



YES User Guide: Course and Teaching Evaluations

A guide to retrieving and filling out a course evaluation. Students are encouraged to complete them each semester.

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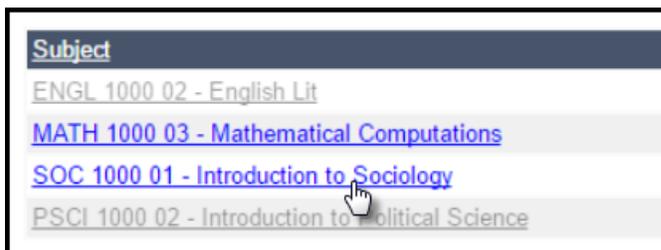


Completing Your Evaluations

1. You will receive a welcome email when the window opens for your course and teaching evaluations. The message will include a link to your task list, which contains all of the classes for which you are requested to submit an evaluation in a given term.

Subject	Due date	Status
ENGL 1000 02 - English Lit	Wednesday, March 29, 2017	Expired
MATH 1000 03 - Mathematical Computations	Thursday, March 30, 2017	Open
SOC 1000 01 - Introduction to Sociology	Friday, March 31, 2017	Open
PSCI 1000 02 - Introduction to Political Science	Saturday, April 01, 2017	Completed

2. Click on a hyperlink to be taken to the evaluation form for that class.



3. The welcome message will appear. Click **Next** to proceed to the evaluation form for the specified class.

Vanderbilt University Course and Teaching Evaluations for **SOC 1000 01 - Introduction to Sociology**

Thank you for providing honest and constructive feedback. Your responses are kept anonymous, and group results are reported to instructors only after grades are submitted. The results are used by instructors to improve teaching and course design and by administrators to inform personnel decisions such as tenure and promotion.

If you have any problems submitting your course evaluation, or if you have questions about the course evaluation process, please email course_evaluations@vanderbilt.edu

Interim responses saved

4. Fill out questionnaire. You will be prompted to answer questions about the course, instructor(s), and teaching assistant(s). A sample questionnaire is provided on p. 3 of this user guide.
5. Please take care to answer each question. You will not be able to edit answers once the form has been submitted.



6. Click **Save** to save responses and return later. Click **Submit** to complete the evaluation.

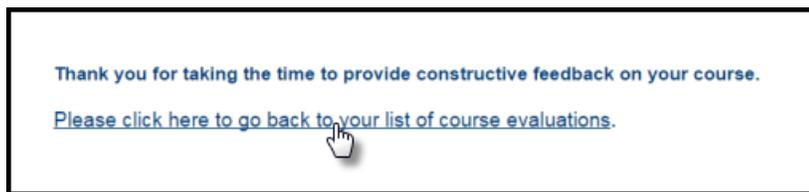
How can this teaching assistant's (Teaching Assistant) teaching be improved?

Previous Next Save Submit Progress 100%

Mobile Version | Standard Version

Powered by blue

7. Click on the hyperlink to return to your task list.



8. The task list now reflects the completed evaluation.

Subject	Due date	Status
ENGL 1000.02 - English Lit	Wednesday, March 29, 2017	Expired
MATH 1000.03 - Mathematical Computations	Thursday, March 30, 2017	Open
SOC 1000.01 - Introduction to Sociology	Friday, March 31, 2017	Completed
PSCI 1000.02 - Introduction to Political Science	Saturday, April 01, 2017	Completed

Additional information on Course and Teaching Evaluations at Vanderbilt, including examples of effective feedback, is available at <http://www.vanderbilt.edu/course-teaching-evaluations/students.php>.

Please contact course.evaluations@vanderbilt.edu if you have questions or need assistance with your Course and Teaching Evaluations.



Sample Questionnaire

Vanderbilt University Course and Teaching Evaluations for SOC 1000 01 - Introduction to Sociology

Please respond to the following questions about the instructor (**Instructor Name**).

	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree	Not Applicable
The instructor helped me understand the core ideas and issues in this subject.	<input type="radio"/>					
The instructor explained what was expected of me in the assignments and assessments for this course.	<input type="radio"/>					
The instructor encouraged critical, original, or creative thinking.	<input type="radio"/>					
The instructor demonstrated interest in students' learning.	<input type="radio"/>					
The instructor used class time productively.	<input type="radio"/>					
The instructor created a welcoming and inclusive classroom environment.	<input type="radio"/>					

Please respond to the following questions about this course (**SOC 1000 01**).

	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree	Not Applicable
This course helped me appreciate the significance of the subject matter.	<input type="radio"/>					
The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.	<input type="radio"/>					
The feedback I received during the course was helpful.	<input type="radio"/>					
I felt comfortable asking questions in this course.	<input type="radio"/>					
This course helped me consider connections between course material and other areas of my personal, academic, or professional life.	<input type="radio"/>					

Overall, the instructor (**Instructor Name**) was:

	1 - Poor	2 - Marginal	3 - Average	4 - Very Good	5 - Excellent
	<input type="radio"/>				

Overall, the course (**SOC 1000 01**) was:

	1 - Poor	2 - Marginal	3 - Average	4 - Very Good	5 - Excellent
	<input type="radio"/>				

Please respond to the following questions about this course (**SOC 1000 01**).

	1 - Much Less	2 - Somewhat Less	3 - About the Same	4 - Somewhat More	5 - Much More
Compared to other classes, the amount I learned in this course was:	<input type="radio"/>				
Compared to requirements in other classes, the workload assigned in this class was:	<input type="radio"/>				

What elements of the course (**SOC 1000 01**) most contributed to your learning?

What improvements to the course (**SOC 1000 01**) would you recommend?

Do you have any other comments?

In what way(s) did you interact with this teaching assistant (**Teaching Assistant**)?

- Section meetings
- Lab
- Office hours
- Via a class website/Blackboard
- Via email
- Other

Overall, how effective was the instruction you received from this teaching assistant (**Teaching Assistant**)?

	1 - Poor	2 - Marginal	3 - Average	4 - Very Good	5 - Excellent
	<input type="radio"/>				



What aspects of this teaching assistant's (Teaching Assistant) teaching were most helpful to you?

How can this teaching assistant's (Teaching Assistant) teaching be improved?

Previous

Next

Save

Submit

Progress  100%

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.