



# Assessment Resource Center

University of Missouri

## COURSE EVALUATION GENERAL INFORMATION

Beginning in Fall 2014, course evaluations at MU became an integrated system of forms and reports supported by the Assessment Resource Center (ARC) and available through the course evaluation website <http://evaluation.missouri.edu>. If you have questions, please email [arc@missouri.edu](mailto:arc@missouri.edu).

### ORDERING PAPER EVALUATION FORMS

Designated administrative assistants can order paper evaluation forms by visiting <http://evaluation.missouri.edu>. There are currently three basic forms with integrated comment sheets, allowing instructors to choose the form most appropriate for any specific course:

- SB389 form (minimal form used for legal compliance)
- Standard form including SB389
- Expanded form including Standard and SB389

### LAUNCHING ONLINE COURSE EVALUATIONS

For any one class, use only paper evaluations or only online evaluations, not both. myZou-security-approved administrative assistants can launch online course evaluations at <http://evaluation.missouri.edu>. A course instructor also has the ability to launch online evaluations but only for his or her class(es). The online course evaluation system can be used for both traditional classes and online classes in your department.

### DISTRIBUTING COURSE EVALUATIONS TO STUDENTS

Distribute course evaluations to students until last day of the semester. Senate Bill 389 requires consumer information to be collected. This requirement is fulfilled by the block of five SB389 questions. In the interest of student confidentiality, SB389 results are not posted when five or fewer students respond.

### RECEIVING CURRENT EVALUATION REPORTS

For online evaluations of part- and full-semester classes, reports (in PDF format) become available on the evaluation website the day after grades are due for the semester. For paper evaluations, the report (in PDF format) will be available on the website after processing is complete.

### VIEWING CURRENT EVALUATION REPORTS

myZou-security-approved administrative assistants can access all reports online. For paper evaluations, a PDF will not appear if the employee ID (EMPL\_ID) and Class Number pair fail to match the information found in myZou. All instructors can view and print their own evaluation reports, including the full set of student-written comments. All others must request an advanced-security role from myZou to view reports other than their own.\* Instructors may view any evaluations since Fall 2014.

**\*To request permission to view reports of other instructors:** Caution: This person will gain access to evaluations for every instructor within all of the departments for which this person has other permissions/access. myZou, in consultation with ARC or others, may verify that granting access causes the least amount of security concerns possible.)

1. Online course evaluation security is linked to myZou access and managed through the Registrar's office using the [myZou Security Request Form](#).
2. On the form, request "Access to Course Evaluations for *department(s) name*"
3. Obtain the signatures requested under "Authorization" on page three.
4. Scan completed forms and email to [myZou@missouri.edu](mailto:myZou@missouri.edu)
5. Form will be processed and access will be available on next business day after access has been granted.