

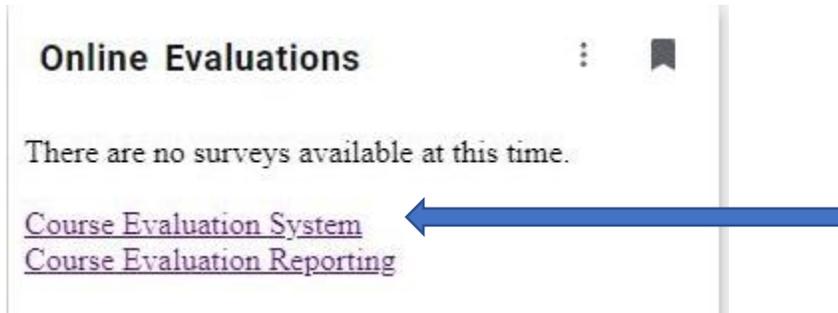
## Course/Instructor Evaluation System Guide

**NOTE:** You must be connected to the ATU VPN before utilizing the Course/Instructor Evaluation System while off campus. If you need help with this, contact the Office of Information Technology or visit the following link.

<https://support.atu.edu/support/search?term=VPN>

### 1. Course/Instructor Evaluations for Classes Ended after October 2022 (Fall 2022 and later).

Faculty can access the new system several different ways. The preferred method is via OneTech through the 'Online Evaluations' card. If you do not have that card on your home screen you can add it through the 'Discover' function within OneTech.



Reports on student feedback can be accessed by clicking on the 'Course Evaluation Reporting' link. This will take you to the reporting system which should by default look similar to:

**Course/Instructor Evaluations**

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Term

**Your Courses**

Term	CRN	Course	Section #	Title	Response Rate	Date Results Avail.
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NOTE(s): Generally, results are made available seven days after the last day of each class. Classes that have fewer than t

**NOTE:** If you have classes that have been evaluated for the term selected they will appear here. Please keep in mind that three or more students are required to have responded before any reports can be made available. Each individual CRN within a cross listed group is treated separately and must meet the three student minimum on its own.

Once on the reporting page, you will see a list of classes that have ended. If a report is available, there will be a link to the right of the class information. All available reports can be viewed with or without student comments.

After you click on a report link, it will open in your browser. Please be patient, the report can take 15 to 20 seconds to generate. You have the option of clicking a printer friendly link if you wish to print the report. If you want to save the report as a PDF file, you have several options. The easiest way to save to a PDF file is to print the report but instead of sending it to your physical printer destination, just send it to a PDF printer destination. OIS has a set of instructions with more details on how to setup a PDF printer. It is linked in the top right corner of the report as shown below.

[Return to Courses](#) | [Printer Friendly Version](#) | [Need a PDF?](#)



## Course/Instructor Evaluation System Guide

## 2. Accessing Course/Instructor Evaluations for Classes Ended before October 2022 (Prior to Fall 2022)

For reports on classes older than Fall 2022 or select classes within Fall 2022, you will need to go to the archive of reports page. This page contains PDF files generated from EvaluationKit. For evaluations prior to EvaluationKit (~2016), you will need to talk with your department head or dean. To get to the archives, click on the left-hand navigation link "Course Evaluation Archives".

## Menu

Enrollment Statistics

Course/Instructor Evaluations

Administrative Crse/Inst Evals

Course Evaluation Archives 

Once you have clicked on the archives link, you will be taken to a page that lists all of the class/instructor evaluation reports. You will only see reports relevant to you. It will look like:

## Course Evaluation Archives

Here you may find older course evaluation PDFs from prior evaluation software. If you are unable to find one, please contact your dean, department head, or Academic Affairs to see if they have it on file.

Show 10 entries

Search: 

File	Term	CRN	Course ID	Instructor	Campus	College	Department
<a href="#">2016-August(Graduation).pdf</a>							
<a href="#">2016-December(HighSchool).pdf</a>							
<a href="#">201640-ACCT2000001-40115ACCOUNTINGPRINCIPLESILAB_TracyJohnston.pdf</a>	Summer Term 2016	40115	201640-ACCT2000-001	Johnston, Tracy L.	Main	Business/Economic Development	School of Business
<a href="#">201640-ACCT2003001-40119ACCOUNTINGPRINCI_ShermanAlexander.pdf</a>	Summer Term 2016	40119	201640-ACCT2003-001	Alexander, Sherman Q.	Main	Business/Economic Development	School of Business
<a href="#">201640-ACCT2013001-40154ACCOUNTINGPRINCII_NinaGoza.pdf</a>	Summer Term 2016	40154	201640-ACCT2013-001	Goza, Nina M.	Main	Business/Economic Development	School of Business
<a href="#">201640-ACCT3063TC1-40156MANAGERIALACCOUNTING_NinaGoza.pdf</a>	Summer Term 2016	40156	201640-ACCT3063-TC1	Goza, Nina M.	Main	Business/Economic Development	School of Business
<a href="#">201640-ACCT4013001-40122ADVANCEDACCCTII_DebraHunter.pdf</a>	Summer Term 2016	40122	201640-ACCT4013-001	Hunter, Debra R.	Main	Business/Economic Development	School of Business
<a href="#">201640-ACR2112001-40270AIRCONDITIONINGSERVICE_KennethBaeler.pdf</a>	Summer Term 2016	40270	201640-ACR2112-001	Beeler, Kenneth D.	Ozark	Ozark Campus	Air Conditioning/Refrigeration
<a href="#">201640-AGBU4033TC1-40471AGRICULTURALPOLICY_RandyRenfro.pdf</a>	Summer Term 2016	40471	201640-AGBU4033-TC1	Renfro, Randell W.	Main	Business/Economic Development	Agriculture and Tourism
<a href="#">201640-ANTH1213TC1-40038INTROTOANTHROPOLOGY_RebeccaWiewel.pdf</a>	Summer Term 2016	40038	201640-ANTH1213-TC1	Wiewel, Rebecca L.	Main	Arts and Humanities	Behavioral Sciences

Showing 1 to 10 of 28,031 entries

Previous  2 3 4 5 ... 2804 Next

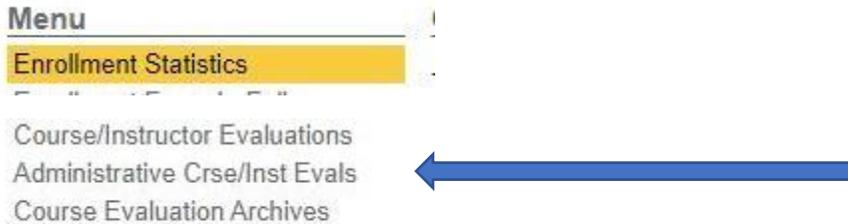
You can use the 'Search' box in the upper right corner to filter or search for specific evaluation reports. For example, you could type 201870 and all reports from fall 2018 will be returned.

NOTE: There are over 28,000 reports behind this page. Depending on your access it may take some time for the page to load.

## Course/Instructor Evaluation System Guide

### 3. Accessing Administrative Reports for Classes Ended after October 2022 (Fall 2022 and later)

Department Heads and Deans may access aggregate reports on classes within their area of supervision. To utilize this system please click on the link "Administrative Crse/Inst Evals"



Once you have clicked the link and are on the administrative reports page, you will need to select the type of report you wish to run. Depending on your security access, you will have the choices: University, Campus, College, Department, Course, Class Section, and Instructor. The entry parameters look like the following:

#### Administrative Course/Instructor Evaluations

Term

Report Type

Comments

Campus

College

Department

#### Administrative Course/Instructor Evaluations

Term

Report Type

Comments

Subject

Course #

Section #

Instructor

If you wish to print or generate a PDF file of an aggregate report, you can refer to the first section in this document for details. Please be patient as these reports can take some time to generate.