UC AKO MARAKE Evaluation & Student Insights

How to Request Course, Teaching and TA/Tutor Evaluations

Contents

Accessing Request Form for Course, Teaching and TA/Tutor Evaluations

1) Login to LEARN.
2) Click on "My courses" found on the top menu bar and click on the course LEARN page you wish to request an evaluation (e.g. EKT301).
3) On the top right side, click on "<" to open the block drawer.

4) Look for the block titled "Student Evaluation of Teaching Request".
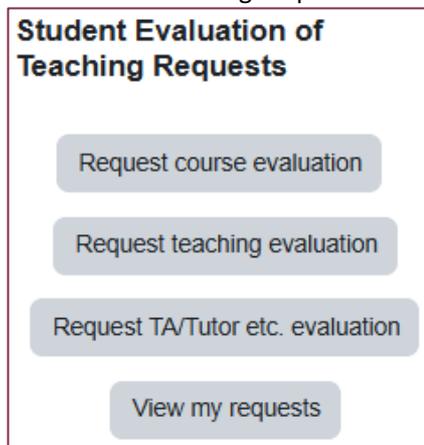
Important Notes

- If you were **both a lecturer and tutor** for a course, you should **ONLY** request a teaching evaluation. Please do not also request a TA/Tutor evaluation; this helps avoid duplication and survey fatigue.
- For TA/Tutor evaluation, if you or the TA/tutor only taught a specific group of students, you **must** attach an Excel spreadsheet listing the students' first name, last name, student ID and UClive email address in the request form.
- For Teaching Evaluation, if you only taught a specific group of students, please tick the option "Selected group of students" in the Teaching Evaluation form in LEARN and attach an Excel spreadsheet listing the students' first name, last name, student ID, and UClive email address.
- If you wish to change the window number your evaluation runs in, please email Student Evaluation of Teaching.

Course Evaluation Form Description

Field Name	Field Type	Description/Notes

[1] *(Required) This course was last surveyed*	Drop-down	• Select a course occurrence when the course was last surveyed.
		• If you do not know, refer to the *Course Evaluation Trends dashboard*
		    ○ Click on "Trends" tab -> "Course Trends".
		    ○ Enter the course code in the "Course" dropdown list at the top. The graph will display the results for all the course evaluation from 2016.

[2] *(Required) Reasons for more frequent evaluation of this course*	Text box	• Course evaluation is run every 3 years once for each course and will be automatically evaluated when it is due. • Before filling in the form, refer to the list of courses due for the semester's evaluations (found at the top of the form). • If it is not in the list, provide a rationale for the evaluation request in the fill-in textbox here. • For academic promotion, you will need to request a teaching evaluation and not a course evaluation. • See the 5 mandatory course evaluation questions.

[3] *(Optional) This survey will go to all students in your class. Use the tick boxes below ONLY if you wish to send separate surveys to specific cohorts.*
  ☐ On-Campus
  ☐ Distance
  ☐ Nelson
  ☐ Rotorua
  ☐ New Plymouth
	Select all that apply list	• By default, the system extracts the entire list of students enrolled in a course's LEARN page.
		• If staff require a separate evaluation for courses that have an official on-campus, distance, Nelson, Rotorua or New Plymouth cohort, staff must tick the relevant boxes.
		• **Courses with only one location do not need to select this option.**

Teaching Evaluation Form Description

Field Name	Field Type	Description/Notes
[1] *(Required) I am a*	Drop-down	For administrative purposes. Selection of this field will not affect the questions of the teaching evaluation. See the 5 mandatory teaching evaluation questions.
[2] *(Required) Survey window*	Drop-down	• The teaching evaluation and TA/tutor evaluation schedule runs every 2 weeks throughout the year. • It is recommended to select a survey window towards the end of teaching and when students are still actively using LEARN. o Refer to the Student Evaluation of Teaching calendar on the Student Evaluation of Teaching intranet (staff only). • Note the cut-off date for each evaluation window (the Sunday, 7 days, before the evaluation window start date).
[3] *(Optional) This survey will go to all students in your class. Use the tick boxes below ONLY if you wish to send separate surveys to specific cohorts.* ☐ On-Campus	Select all that apply list	• By default, the system extracts the entire list of students enrolled in a course's LEARN page. • If staff require a separate evaluation for courses that have an official on-campus, distance, Nelson or a selected group of students, staff must tick the relevant boxes. • **Courses with only one location do not need to select this option.**

☐ Distance ☐ Nelson ☐ Selected group of students		
[4] *(Optional)* ☑ Selected group of students	Excel file upload box	• When you tick "Selected group of students", you **must** attach **ONE** Excel file containing students' first name, last name, student ID, and UClive email address. • It is crucial to provide this information to receive an accurate evaluation.

TA/Tutor Evaluation Form Description

Field Name	Field Type	Description/Notes
[1] *(Required) I am a*	Drop-down	For administrative purposes. Selection of this field will not affect the questions of the teaching evaluation. See the 3 mandatory TA/Tutor evaluation questions (staff only).
[2] *(Required) I would like to request evaluation for (e.g., myself, my tutor: Jane Smith, etc.)*	Text box	• If you are a course coordinator, and have multiple tutors in the course, please fill out this form once. List all tutors' names in this box.
[3] *(Required) Survey window*	Drop-down	• The teaching evaluation and TA/tutor evaluation schedule runs every 2 weeks throughout the year. • It is recommended to select a survey window towards the end of teaching and when students are still actively using LEARN. ○ Refer to the Student Evaluation of Teaching calendar on the Student Evaluation of Teaching intranet (staff only). • Note the cut-off date for each evaluation window (the Sunday, 7 days, prior to the evaluation window start date).
[4] *(Required) The TA/tutor has tutored/taught*	Drop-down	Two options:

		The whole class – indicating the tutor(s) has tutored all the students enrolled in the course.
		A select group of students – meaning the tutor(s) only tutored some of the students enrolled in the course. Please ensure an Excel file is attached in the next section.
[5] *(Optional) If selected group of students, attach an Excel file with student's name, student ID, UClive email and tutor's name in ONE worksheet (if multiple TAs/tutors were involved).*	Excel file upload box	• An Excel file must be attached when "A selected group of students" is selected in the field "The TA/tutor has tutored/taught". • It is crucial to provide this information to receive an accurate evaluation.

How to view previous evaluation request(s)

1) Login to LEARN.
2) Click on "My courses" found on the top menu bar and click on the course LEARN page you wish to request an evaluation (e.g. EKT301).
3) On the top right side, click on "<" to open the block drawer.

4) Look for the block titled "Student Evaluation of Teaching Requests" and click on "**View my requests**" to view all previous request(s) for the year.