

Select <http://ccit.clemson.edu/resources/tutorials/etc/StudentAssessment.htm> to view a tutorial about setting up instructor evaluations.

- A. Open the Student Assessment of Instructors application**
1. From Clemson Home Page, select **Faculty & Staff** link, select **MyCLE-Blackboard Course Management** link.
  2. Enter your Clemson userid and password. This will take you to the MyCLE home page.
  3. In the **menu** on the right side scroll down to the **CU Faculty and Staff Resources** section, Click on **Student Assessment of Instructors**. The Welcome page offers single button activation/deactivation if you do not wish to add questions or control individual evaluations. **DO NOT CLICK THIS SINGLE BUTTON ACTIVATION IF YOU WISH TO ADD YOUR OWN INSTRUCTOR QUESTIONS.**
- B. If you would like to add your own questions, begin here, otherwise skip to C below**
1. In the menu on the left, **Instructor Tools**, click on **Step 1: Edit My Question Bank**
  2. Choose the type of question you want to add by clicking the associated radio button
  3. Type the text for the question in the text box
  4. Click the “Add Question” button that appears below the text box (Note: to review University/department questions use **Step 3: Preview Evaluations**)
  5. Your questions will be available for use in surveys that have *not* been activated. Any changes to these questions will affect all evaluations in which the question was included until the evaluation has been activated the first time. You may store as many questions as you like for use in the future surveys.
- Warning: Deleting questions from the Question Bank results in loss of questions from a course evaluation UNLESS you have already ACTIVATED that evaluation in Step 4 (see E below).**
- C. Build Course Evaluation – you must build an evaluation even if you choose not to add any questions**
1. In the menu on the left, click on **Step 2: Build Evaluations**
  2. In the drop-down box, choose the course for which you want to build the evaluation
  3. If available, you may select a similar survey and click the Re-use button OR build a new survey and add questions by clicking buttons above questions to move them into or out of the survey.
  4. Click on “Save Evaluation” and if desired, build another evaluation by choosing another course.
  5. If your course is not listed, please contact [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu).
- D. Preview your Evaluations – you may see all questions included in the survey**
1. In the menu on the left, click on **Step 3: Preview Evaluations**
  2. This is what students will see; it includes the university and department questions (if applicable). Any questions you have added will appear at the end of the evaluation.
  3. If you need to edit your questions or subtitles, please return to Step 1 (instructions in B above).
  4. To change the order, return to Step 2 (instructions in C above).
  5. If no additional changes are desired, proceed to Step 4 when you are ready to activate the evaluation for student input (instructions in E below). **Note: Once you activate this evaluation, you will not be able to make any changes to your questions included in this evaluation.**
- E. Activate your Evaluations**
1. In the menu on the left, click on **Step 4: Activate/Deactivate Evaluations**
  2. Select the class for which you want students to evaluate; a button will appear that allows you to activate or deactivate the evaluation for that course. Students will only have access to activated evaluations. **Once activated, the content of evaluations can not be changed.**
- F. Student Access**
1. Direct your students to Blackboard under CU Student Resources menu. Links also appear under each course. Students may submit only one survey per course/instructor regardless of how long the evaluation remains open. Access will end University wide after the last day to submit grades for the term.
- G. View Results**
1. In the menu on the left, click on **View Responses and Summary Reports**
  2. You may monitor the number of respondents at any time after a survey has been activated. The report that collects the responses for each question will not be available until after the last day to submit grades according to published schedules. After that time you will be able to view the results by selecting the course of interest from the list. A download of the individual responses also is available for your direct inspection.