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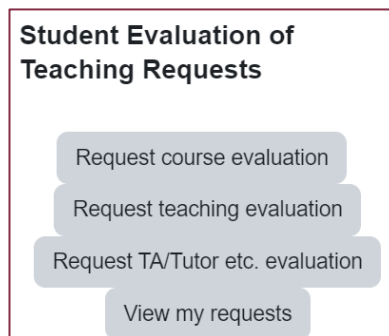
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Accessing Request Form for Course, Teaching and TA/Tutor Evaluations

- 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 fill in the Teaching Evaluation form in [LEARN](#) and email [Student Evaluation of Teaching](#) 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 contact the [Survey Coordinator](#).

Course Evaluation Form Description

Name

Course code (e.g. ABCD123)

Course title (full)

1 Course occurrence !

2 This course was last surveyed !

3 Reason for more frequent evaluation of this course !

4 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

Field Name	Field Type	Description/Notes
[1] (Required) Course occurrence	Drop-down	The semester when the course occurs e.g., S1 (Semester 1), S2 (Semester 2), etc.
[2] (Required) This course was last surveyed	Drop-down	<ul style="list-style-type: none"> Select a course occurrence when the course was last surveyed. If you do not know, refer to the Course Evaluation Trends dashboard <ul style="list-style-type: none"> 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.
[3] (Required) Reasons for more frequent evaluation of this course	Text box	<ul style="list-style-type: none"> 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 rationale for evaluation request in the fill in the 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.
[4] (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.	Select all that apply list	<ul style="list-style-type: none"> 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

<input type="checkbox"/> On-Campus <input type="checkbox"/> Distance <input type="checkbox"/> Nelson <input type="checkbox"/> Rotorua <input type="checkbox"/> New Plymouth		or New Plymouth cohort, staff must tick the relevant boxes. <ul style="list-style-type: none"> • Courses with only one location do not need to select this option.
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Teaching Evaluation Form Description

Name

1 I am a !

Course code (e.g. ABCD123)

Course title (full)

2 Course occurrence ! ?

3 Survey window !

4 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

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) Course occurrence	Drop-down	The semester when the course occurs e.g., S1 (Semester 1), S2 (Semester 2), etc.
[3] (Required) Survey window	Drop-down	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Refer to the Student Evaluation of Teaching calendar under the Teaching Evaluation section on the Student Evaluation of Teaching internet or 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] (Optional) This survey will go to all students in	Select all that apply list	<ul style="list-style-type: none"> • By default, the system extracts the entire list of students enrolled in a course's LEARN page.

<p><i>your class. Use the tick boxes below ONLY if you wish to send separate surveys to specific cohorts.</i></p> <p><input type="checkbox"/> On-Campus</p> <p><input type="checkbox"/> Distance</p> <p><input type="checkbox"/> Nelson</p> <p><input type="checkbox"/> Rotorua</p> <p><input type="checkbox"/> New Plymouth</p>		<ul style="list-style-type: none"> • 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.
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TA/Tutor Evaluation Form Description

The screenshot shows the evaluation form with the following fields and callouts:

- 1**: "I am a" - A dropdown menu with "Please select" as the current selection.
- 2**: "I would like to request evaluation for (e.g., myself, my tutor: Jane Smith, etc.)" - A large text input area.
- 3**: "Course occurrence" - A dropdown menu with "Please select" as the current selection.
- 4**: "Survey window" - A dropdown menu with "Please select" as the current selection.
- 5**: "I would like to survey" - A dropdown menu with "Please select" as the current selection.
- 6**: "If selected group of students" - A section containing instructions to attach an Excel file with student details. It includes a file upload area with a dashed border and a download icon, and lists accepted file types: "Excel 2007 spreadsheet .xlsx" and "Excel spreadsheet .xls".

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	<ul style="list-style-type: none"> • 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) Course occurrence	Drop-down	The semester when the course occurs e.g., S1 (Semester 1), S2 (Semester 2), etc.

<p>[4] <i>(Required) Survey window</i></p>	<p>Drop-down</p>	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ◦ Refer to the Student Evaluation of Teaching calendar under the Teaching Evaluation section on the Student Evaluation of Teaching internet or 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).
<p>[5] <i>(Required) I would like to survey</i></p>	<p>Drop-down</p>	<p>Two options:</p> <ol style="list-style-type: none"> 1) The whole class – indicating the tutor(s) has tutored all the students enrolled in the course. 2) 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.
<p>[6] <i>(Optional) If selected group of students, attach Excel file containing details of students for inclusion in this survey. You must include: First name, Last name, Student ID, UCLive email address in separate columns for each TA/Tutor/Lab Demonstrator in ONE Excel file.</i></p>	<p>Excel file upload box</p>	<ul style="list-style-type: none"> • An Excel file must be attached when “A selected group of students” is selected in the field “I would like to survey”. • 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 the “**View my requests**” to view all previous request(s) for the year.

