

From: [Provost Office](#)
Subject: Course Evaluation Information
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Colleagues:

As you know, we are suspending the normal course evaluations because of the pivot in instruction to remote/online delivery due to COVID-19. Instead, we will be deploying in each course four general questions designed simply to gather feedback. The feedback generated will not be required to be submitted in any evaluation or dossier related to your teaching in Spring 2020. These questions will be available online in each course via the new Campus Labs Course Evaluation System starting on April 20th and will be available until May 3rd at 11:59 p.m. Students will be sent a link to complete the course evaluation through both email and Blackboard. Faculty can view the response rate and send out reminders by visiting <https://utoledo.campuslabs.com/faculty/>.

The single greatest factor to increase participation in online student surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. You may also share a direct link to your course's evaluation with your students by logging into <https://utoledo.campuslabs.com/faculty/> and selecting "View Evaluation Link" under the appropriate course section. Only students who are enrolled in your course will be able to access the evaluation through this link. Please visit [this resource](#) for more information about the direct access link.

As a reminder, the simple questions that will be deployed in all courses for this semester are provided below:

1. How well were you able to learn the material in this course? Please explain your response.
2. Did you have any issues accessing the course materials, communicating with the course instructor, or participating in course learning activities? If so, please describe the reasons for these issues (e.g., lack of access to the internet or a computer, etc.).
3. What went well in this course?
4. What didn't go well in this course?

If you have questions about the course evaluations process, please contact Dr. Amy Thompson, Vice Provost for Faculty Affairs, at Amy.Thompson4@utoledo.edu.

Amy Thompson Ph.D., CHES, FESG
Vice Provost for Faculty Affairs

Office of the Provost

UHall 3340A
419.530.4171

