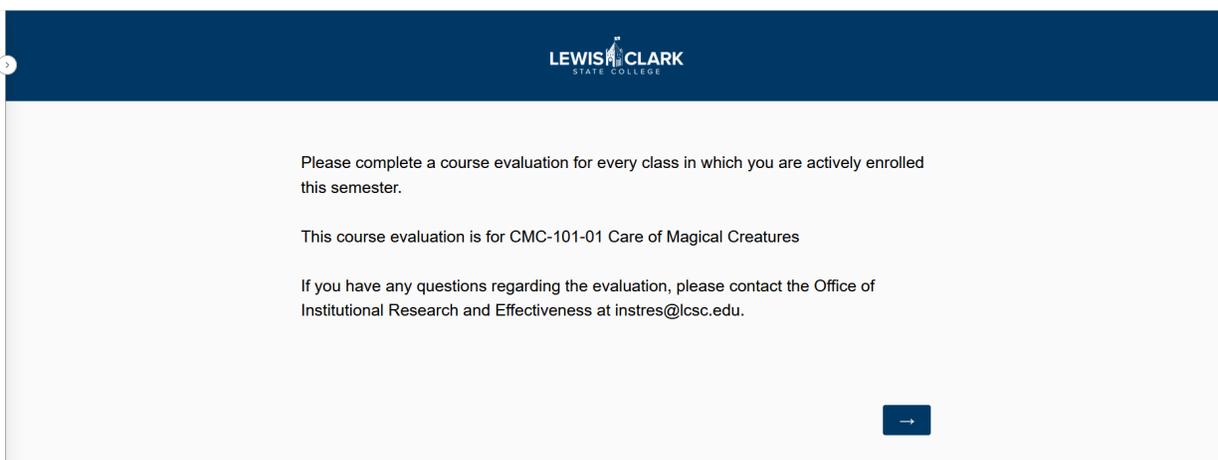
When a student clicks on a course from their dashboard, they are presented with two sets of questions: 3 course-related questions and 13 instructor-related questions. The course-related questions appear first, followed by the instructor-related questions.

In courses with multiple instructors, the 13 instructor-related questions repeat for each instructor, with each instructor's name displayed at the top of their section. Students who do not have a particular instructor are instructed to skip that section and move to the next.

Course-Related Questions (3 items):

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

Mercedes Pearson



LEWIS & CLARK
STATE COLLEGE

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

(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

(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

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@lsc.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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(13/13) Additional Comments?



4. Navigation and Completion

Moving Through the Evaluation

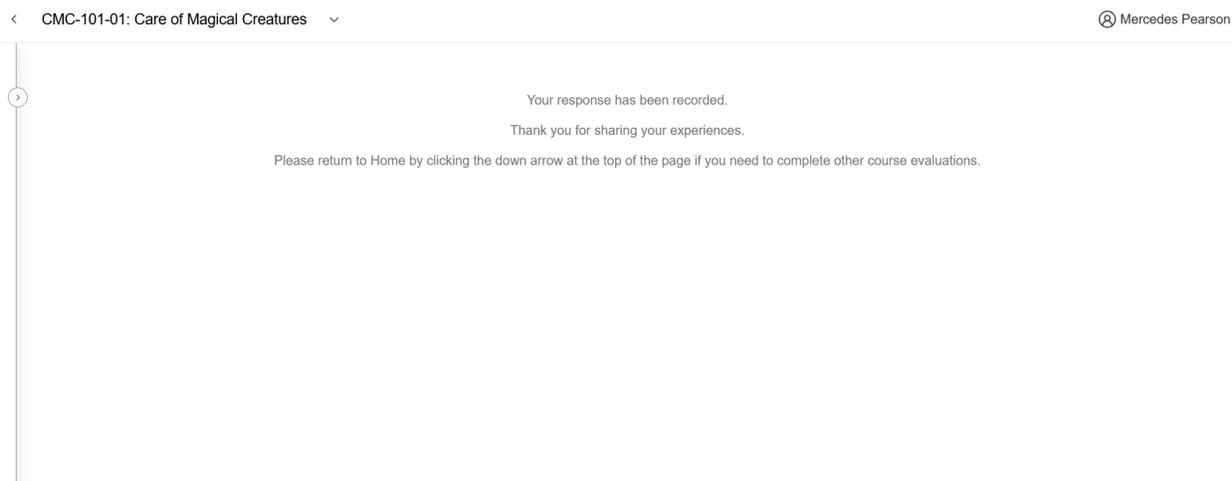
The evaluation is designed to move forward sequentially. Students use navigation arrows to progress through the evaluation. While students cannot return to a previous screen during a session, they can retake the evaluation after submitting it (see Section 5). Students can skip any question they prefer not to answer.

Saving Progress and Returning Later

Students are not required to complete an evaluation in one sitting. Progress is automatically saved, so students can exit and return at any time before the evaluation closes to finish where they left off.

Completion

Once a student submits an evaluation, they receive an on-screen confirmation that their response has been recorded. They can then return to the Home dashboard to complete the remaining evaluations or retake any already submitted ones.



The screenshot shows a confirmation message on a web page. At the top left, there is a breadcrumb trail: '< CMC-101-01: Care of Magical Creatures >'. At the top right, there is a logo for 'Mercedes Pearson'. The main content area contains the following text: 'Your response has been recorded.', 'Thank you for sharing your experiences.', and 'Please return to Home by clicking the down arrow at the top of the page if you need to complete other course evaluations.' On the left side of the page, there is a vertical line with a circular arrow icon at the top, indicating a navigation or refresh function.

Home

CMC-101-01: Care of Magical Creatures Done has been recorded.

DADA-101-01: Defense Against the Dark Arts To Do Do ariating your experiences.

TRF-101-01: Transfiguration To Do op of the page if you need to complete other course evaluations.



Course Evaluations

We are committed to providing you with instruction of the highest quality. Evaluations are used 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, and Deans after grades have been submitted.

Status	Course	Instructor(s)	Expiration Date
Done	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

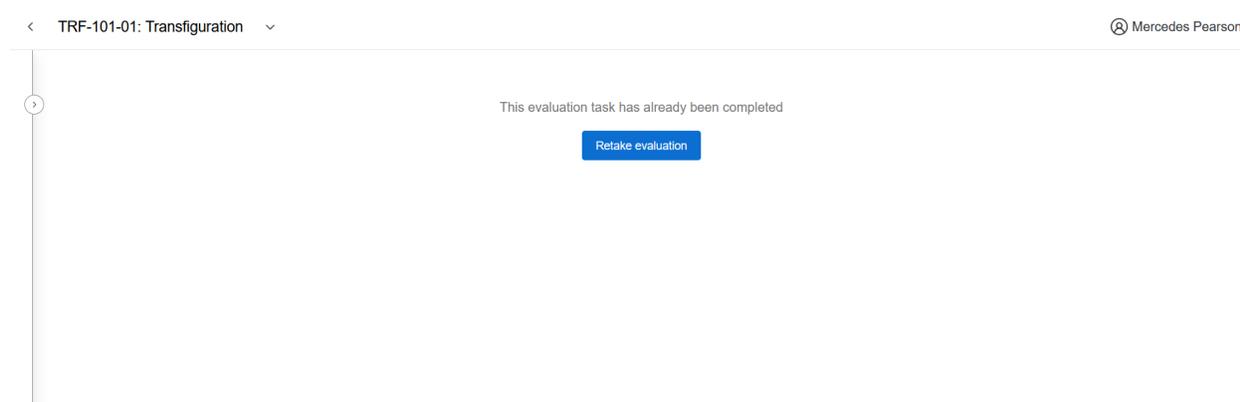
Retakes are Enabled

5. Post-Submission Features

Retake Option

Students can retake any evaluation at any time before its expiration date. To do so, they return to the Home dashboard, click the course, and select the "Retake Evaluation" button.

Note for Faculty: Only the most recent submission is retained. Previous responses are overwritten. If a student retakes an evaluation, their original responses will not be preserved.



Reminder Emails

Students who have not completed all of their evaluations receive up to two automatic reminder emails after the initial invitation. Only students with evaluations still marked "To Do" receive these reminders. Students who have completed all of their evaluations do not receive these reminders.

6. Evaluation Timeline

All evaluation communications are triggered by the course end date recorded in Colleague, so timelines may vary by course section.

- Initial Invitation: Sent 14 days before the course end date
- First Reminder: Sent 7 days before the course end date
- Second Reminder: Sent 1 day before the course end date
- Evaluations Close: On the course end date
- Results Available to Faculty: The day after grades are posted in WarriorWeb

7. IDOC Course Evaluations

Students enrolled in IDOC courses follow a different evaluation process due to limitations in their access to email and the standard Canvas environment.

How IDOC Students Access Evaluations

Rather than receiving an email invitation or accessing evaluations through the standard Canvas Course Evaluations tab, IDOC students are enrolled in a dedicated Course Evaluation course that appears in their Canvas shell a couple of weeks before the course end date. Upon clicking into that course, students are directed to the evaluation, which is administered as an ungraded Canvas quiz. The questions are the same: 3 course-related and 13 instructor-related, used in the standard evaluation process.

How Faculty Receive Results

Because of the manual process involved in collecting and compiling IDOC evaluation data, results are not available on the same timeline as standard course evaluations. Faculty teaching IDOC courses will receive their results through a separate report. If you have questions about IDOC evaluation results, please contact Institutional Research and Effectiveness.