Evalytics Teaching Evaluations
Course coordinator manual

Version 1.2, dated August 22 2023

Introduction

This manual is intended for course coordinators. It explains how the evaluation process works, how the evaluations of modules can be edited, how the results can be viewed, and how feedback on the results can be given.

The course coordinator's role differs from that of the evaluation coordinator. The faculty evaluation coordinator manages the process of evaluating throughout the faculty. This individual is also the first point of contact for course coordinators who have questions. Course coordinators are teachers who are able to modify the evaluations of their modules in Evalytics. The identity of the course coordinator is registered in SAP.

Course evaluations are used for evaluating courses scheduled via SAP. This document gives details of how course evaluations can be modified and published.

Version management

Version	Date	By whom	Changes made
1.0	April 19th	Noëlle Swaan	Update English Version (def)
1.1	2022 December 19th	Floor van de Wiel/Judith Roelvink	Update English Version
1.2	22-08-2023	Floor van de Wiel	Addition Canvas connection

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1. Overview of process

The SAP source system indicates which modules need to be evaluated. Which modules these are exactly is determined by the faculty. The details of those students who are allowed to evaluate the module in question are also imported via SAP.

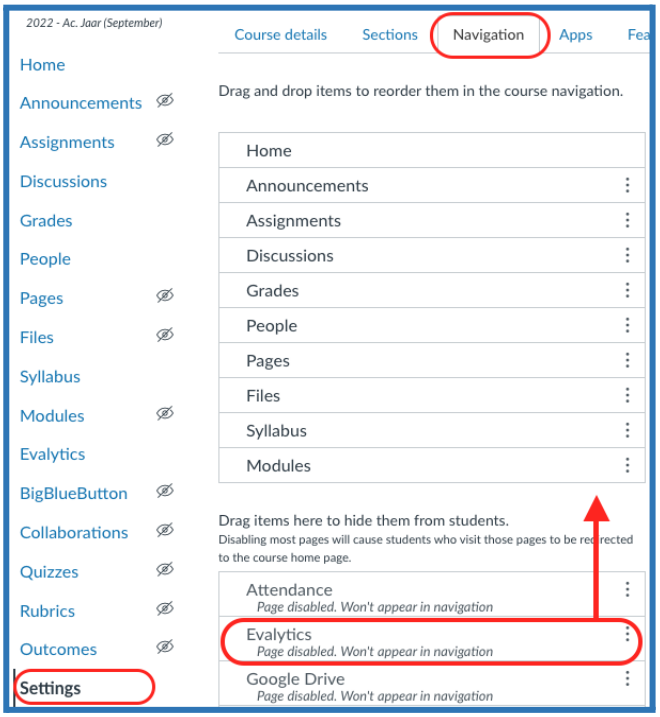
Around four weeks before the examination or before the final date of the module (if there is no examination), the course coordinator receives an email notification that the evaluation is ready. During this period, the course coordinator can modify the default questionnaires in Evalytics. Another reminder is sent two weeks later.

There are two evaluations for each module - one for the course and one for the exam. The default practice is that the questionnaires are combined, so that students have to complete one only. If desired, the questionnaires can be sent separately.

The evaluations can be carried out in two ways, either by invitation or in the classroom.

By invitation (default)
At the time of publication (exam or course end date), a notification will be sent to the students' VU email address with the link to the questionnaire. Students will have 15 days to complete the evaluation. After 1 week, a reminder will be sent to students who have not yet completed the evaluation. The evaluation can also be added to the Canvas course for that specific course by adding the Evalytics page. You can add the Evalytics menu item as follows:

- In the Canvas course menu, click Settings
- Choose the Navigation tab
- Drag the Evalytics menu item and place it where you want it to be visible in the course menu
- Click Save
- Create an Announcement in Canvas indicating that the evaluation can be completed from the Canvas course. Also indicate that these evaluations are important to the quality of teaching.

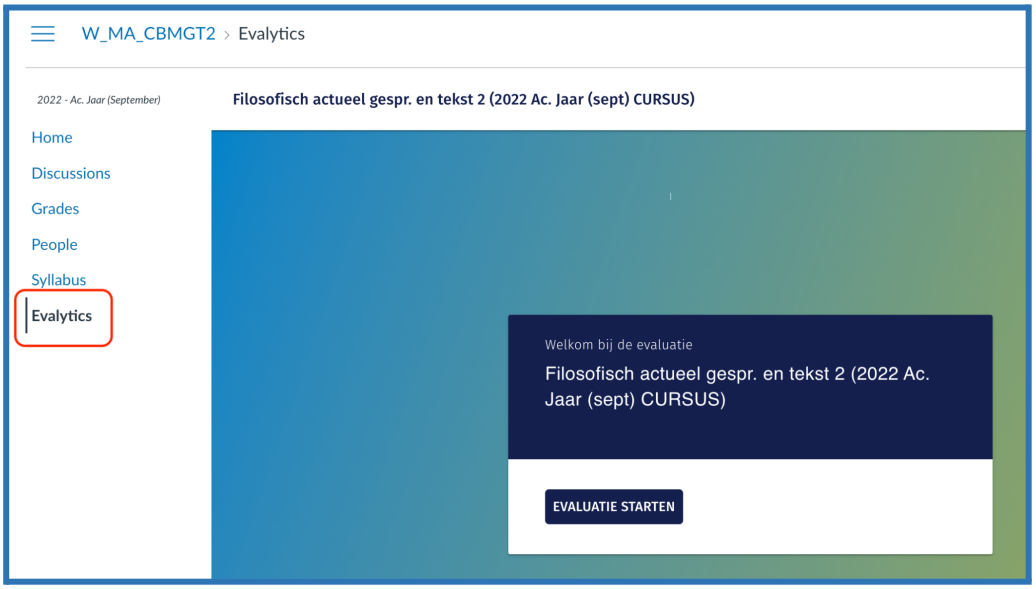


Please note! The evaluation will be visible for the students after the exam date (unless the start date has been changed). Moreover the evaluation will only be accessible by students who registered for the course and who have been added to the evaluation in Evalytics. Other students will receive an error when trying to click the link.

When adding the Evalytics menu item in the Canvas course menu, it is wise to indicate in an Announcement, for example, that the evaluation is not available until exam date or course end date.

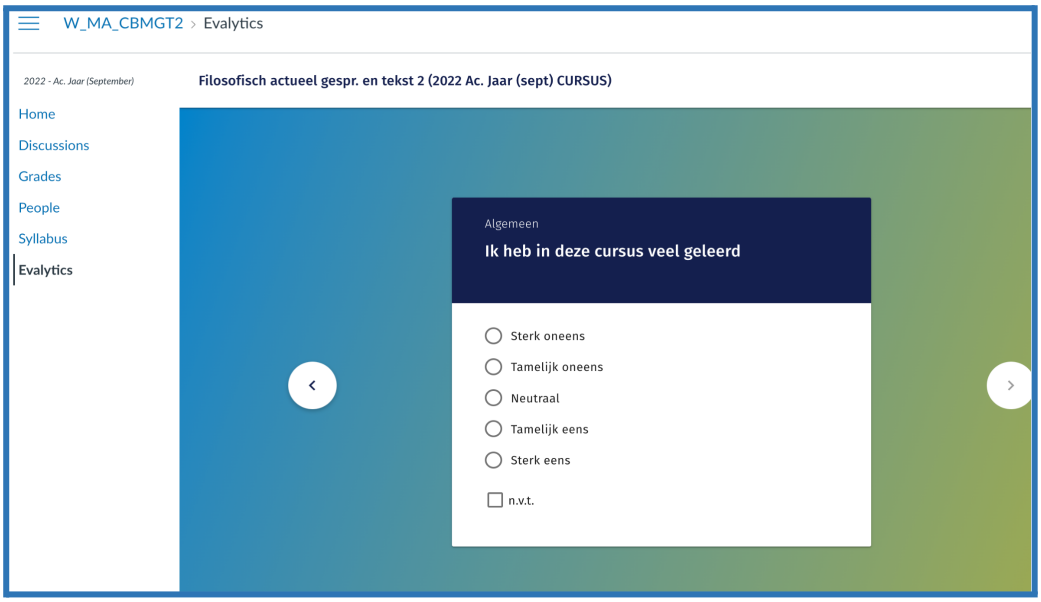
Start the evaluation (students):

Once available, students can launch the course and exam evaluation of the respective course when they click on the Evalytics menu item:



Completing the questionnaire (students):

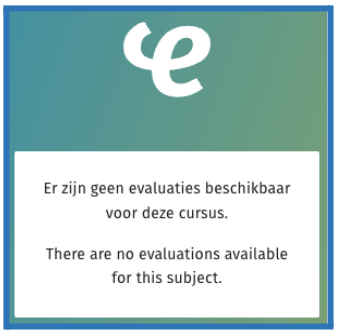
Each question appears within the Canvas course and can be answered here:



The Evalytics page in the Canvas course can only be accessed by students who are enrolled as students in the respective Canvas course as well as have (automatically) been added to the course in Evalytics to the respective course and exam evaluation of the course.

When an evaluation is not available (yet),
students will see the message
"There are no evaluations available for this subject."

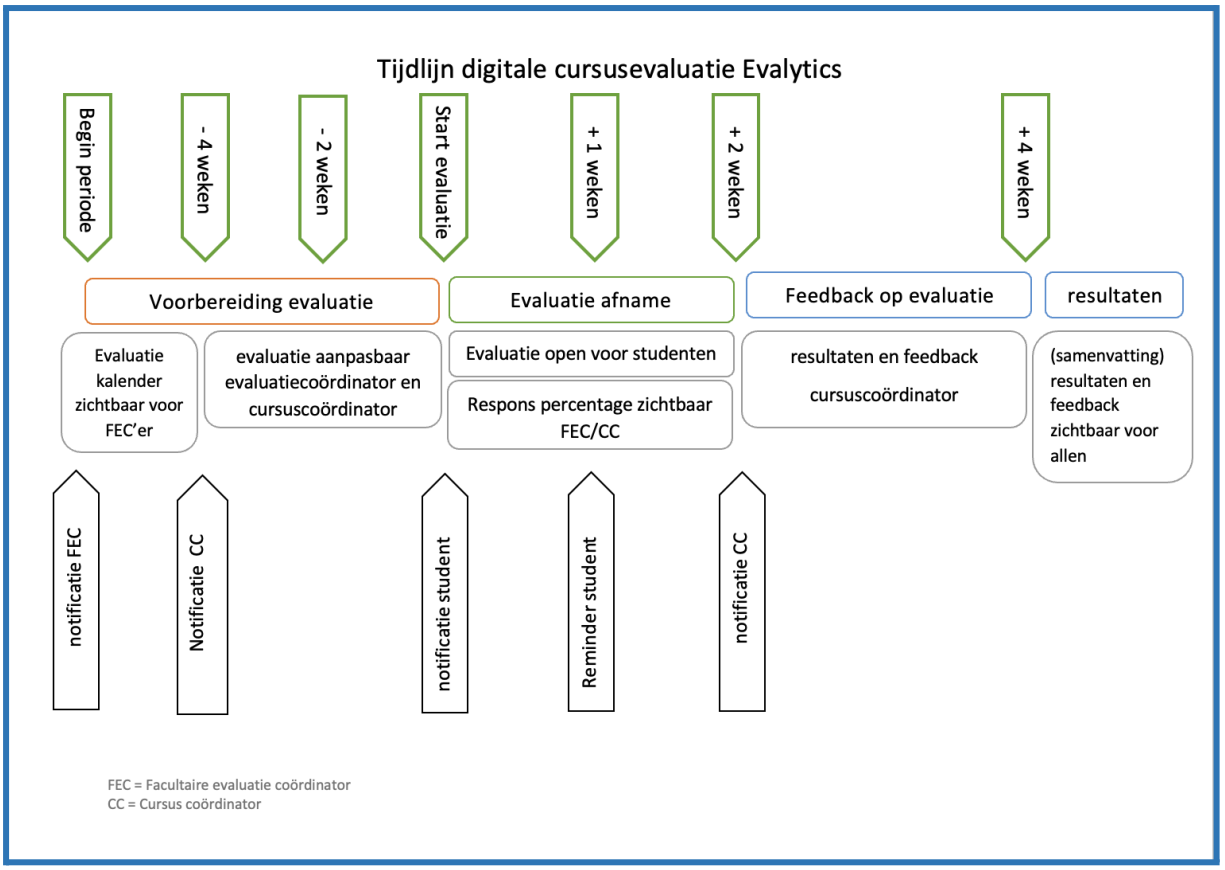
For course coordinators and teachers of the Canvas course, these evaluations are never accessible and they always get the message, "You are not a student, therefore you cannot complete evaluations.



In the classroom
In addition to the standard invitation-only evaluation, an additional evaluation can be administered live in class. This can be used, for example, to evaluate specific topics or sections of the course and discuss the results directly with the students. During the lecture, students will receive a link and code from the instructor to complete the questionnaire on the spot on their own smartphone or laptop.

Results
Once the evaluation has been completed by the students, the course coordinator is notified that the results are available in Evalytics. The results can be viewed directly in Evalytics; alternatively, Evalytics can generate a report containing all or part of the results. The course coordinator then has two weeks in which to give feedback on the results. Students are then notified that they can view a summary of the results and the course coordinator's feedback.

The timeline for an electronic course evaluation is shown in the diagram (in Dutch) below:



FEC = Faculty evaluation coordinator
CC = Course coordinator

* The weeks shown are intended as an indication of the general evaluation process.

Or check the FAQ on our website

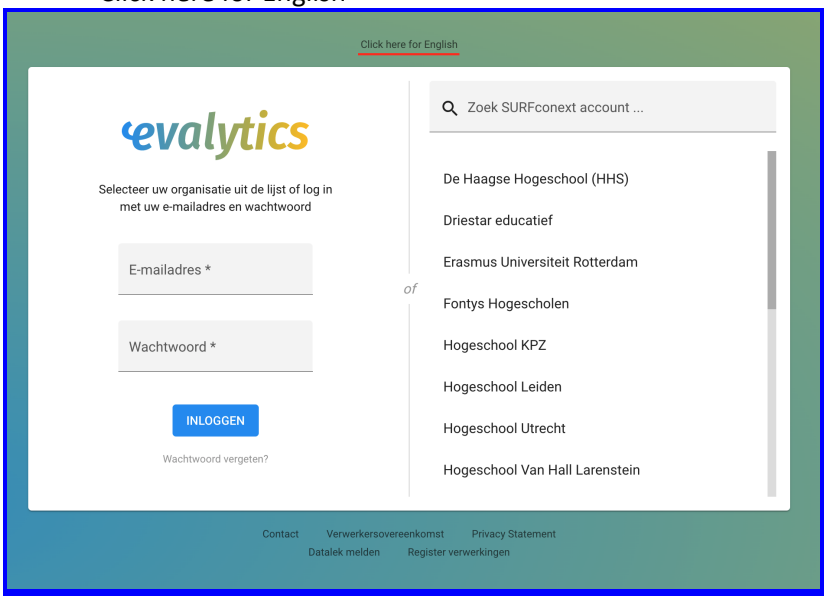
For questions (for example about adding lecturers, students or teaching methods to an evaluation) about an evaluation or Evalytics, please contact the faculty evaluation coordinator (FEC). An overview with contact details of the FECs can be found on vu.nl.

2. Evaluation: Editing draft version

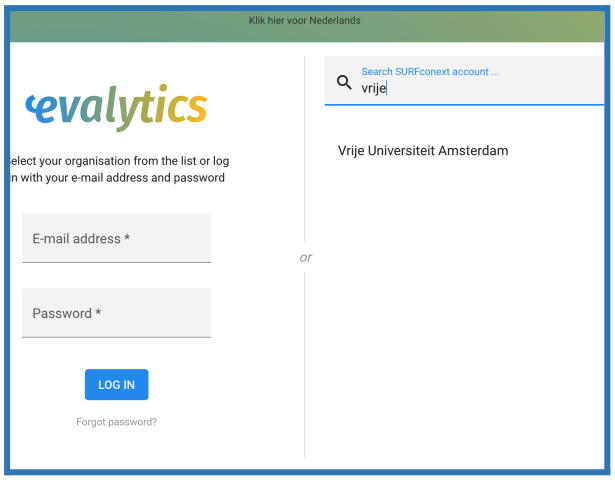
2.1 What needs to be done?

As soon as you have received a notification that your evaluation is ready, you can start editing it. You can click on the link in the email or open your browser and enter the following address: https://evalytics.vu.nl.

- Click here for English



- Click Search SurfConext account
- Choose Vrije Universiteit Amsterdam
- Login using your VUnet-ID and password



This takes you to the dashboard screen, where your evaluations can be found. They can be viewed as of 25 days before the exam or the final date of the course (if there is no examination).

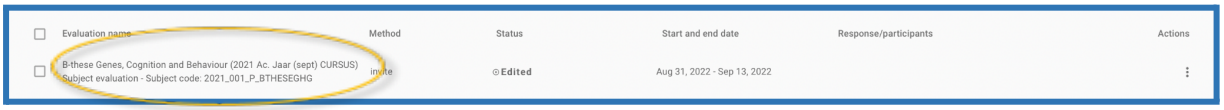
The information about teachers, learning techniques, students, and types of exam are imported from SAP. In principle, therefore, the questionnaire is already fully adapted to your specific module and all you need to do is to check it.
Consider, for example, the following points:

- Are the work formats listed in the blue bars (lecture, work-study, etc.) correct?
- Do all the questions apply to this course?
- Are the correct instructors listed with the work formats? Please refer to chapter 3 of this how to add and remove teachers.
- Are the student numbers correct? See chapter 3 of this manual on how to add and remove students.

If you take no action, the default questionnaire version in Evalytics will be sent to the students' VU email addresses on the day of the exam or the final date of the course.

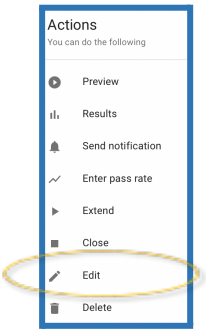
2.2 Checking the types of learning methods

1. From your dashboard, open the relevant evaluation by clicking on it

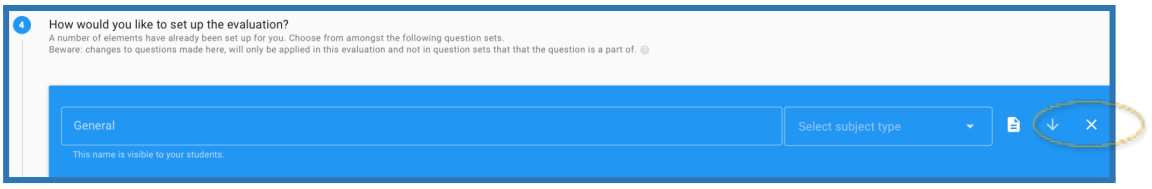


You will be taken to the evaluation summary page. On the right side is a menu where you can execute various actions.

2. Click *Edit*



3. Under item 4 How do you want to set up the evaluation you will now see the forms of work with the corresponding questions. You can delete a wrongly added learning method by clicking on the cross to the right.

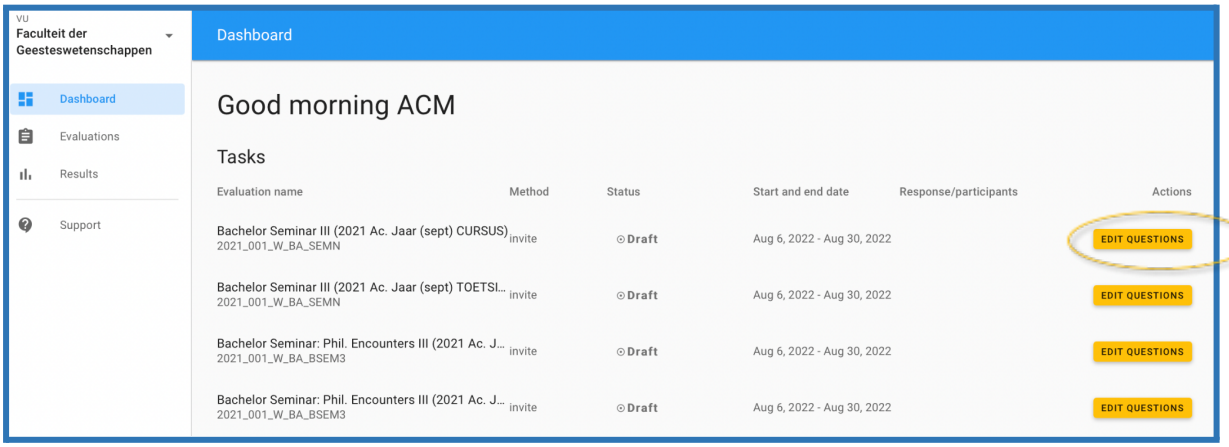


4. At the end, don't forget to save the changes you made.

2.3 Checking the questionnaire

1. Open the questionnaire

- From your Dashboard, click on the yellow button *Edit questions*



The evaluation questionnaire will appear and can be checked. Among the things to consider are:

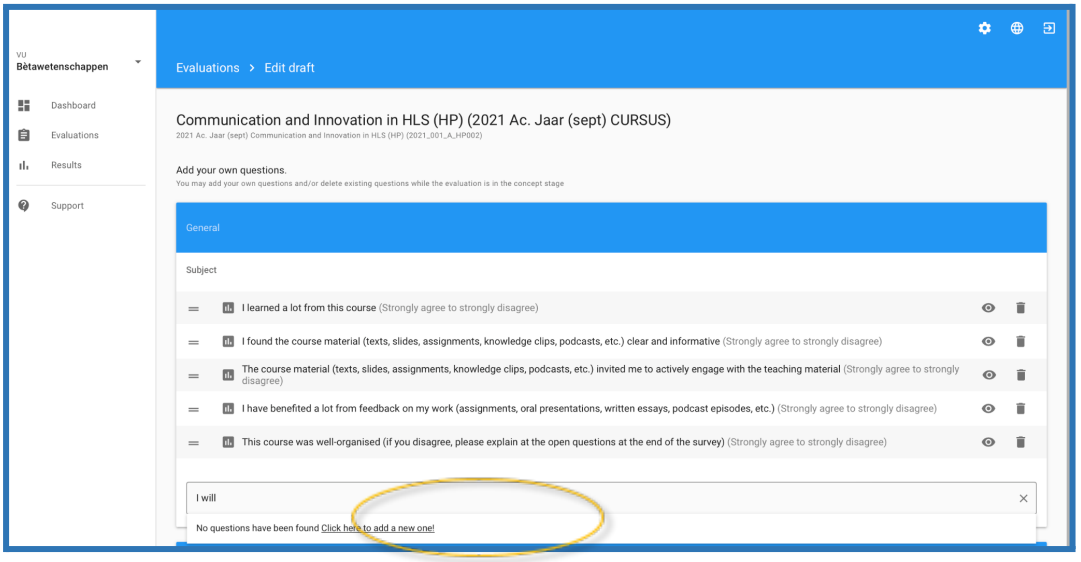
- Are the modes of instruction (lecture, seminar, etc.) in the blue bars correct?
- Are the correct teacher names with the correct modes of instruction?
- Are all the questions relevant to this module?

Through this route, the yellow button 'Edit questions'' it is only possible to add or delete questions. Do you want to edit other information, for example other work formats or teachers? Then go to Chapter 3. Evaluation: detailed editing in this manual.

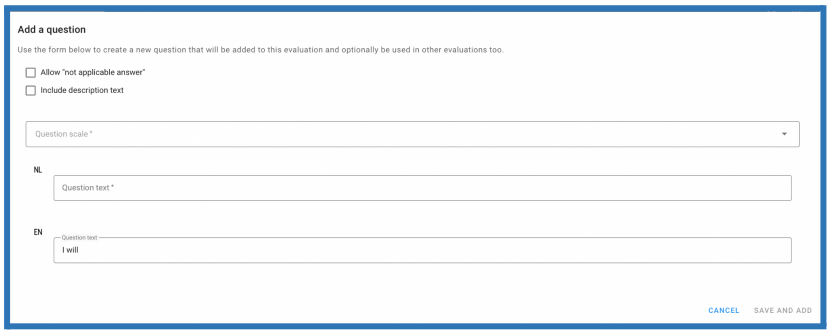
2. Editing questionnaires

Adding extra individual questions

- Go to the question block to which you would like to add one or more questions.
- Click on Add an existing single question
- You can now scroll through previously added questions, if your question is not listed, follow the next steps:
- Start typing your question. Then select *Click here to add a new one.*



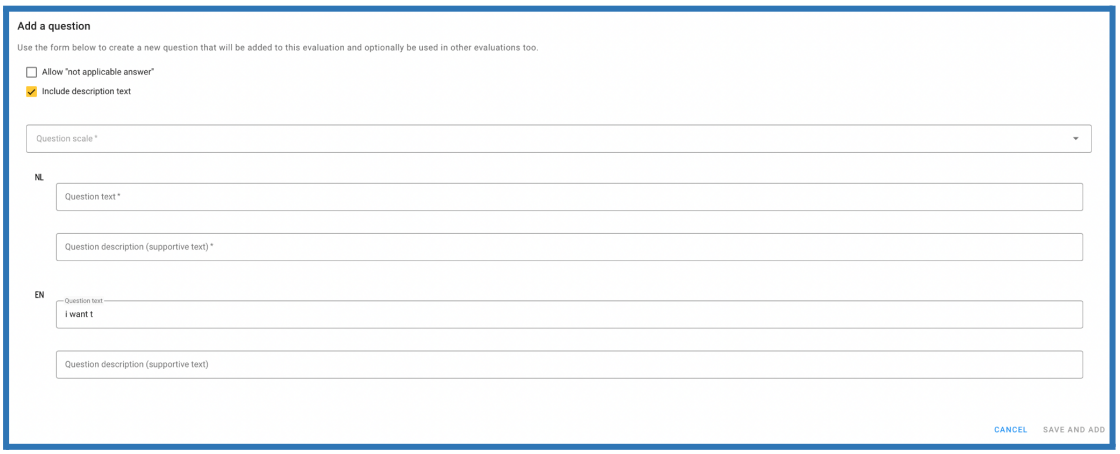
A new form opens up on which you can create and add questions.



- Complete the form. Blocks with an * are mandatory, the remainder are optional.

To make a new question, you have a number of options:

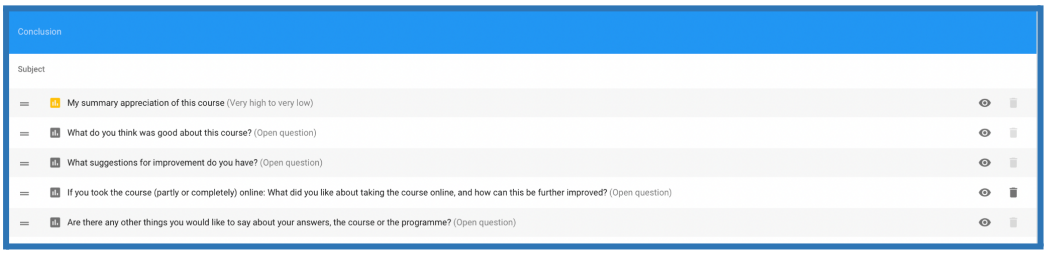
- Does the question not apply to every student? In that case, tick the Add '*Does not apply' text to question* box. This will be added as an answer category.
- Would you like to provide additional information about the question? Then tick the Include description box.



- Under Question *Scale,* select what type of question you would like to ask - open-ended, multiple choice, from high to low, etc.
- Under *NL*, enter the Description of the question in Dutch.
- Under Not applicable enter 'Not applicable', for example.
- If the module is given in English, then fill in the question in English.
- Select *Save and add*

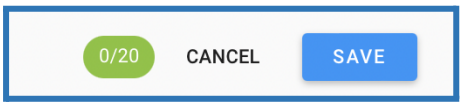
Deleting individual questions

- Click on the trash can to delete a question



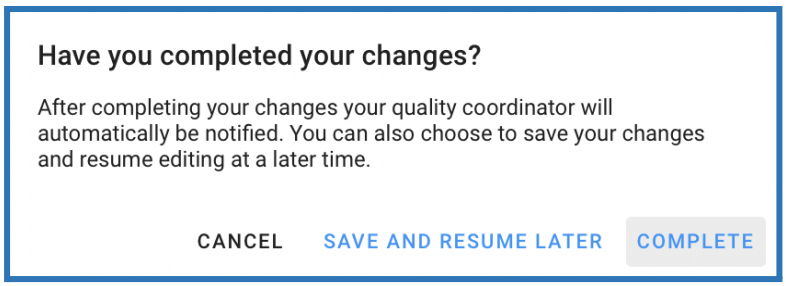
Please note that core questions cannot be deleted; the trash can will be greyed out.

3. Saving



* 0/20 is the number of questions that can be added.

- Click on the blue button to save.
- A pop-up window with two options will appear - *save and resume later* and *complete*. If you select *save and resume later*, you can return later to continue editing the draft. If you select *complete*, the yellow *Edit draft* button will disappear. You can still edit the evaluation, but only using the detailed method described in Chapter 3. Evaluation: detailed editing in this manual.



The evaluation is now sent to the students' VU email addresses on the day of the exam or, if there is no exam, the final date of the course.

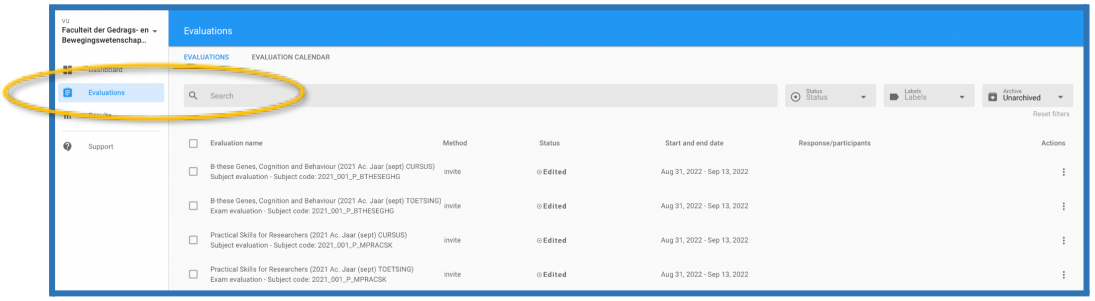
3. Evaluation: detailed editing

3.1 Introduction

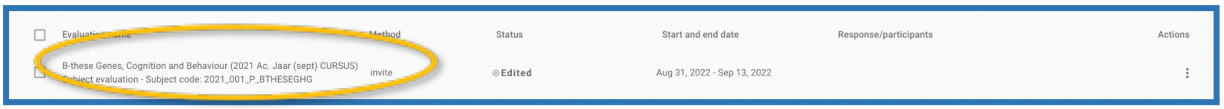
Evalytics offers the possibility to make various adjustments to the evaluation. For example, you can extend the period of the test or add a question block. In short, there are many options to customize the evaluation. Under 3.3 you will find an explanation of the options and how to implement them.

3.2 Where can I carry out detailed editing of an evaluation?

- Go to the *Evaluations* menu item.



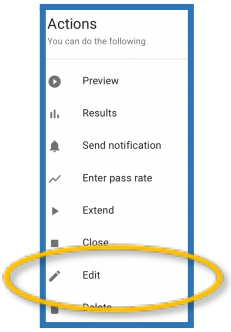
- You have two options to open and editing the evaluation:
  1. Click on the name of the module of the course you would like to view:



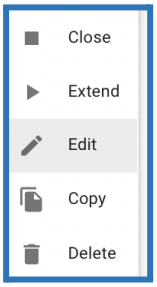
* Status has been Edited - if draft editing is not completed, the status is Open Draft

You will be taken to the evaluation overview page. To the right is a menu.

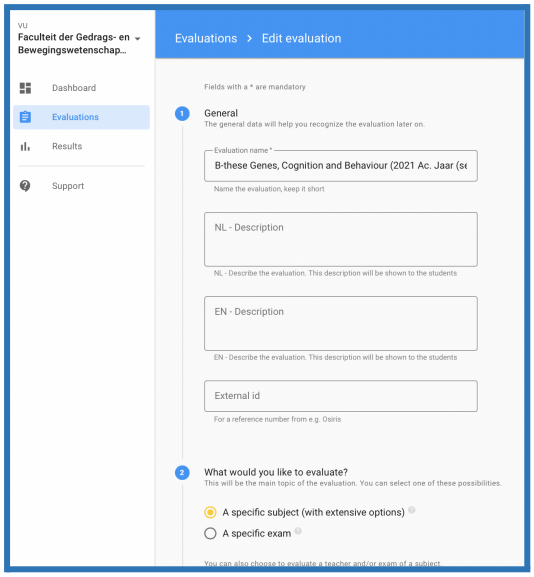
- Select *Edit*



2. Or you can click on the and select *Edit*



The evaluation will open and you can now amend or add all kinds of information.

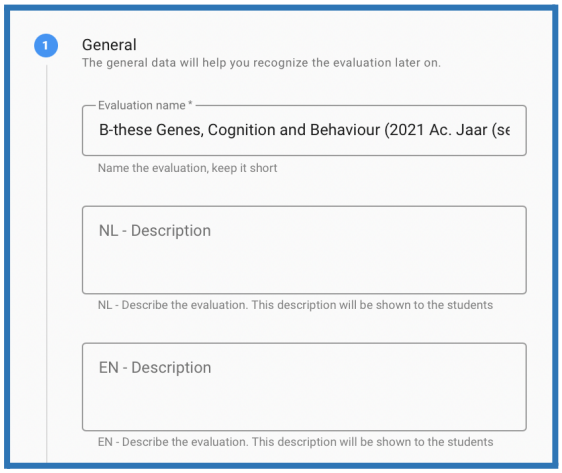


3.3 What can I amend?

This chapter describes what changes you can make to the evaluation. It involves the following options:

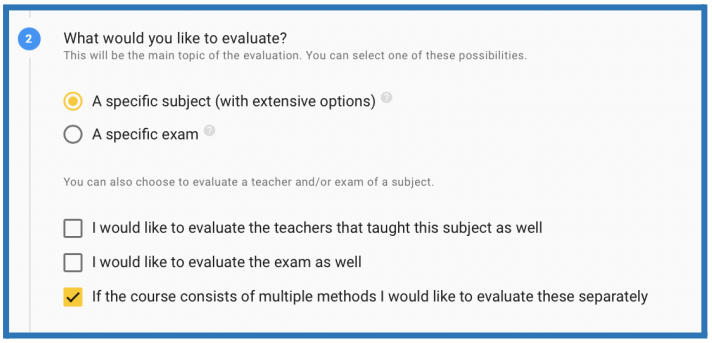
1. General

The name of the evaluation is automatically filled in and does not need to be changed.



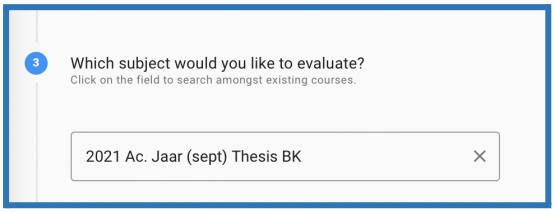
2. What would you like to evaluate?

This category is completed automatically. An additional subject may be added, if desired.



3. Which course would you like to evaluate?

The course is entered automatically and does not have to be changed.



4. How would you like to structure the evaluation?

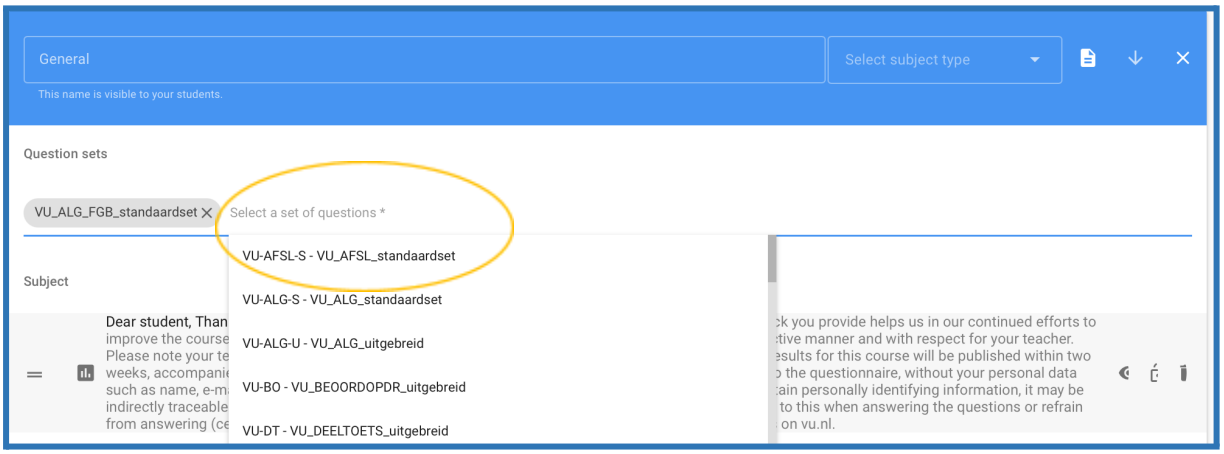
In the blue bars you can see the subject of the question set below. A number of question sets are added by default, for example the standard questionnaire of the VU with a number of key questions that are asked in all evaluations. In addition, question sets are added based on the information retrieved from SAP, for example for work groups or labs.

There are several ways of adding and deleting questions. Please note questions with a closed lock cannot be deleted. These are the VU-wide core questions.

* If you are missing a teaching method, please contact the FEC member of your faculty. The FEC adds the teaching method to the course edition. Afterwards the teaching method can also be selected in the evaluation and the corresponding questionnaire.

Adding sets of questions to a particular question block

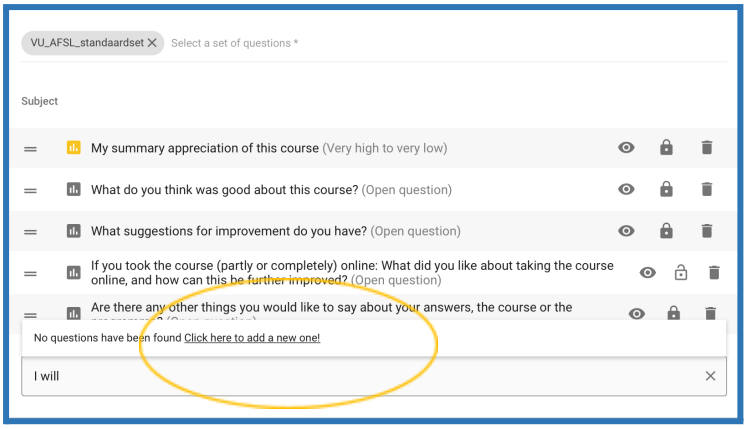
- Click *select a set of questions* to add a new set of questions
- Select the appropriate questionnaire



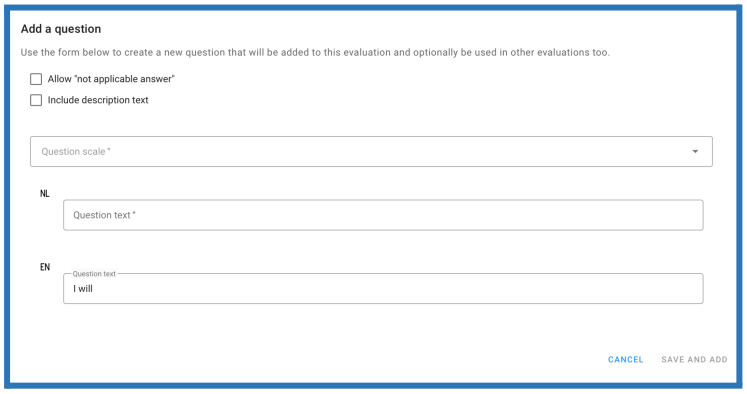
The extra questions will be added to the question block.

Adding an individual question

- Type in part of the question in the field at the bottom.
- you can now scroll through previously added questions, if your question is not listed, follow the next steps:
- Select *add your question here*.



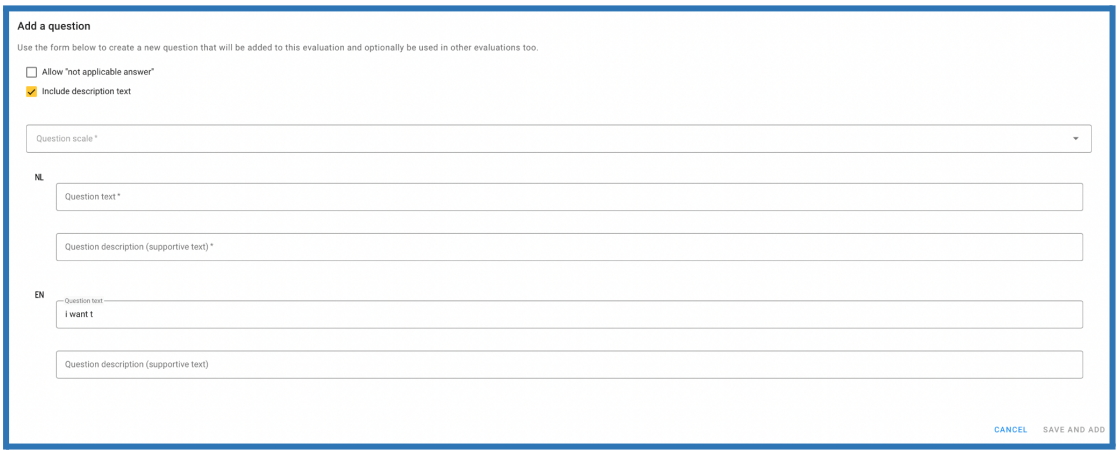
A new form opens up on which you can create and add questions.



- Complete the form. Blocks with an * are mandatory, the remainder are optional.

To make a new question, you have a number of options:

- Does the question not apply to every student? In that case, tick the 'Not applicable' box.
- Would you like to provide additional information about the question? Then tick the *Include description text* box.



- Under *Question Scale,* select what type of question you would like to ask - open-ended, multiple choice, from high to low, etc.
- Under *NL*, enter the Description of the question in Dutch.
- Under *Not applicable* enter 'Not applicable', for example.
- If the module is given in English, then fill in the question in English.
- Click *Save and Add*

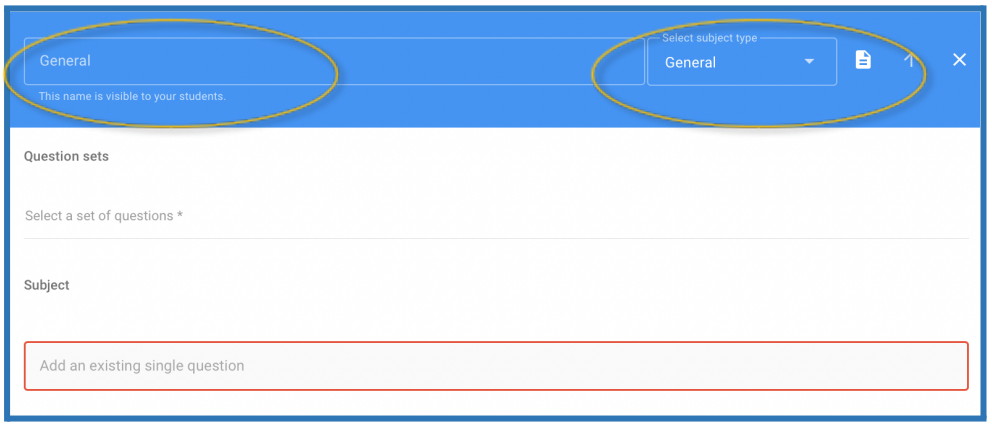
Adding a completely new question block

It is possible to add a completely new question block, for example if the course had an extra component (such as an excursion) about which you would like to ask questions.

- At the bottom of the question block, click New Evaluation Block.

A new question block will open.

- If the FEC has added the teaching method to the course edition, you can select the relevant teaching form under *Select subject type*, the name will change accordingly.
- Select the relevant set of questions (Please note the question sets are only visible with Dutch names. Check vu.nl for the English names. The questions themselves are also available in English.)
- Delete any non-applicable questions



Deleting individual questions

- Click on the trash can to delete a question

Please note that only questions with an open lock can be deleted

If the lock is closed, the question is a core question and cannot be deleted

Deleting sets of questions

- Click on the cross with the set of questions that you wish to delete

5. How would you like to make this evaluation available?

There are 3 steps to this item:

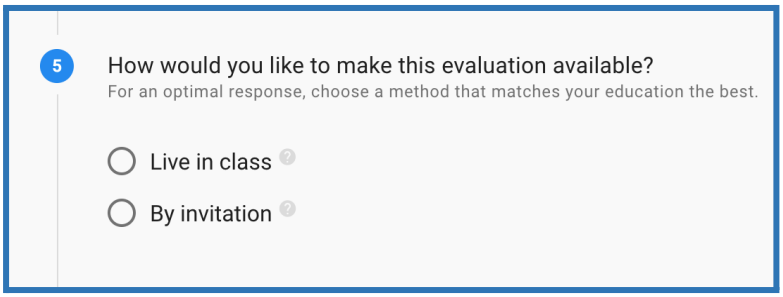
- How would you like to make this evaluation available?
- Which users must be informed about the evaluation in advance?
- Who would you like to invite?

These steps are explained below.

How would you like to make this evaluation available?

There are two ways of making the evaluation available to students.

- ‘Live’ in the classroom
- By invitation



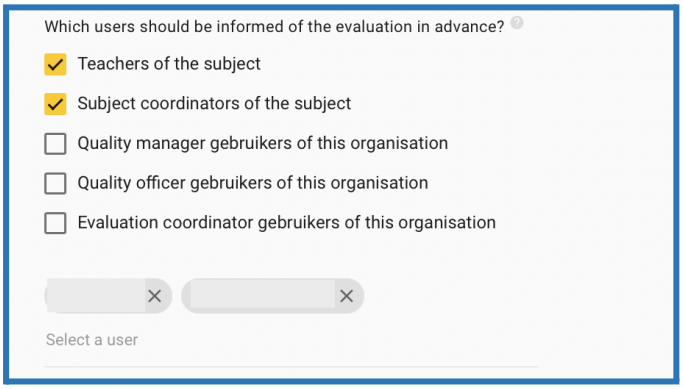
The default setting is by invitation. This means that students will receive a message at their VU email address containing a link to the evaluation on the day of the exam in question or the final date of the course in question.

If desired, you can also choose to conduct additional evaluations, for example, for a specific part of the course live in the classroom. You will find further instructions on how to evaluate live in the classroom 4. Evaluating 'live' in the classroom.

Which users should be informed about the evaluation in advance?

You can state here who may view the evaluation questionnaire in advance. The course teachers are always allowed to do so. If people are missing, they can be added manually.

- Click on *Select a user* and type in their surname.
- Select the correct person from the list
- If the desired teacher is not listed, please contact the Faculty Evaluation Coordinator (FEC). The FEC will then ensure that the missing person is added to the evaluation.



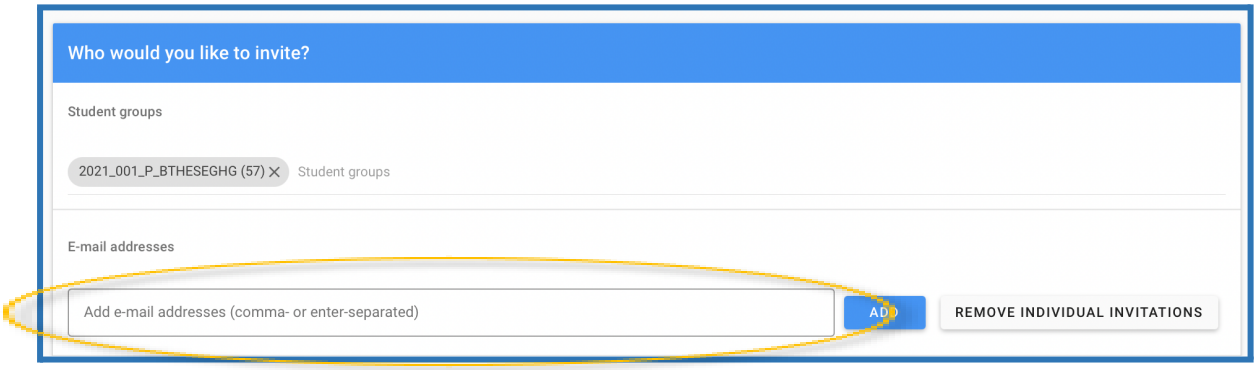
Who would you like to invite?

The blue block *Who do you want to invite* lists the students who will receive the invitation. The student numbers are imported from SAP.

If there are any other students who have taken the module, their names can be added manually to the list of invitees.

- Click on the *Add e-mail addresses (comma- or enter- separated)* section and enter the email address. A list of email addresses (from Excel, for example) is also possible.
- Click on *Add.*

Please note that you have to add these students at stage 9 as well: To whom would you like the results to be available automatically?



It is not possible to delete students if they have been placed in Evalytics via SAP. If there is nonetheless a student listed who should not be, you should contact your faculty evaluation coordinator.

Note: If you share the link, for example via Canvas: only students who have been added to the evaluation will be able to access the questionnaire. Other students will get an error message - they cannot log into Evalytics.

6. What is the evaluation timetable?

The evaluations have a standard cycle (as shown in 1. Overview of process).

By default, this is set as follows:

- Editing by teacher: 25 days. Final date = day before the examination
- Evaluation period: 14 days from the date of the exam.
- Feedback: 14 days from the date on which students may no longer respond
- Results: the day after the end of the feedback period.

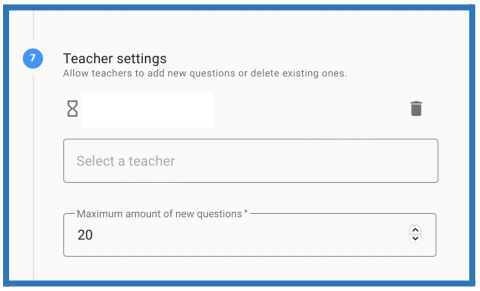
There may be circumstances that require these periods to be altered. For example, the start date may be changed if the deadline for a final project is changed. You may also decide to give students more time to complete the evaluation.

In most cases, there will be no need to alter this timetable. If you do so, however, make sure that the students still have at least two weeks to complete the evaluation.

7. Teacher settings

By default, the course coordinator can edit the questionnaires. If there is more than one teacher who can do so, add their names here.

- Click on *Select a teacher* and type in their surname.
- Select the correct person from the list



* If the teacher is not listed, please contact the FEC

8. Feedback settings

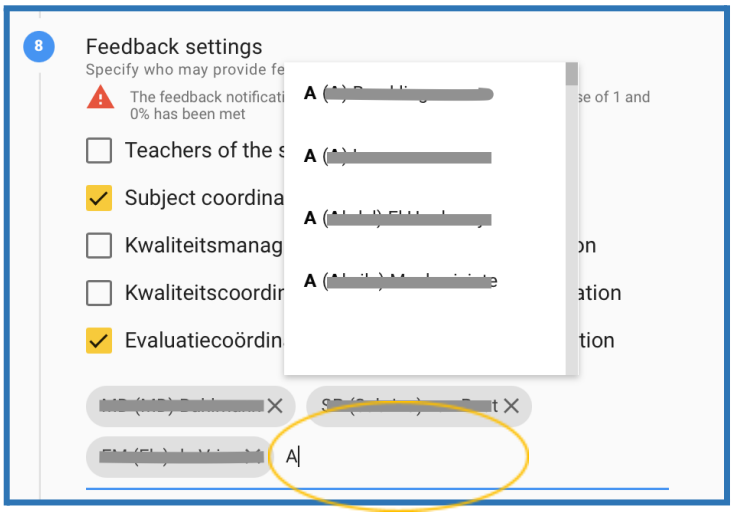
State here who can give feedback on the evaluation results. By default, this is the course coordinator and the faculty evaluation coordinator. Other individuals may also be allowed to do so.

You can add other course teachers as follows:

- Click *Teachers of the subject*.

You can add any other individuals as follows:

- Click at the bottom on *Select a user*
- Type in the name of the person you wish to add.
- Select the appropriate user from the dropdown menu.

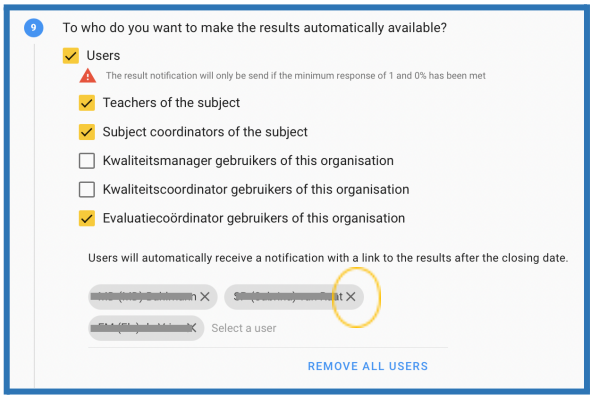


9. To whom would you like the results to be automatically available?

The persons in question are selected automatically to receive the results of the evaluation.

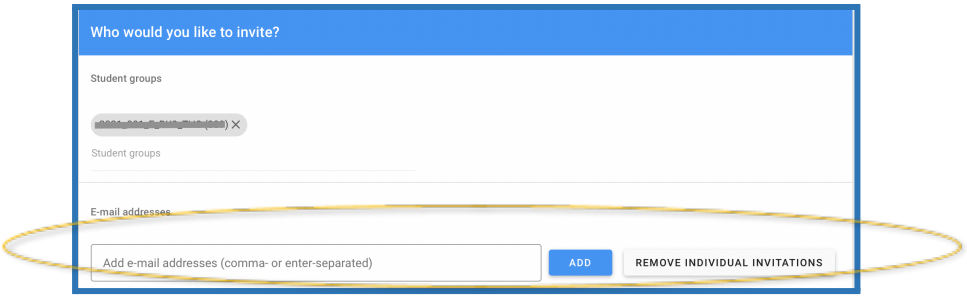
If anyone is listed who should not be, you can delete them.

- Click on the cross next to the name of the individual who does not have to receive the results.



If you have added any students manually for filling in the questionnaire, you should add them here manually too.

- Click on the *Add e-mail addresses (comma-or enter- separated)* section and enter the email address. A list of email addresses (from Excel, for example) is also possible.
- Click on *Add.*



Any student who has been invited to take part in the evaluation may view the results. You should therefore not delete any students at this point.

10. Amended text on thank-you page (optional)

You can add a personal message here. The students will see this message after completing the evaluation.

11. Other settings (optional)

This category is only relevant to the faculty evaluation coordinators and must not be edited by the course coordinators.

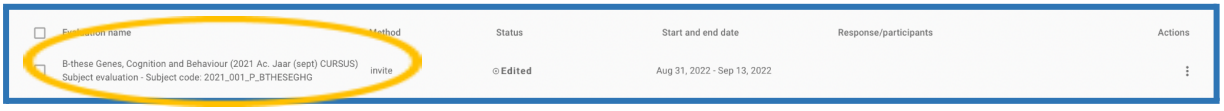
3.4 Saving changes

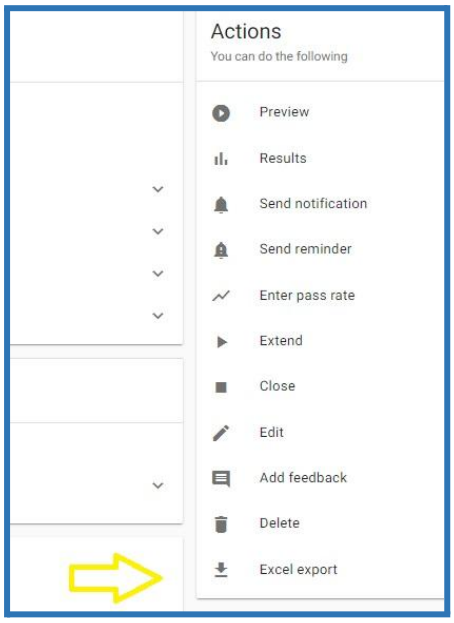
At the end, do not forget to save any changes you have made. You can do this at the very bottom of the screen.

3.5 Export the questionnaire

After preparing the questionnaire, you can export it to Excel to share, for example, with colleagues/co-teachers etc.

Go to the corresponding evaluation by clicking on the evaluation itself





The menu Actions will open up, click Excel Export. You can now download an Excel file with all the questions download and share it with third parties who do not have access to Evalytics.

4. Evaluating ‘live’ in the classroom

4.1 Live in the classroom evaluations with Evalytics

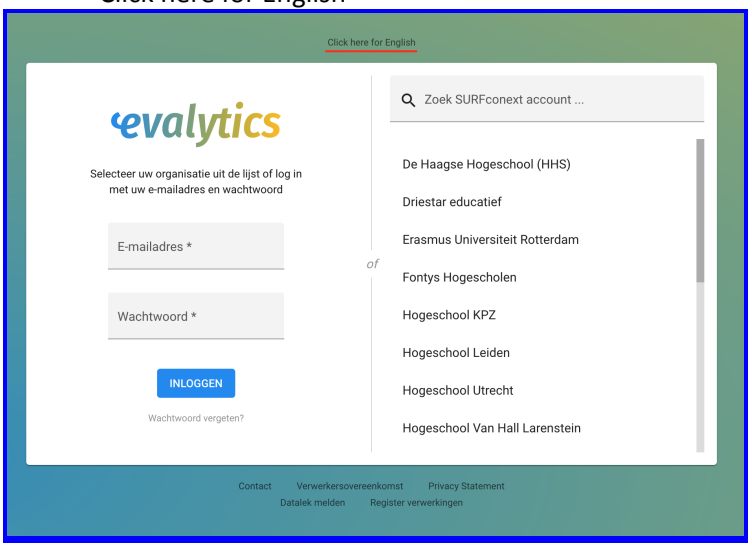
Evalytics offers the possibility to administer an evaluation in different ways. In addition to the standard questionnaire sent by invitation, an additional evaluation can be administered live in the classroom. This document explains how to evaluate the additional questions in class.

4.2.Settings for live in class evaluation

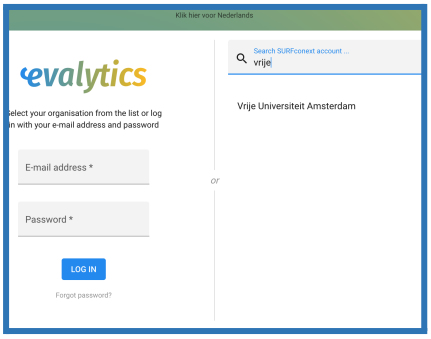
Preparation

Go to https://evalytics.vu.nl

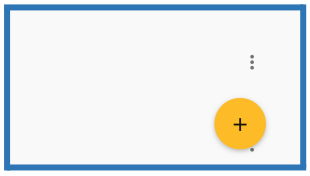
- Click here for English



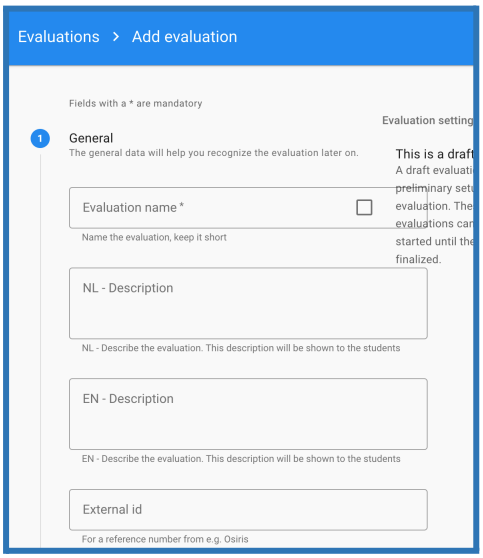
- Click Search SurfConext account
- Choose Vrije Universiteit Amsterdam
- Login using your VUnet-ID and password



Click on the yellow plus sign at the bottom right of the screen



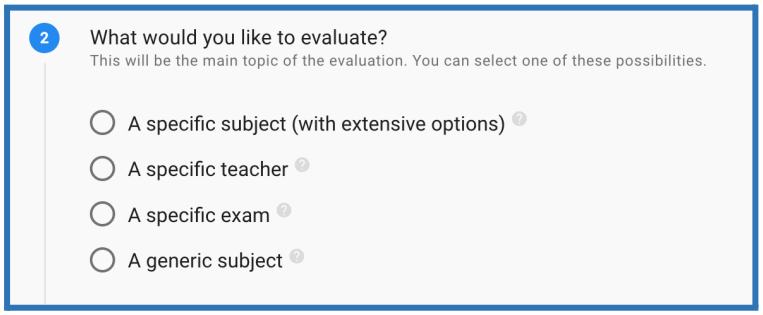
- The following screen opens:



1. General

Fill in the requested data here. For example, you can name the evaluation to the appropriate subject with the addition of additional questions.

2. What would you like to evaluate

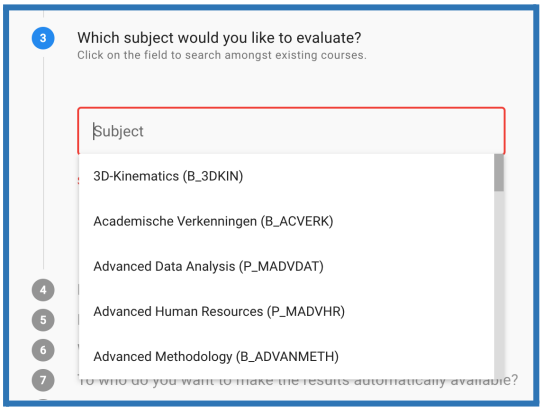


Choose what you want to evaluate here. If you go over the question marks with the cursor you will see a short explanation of the options.

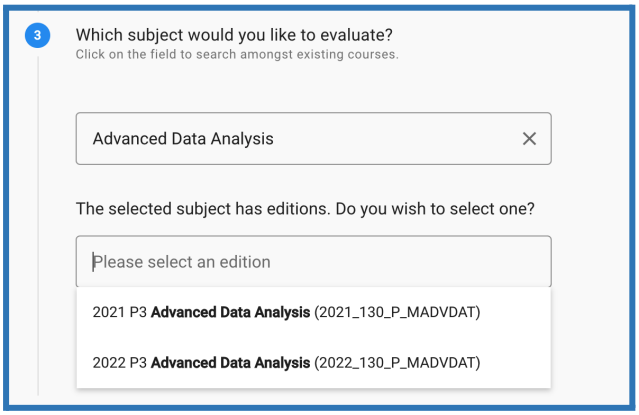
If you choose a specific course, you will be asked if you want to evaluate the instructors, the test and the different teaching methods (if applicable).

3. Which subject would you like to evaluate?

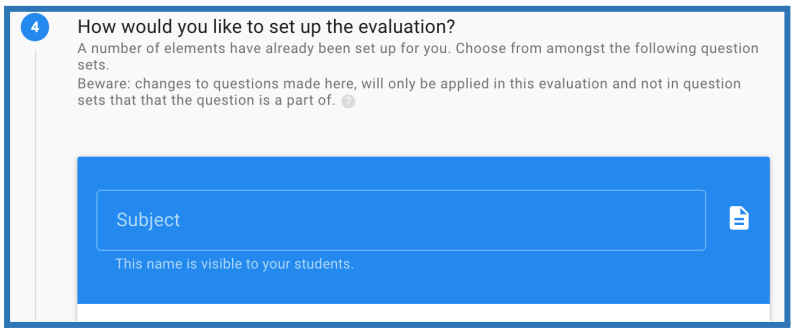
A drop-down menu will appear in which you can select the appropriate course.



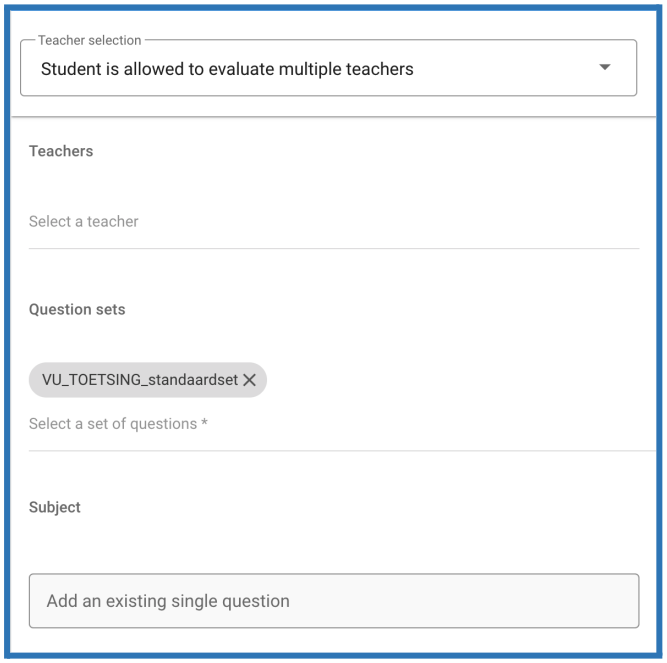
After you have chosen the appropriate course, you will be asked which course edition you want to evaluate. Always choose the course for the current year.



4. How would you like to set up the evaluation?



Automatically an evaluation block Subject will be started. You can customize this to any title you want.



Indicate whether students may evaluate one or more teachers (using dropdown menu). Then, in the teachers field, select the appropriate teachers. Clicking on the field will open a dropdown menu with teachers.

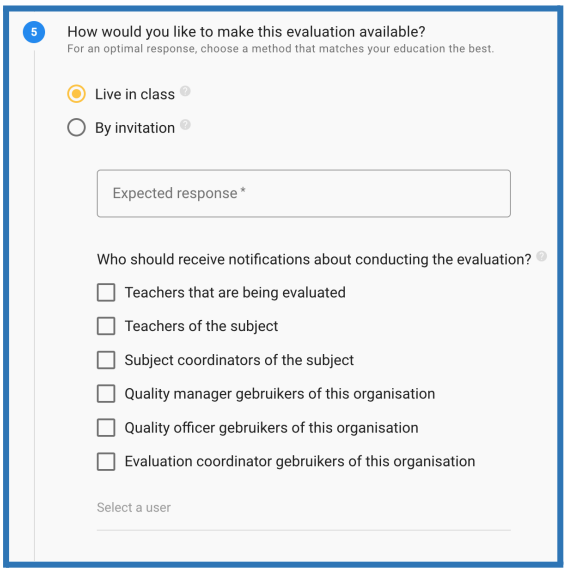
Next, indicate which question sets should be added to the evaluation. This can be done by clicking on Select a question set. Once again, a dropdown menu will open from which you can select the appropriate question sets.

Existing individual questions can also be added to the evaluation. Start typing and the available questions will again appear in a dropdown. If the question you added does not exist, the option: No questions have been found Click here to add a new one! (See chapter 3.3.4. How do you want to set up the evaluation? For the explanation on how to add a new question yourself).

If the evaluation consists of several parts (course, excursion etc.) you can add a new question block after the first one. To do this, click on NEW EVALUATION BLOCK

Then you can fill this evaluation block again as described above.

5. How would you like to make this evaluation available?

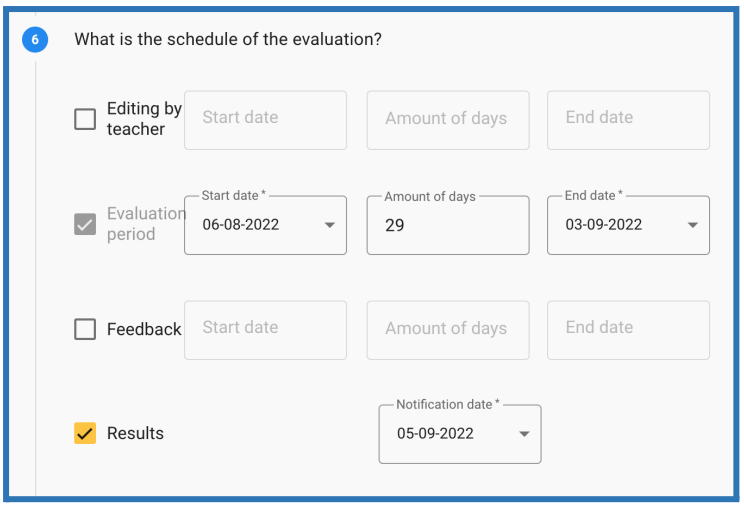


Select Live in class

Under *Expected response*, the number of students that receive the evaluation will be added. The expected response can be adjusted if there are more participants.

Next, fill in who should receive the notifications about conducting the evaluation.

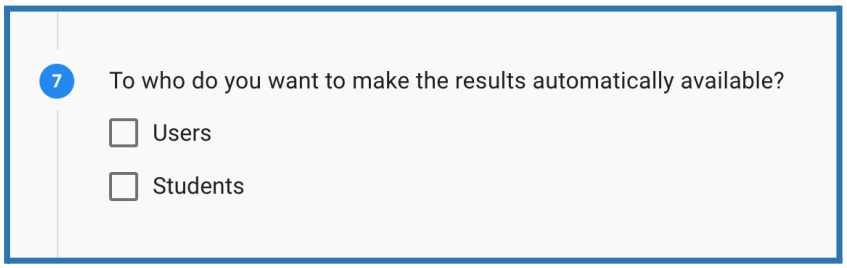
6. What is the schedule of the evaluation?



Next, you can set the schedule for the evaluation. Make sure that the evaluation period includes the time when you want to administer the evaluation in the class. Editing by the teacher can be left blank because this evaluation has already been customized by the teacher.

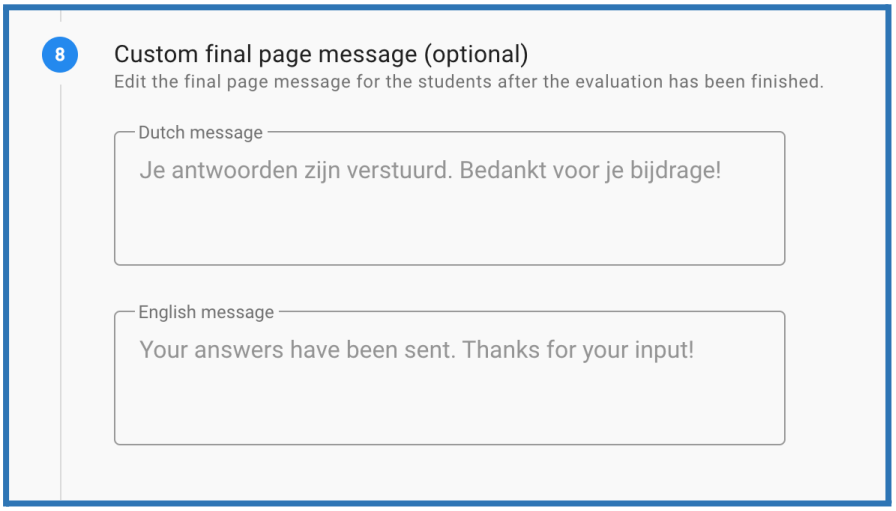
You can add feedback to the evaluation based on the results. For example, you can include the results of the discussion of the results.

7. To whom do you want to make the results automatically available?



Indicate here who may view the results of this interim additional evaluation.

8. Custom final page message (optional)



You can add a personal message here. The student will see this message after completing the evaluation. If you do not enter this then a general VU-wide message will appear.

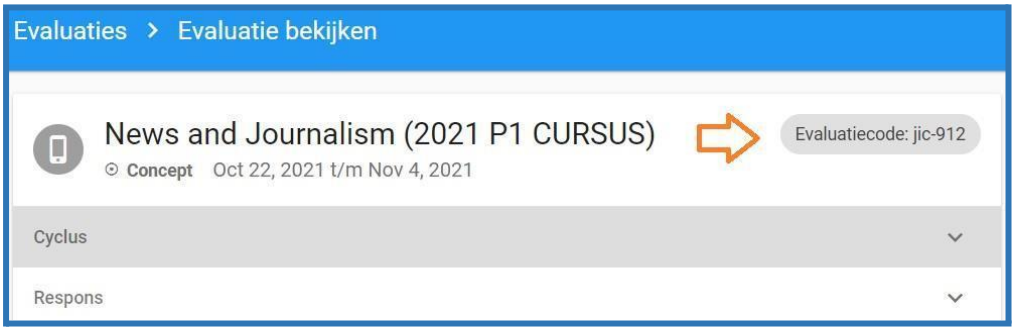
9. Overige instellingen (optioneel)

This category is of interest only to faculty evaluation coordinators and should not be edited by course coordinators.

4.3 Save changes

Don't forget to save the changes made at the end. This can be done at the very bottom of the screen.

The code that students need to access the evaluation can be found at the overview screen of the evaluation (the code appears automatically once you've selected the in class option)


Evaluaties > Evaluatie bekijken
News and Journalism (2021 P1 CURSUS)
Concept Oct 22, 2021 t/m Nov 4, 2021
Evaluatiecode: jic-912
Cyclus
Respons

4.4 On the day itself

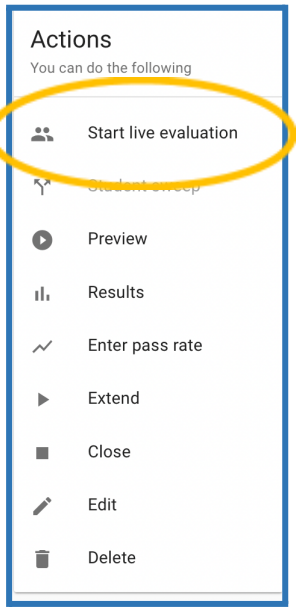
Requisites:

- A laptop or pc with internet connection
- Optional a projector / large screen to show the information to the students

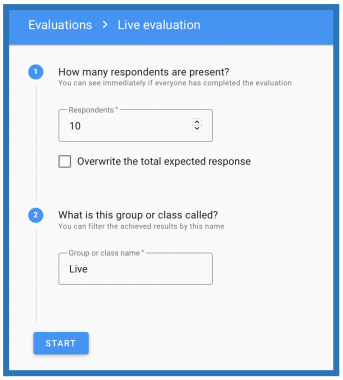
Evalytics sends an email notification on the day of the in class evaluation to the person that is assigned to carry out the evaluation. This email has a direct link to the starting screen of the in class evaluation.

Actions for the teacher?

- Use https://evalytics.vu.nl to log in to Evalytics.
- Select the evaluation of the course.
- Write the name of the group or class
- Click on 'start live evaluation'.



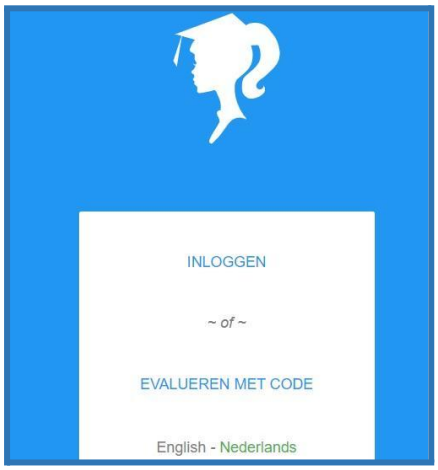
- Enter how many respondents there are at step 1 and at step 2 enter the name of the class. Then click on START



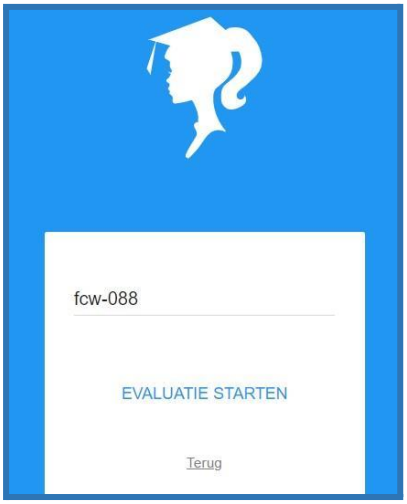
- A QRC code will appear which students can use, they will come right out to the evaluation or they can use the code, see explanation below.
- Share the code with the students, they can access the evaluation on their own device.

Actions for the student?

- Students access the site https://app.evalytics.nl
- Click on ‘English’
- Click on evaluate with code (‘evalueren met code’)



- Enter the code which was shared by your teacher.
- Attention: the code for the course remains the same, and can be used as long as the evaluation is open.



Answer the questions of the evaluation.

The screen of the teacher shows the progress. After the students are finished, you can either show the results (to discuss directly with students for example) or close the evaluation. The results are added to your course in Evalytics and are accessible via ‘Menu’ and the option ‘results’.

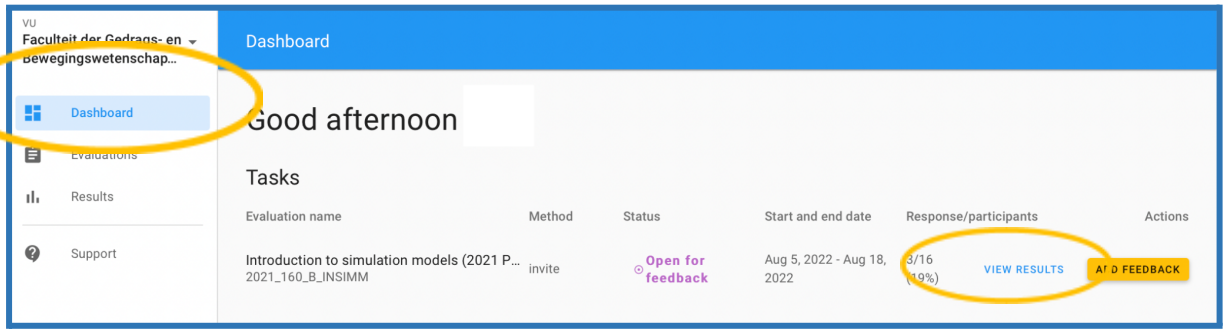
5. Results and feedback

5.1 Introduction

Once the end date of the evaluation has passed, you will receive an email stating that the results of the evaluation are now available. You have two weeks in which to respond to the results of the evaluation. The feedback is aimed at the students, but can also be read by their Director of Studies and Programme Committee.

5.2 Viewing the results

- Go to the *Dashboard* menu item.



- Click on VIEW RESULTS you would like to see. Please note that you will see the results for the course or for the examination.

You will be able to see all the results from this evaluation in the overview screen. For each question, there is an arrow on the far right ⌄. Click on these to expand the answer and see more details:

- Bar chart with the distribution of responses
- The mode
- The mean
- The median

If you move your cursor over the bar chart, you will see how often a particular response has been given (in absolute and percentage terms).

5.3 Giving feedback

In the dashboard, you will see the evaluations to which you can give feedback.

- Click on the yellow button *Add Feedback*.
- Under *2. What is your feedback?*, enter your response to the evaluation results.

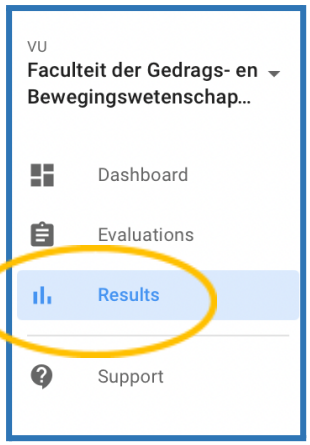
No action is needed with regard to the other points on this page.

Do not forget to save any changes you have made at the bottom right of the screen.

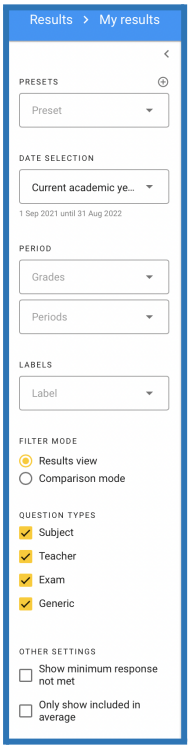
5.4 Jointly downloading the reports on the course and exam

You can also download the results from the evaluation in a report, in a PDF file for example. It is advisable to merge the results from the course and the exam into one report.

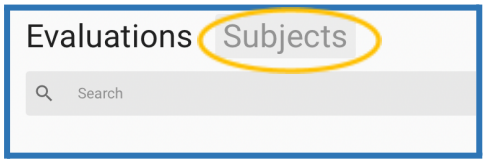
- Select *Results* on the left-hand side of the menu



You can filter through the left menu, this is not necessary

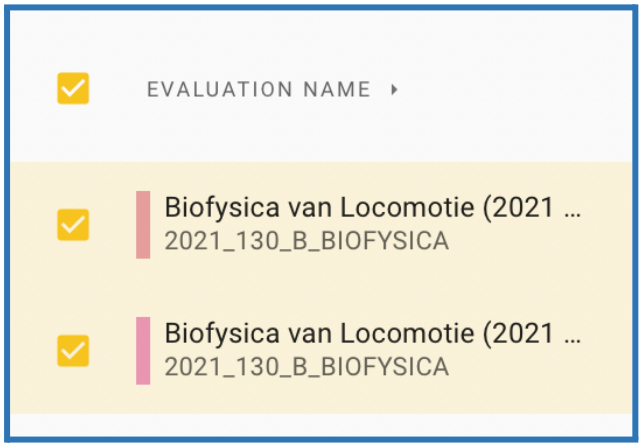


- Click on the *Subjects* tab



- Go to the appropriate course and click on the small arrow on the far right

- Select all evaluations *(cursus and toetsing)*



- In the top-right corner, click on *Download Report*

- At the bottom, click on *Download*

When downloading reports, you can choose from a variety of formats:
- PDF
- Word
- Excel
- SPSS
- CSV
- XML

The default setting is PDF.

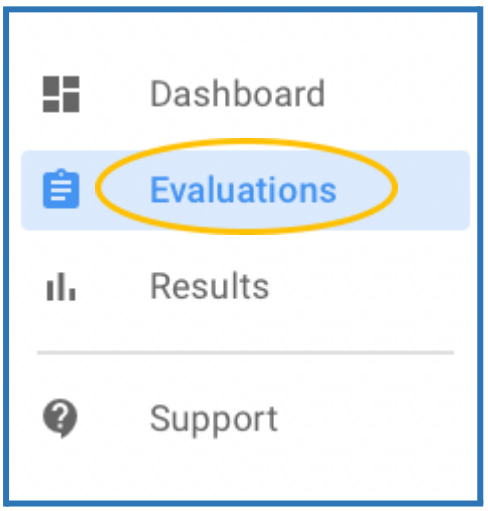
The name of the report can be changed, but this is not advisable.

You may decide yourself which elements to include and which to exclude from the reports. The default setting is that everything is shown.

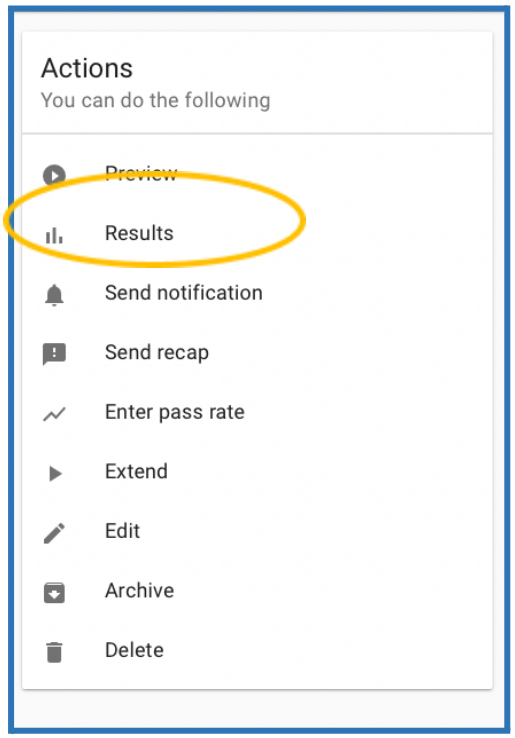
5.5 Other teachers' results in report

If the course coordinator wants to see the complete results of the other teachers in the report, the following steps have to be taken:

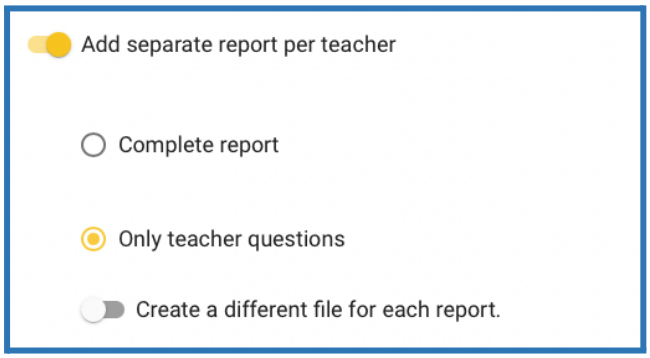
Open the relevant evaluation via the Evaluations tab



Click on Results on the menu on the right side



Then click on Download report and at the bottom tick Add separate report per teacher AND only teacher questions.



Then click on Download.

5.6 Report of the results for students

After the evaluation has been concluded and the feedback period for the course coordinator has ended, the students are notified that they can view the results and the feedback by the course coordinator. They are able to view a summary of the results - in other words, not the same as what the course coordinator, Director of Studies, or Programme Committee get to see. If fewer than five students have completed the evaluation, then only the feedback from the course coordinator is published for the students.