

Where can I access my end of course evaluations?

<https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/displayResults.pl>

When can I access my end of course evaluations?

The day after grades are posted.

When are the course evaluations available for students to fill out?

The two weeks before the last day of classes.

How can department chairs access their faculty's end of course evaluations?

By putting in a helpdesk ticket at <http://help.mst.edu>.

What information is available to department chairs?

Only the numerical scores; not the student comments, unless the individual faculty member makes them available.

What are the seven standard questions on the course evaluations?

- Evaluate this course, independent of the instructor's effectiveness, in terms of its educational value to you.
- Rate the instructor's use of assignments and tests for facilitating your learning of the subject matter.
- Rate the instructor's concern for your understanding of the material.
- Rate the instructor's preparation for class.
- Rate the instructor's ability to communicate.
- Rate the instructor's ability to stimulate and motivate you.
- Rate the overall teaching effectiveness of this instructor.

How can I add different questions to the end of course evaluations?

By putting in a helpdesk ticket at help.mst.edu with up to three questions that you would like to add.

What if students in my course are not receiving a link to the course evaluations?

Please contact Kristy Giacomelli at the registrar's office for help, x4224.

Are summer courses evaluated?

Summer courses are not automatically evaluated. Instructors must initiate this process by requesting it from the CET committee at least three weeks prior to the evaluation period.

How can I contact the Committee for Effective Teaching (CET)?

The CET is a Faculty Senate Committee, and the membership is listed on the Faculty Senate website: <http://facultysenate.mst.edu/>.

How can I increase participation in my end of course evaluations?

There are several strategies available, however, the option that is recommended by the CET committee is to allow students a few minutes of class time to complete the online evaluation using a mobile device. Another method is to do mid-course evaluations with staff instructional designers and let students know you are serious about receiving their feedback. Contact edtech@mst.edu for more information.

How do I use course evaluation scores in my portfolio for promotion and/or tenure?

CET scores should only be part of the story you tell about your teaching. Go [here](#) for some expert advice from the Curators' Teaching Professors on this topic.