**Background and Overview**

The process for gathering student input to Faculty Evaluations for D2L online classes has been moved to an online input, using the survey capability of D2L. Students will be notified via email and a News Item in their D2L online class. They can then complete the survey within D2L.

The request process has been automated, so that Deans (or assigned representative) can specify:
- the 5-digit class number to be evaluated,
- w-IDs for up to three evaluators, and
- the dates the survey will be available to students

An automated process runs each evening to use the data entered to:
- create a separate evaluation course in D2L
- enroll the three evaluators with special permissions (to view survey results)
- enroll the students with limited permissions (to complete the survey only)

The overall process has several features designed to implement specific requirements, including:
- Student adds/drops in the original course are updated in the evaluation course each night
- The evaluation courses in D2L are placed in a separate structure to restrict access to the evaluators and students (faculty and LMS coordinators have no access to these courses)
- The only content in the course is the student survey and two news items, one for students and one providing additional information for evaluators (not visible to students)
- Visibility of the survey results is limited to the evaluators assigned
- Notification (email) is outside of the D2L process to allow flexibility in methods, based on individual familiarity (D2L, OGS, Exchange).
- All printing, archiving, or other action on the survey data is under control of the evaluators to allow appropriate policies to be followed (there is no D2L automated action).
- Deletion of the survey and/or course data in D2L is a manual process that the Dean may request of the IT Department (via Help Desk) as described in this document.

**Implementation Schedule**

- The process was pilot tested during the Spring 2012 semester for about 20 classes.
- It is now available for Fall 2012 online classes
- Training will occur at College Deans meetings as follows:
  - FLC 9/26/2012 9:30 am
  - ARC 9/26/2012 2:30 pm
  - CRC TBD
  - SCC TBD

**Process Flow**

The diagram on the following page illustrates the eight steps in the process from initial online request to gathering of the survey data. The diagram is followed by a brief explanation of each step. A separate document provides more details, as well as pictures of the D2L screens.
1. Dean enters request

2. Automatic extract/update (nightly)

3. Dean loads Survey and News Item to Eval Course

4. Instructor loads News Item to Online Course

5. Dean sends emails

6. Dean makes Eval course “active”

7. Students complete Survey

8. Dean gathers Survey results

Process Flow Diagram

PeopleSoft

• Class#
• Evaluator w-IDs (1-3)
• Dates of Survey

Desire2Learn

• Creates Eval Course
• Enrolls Evaluators
• Enrolls Students

Exchange, OGS, D2L, etc.
Overview of Steps

Step 1 – Dean Requests an Online Evaluation Course
1. Point your browser to: http://www.losrios.edu/facultyeval/
2. Log onto PeopleSoft
3. Select the class to be evaluated
4. Enter up to three evaluators and the first & last date the survey is to be available to students
5. Click “Submit”

Step 2 - Automated Extract/Update (nightly)
Once each evening, an automated process uses any Dean input from that day to create evaluation courses in D2L and enroll the evaluators and students. Any students that add or drop a class that was previously specified will also create an update to the associated evaluation course (adding or dropping them in the Eval course). Access to the evaluation course will be available the following day to the evaluators only. Students will not have access to the course (or survey) until the evaluator makes the course “active” in step 6, below. This allows a controlled release of the course to students, to ensure the appropriate communication occurs first.

Step 3 - Dean loads survey and news item to Evaluation course
1. Point your browser to: http://www.losrios.edu/facultyeval/D2LExport_Faculty_evaluation_materials.zip
2. Download and save the file onto your desktop.
3. Log in to D2L (https://d2l.losrios.edu) using your employee ID (w-ID) and password
4. Click on the “Evaluator” tab if you are not already on it.
5. Click on the link for the desired class to go to the course page
6. In the evaluation course, click the “Edit Course” link
7. Under the tools area (bottom left), click “Import/Export/Copy Components”
8. Choose the option to “Import components”, browse to the location of the zip file on your computer, and click “Next”.
9. You will see the preprocessing screen indicating the status of the import, when it is complete, click “Next”
10. Under the select components to import area, check the box to “select all components” and click “Next”.
11. On the confirmation screen that follows, click “Next”.
12. Once the import is complete click “Next”

Report Setup
After the survey is loaded into the evaluation course, the report setup must be completed. This setup can be done any time after the class is created and before the time the report is to be viewed. Follow these steps to setup the report:
1. Log in to D2L (https://d2l.losrios.edu) using your employee ID (w-ID) and password
2. On your “My Home” page, in the center under the “My Courses” you will see one or more tabs for different roles you have in D2L (Evaluator, Instructor, Student, etc.)
3. Click on the “Evaluator” tab, if you are not already on it.
4. Click on the link for the desired class to go to the course page
5. Click on the “Surveys” link.
6. Click on “Evaluation Survey” link
7. Click on “Reports Setup” tab, then “Online Student Evaluation Summary”
8. Check the “Evaluator” Role (near the bottom of the screen) and then “Save Report” (top right side of the screen). This makes the survey results visible only to the Evaluators in the class.

**Step 4 - Instructor loads news item to online course**

In addition to an email and a News Item in the evaluation course, a standard-worded News Item should be added to the online class that is being evaluated to announce the survey dates and expectations. This is the online class in which students are enrolled, so it creates the greatest opportunity for students to view the News Item. The news item must be added by the Instructor being evaluated, since he or she has control of that class content. Online instructors are familiar with this process, so no instructions are provided in this Dean training document.

**Step 5 - Dean sends emails**

After the evaluation class is created in D2L, the Dean will send emails to the instructor, the evaluators, and the students. There are many ways to create emails, so the automation for online evaluations does not invoke any pre-determined method. Both D2L and the Online Grading System (OGS) have capabilities to send email to a class list. If the Dean or other evaluator wishes to use email from the created D2L evaluation class, the following steps can be used:

1. Log in to D2L (https://d2l.losrios.edu) using your employee ID (w-ID) and password
2. On your “My Home” page, in the center under the “My Courses” you will see one or more tabs for different roles you have in D2L (Evaluator, Instructor, Student, etc.)
3. Click on the “Evaluator” tab, if you are not already on it.
4. Click on the link for the desired class to go to the course page
5. Click on the Classlist within the News Item.
6. Click the button labeled “Email everyone on this tab”
7. A new browser window will open with an email message addressed to all users in the class
8. The student email addresses will appear in the “Bcc:” field to ensure that each student is not able to see the email addresses of any other student.
9. Fill in a subject and copy/paste in the standard email wording, then click “Send”.

**Step 6 - Dean makes the Evaluation course “Active”**

All D2L classes, including evaluation classes, are automatically created in an ‘inactive’ state. While inactive, only evaluators can view the class. The evaluator can therefore control when the class becomes visible to students (to ensure that communication about the evaluation can occur before the extra class shows up for students). To make the class active:

1. Log in to D2L (https://d2l.losrios.edu) using your employee ID (w-ID) and password
2. On your “My Home” page, in the center under the “My Courses” you will see one or more tabs for different roles you have in D2L (Evaluator, Instructor, Student, etc.)
3. Click on the “Evaluator” tab, if you are not already on it.
4. Click on the pencil icon next to the class you want to make active, which will take you to the “Course Offering Information” page for that specific class
5. On the course information page, find the label for “Active” (about half way down) and click the check box
6. Click “Save” at the top or bottom of the page.

**Step 7 - Students complete Survey**

After making the course active and reaching the starting date of the survey period, all students in the evaluation course will see this course under their “Student” tab. You may want to send reminder emails to students. If so, refer to the earlier section on that topic. As stated earlier, the
Report setup can be done during the evaluation period, if desired, or even before the class is visible to students.

**Step 8 – Dean gathers the survey results (Report)**

After the end date of the survey (date specified in the original request), the evaluators can view the results. A News Item on the class page (visible only to evaluators) provides instructions and easy access to the survey results.

To gather the survey results:

1. Log in to D2L ([https://d2l.losrios.edu](https://d2l.losrios.edu)) using your employee ID (w-ID) and password
2. On your “My Home” page, in the center under the “My Courses” you will see one or more tabs for different roles you have in D2L (Evaluator, Instructor, Student, etc.)
3. Click on the “Evaluator” tab, if you are not already on it
4. Click on the link for the desired class to go to the course page
5. Click on “Evaluation Survey” link
6. Click on “Reports Setup” tab, then “Online Student Evaluation Summary”
7. Click on the “Reports” link.
8. Click on “Online Student Evaluation Summary” link
9. Click on “Generate Html Report”
10. The report will be available to print once the evaluation is complete

**Removing the Survey and Evaluation Class**

There is no automatic deletion of evaluation courses at this time. Depending on College standards & practices (and/or the faculty contract), you can inform the IT Department to have the course manually removed from the D2L database. Send an email to “DO-Help Desk” from your Los Rios email account requesting the removal. Please make sure before requesting the removal that you have saved off any/all survey data that is needed after the class is removed. Once removed the data cannot be retrieved.