

Online Course Evaluation System Frequently Asked Questions Students

1. What are online course evaluations?

Online course evaluations are a tool to help evaluate courses and instructors.

2. How do I access and complete the course evaluations?

Easy! You can access your course evaluations via insidePacific. Log in to insidePacific with your university credentials. Then, click on the “Academic” tab and then the Pacific Course Evaluation System link located on the left side of the page.

3. Does it really matter if I complete evaluations for my courses?

Yes! Your feedback is vital to the success of Pacific. Results of evaluations are used by faculty to make changes in both the content and delivery of the course. University administrators use the evaluation results to make personnel decisions (e.g., as part of the annual performance appraisal and faculty promotion/tenure process). The university is required by the Western Association of Colleges and Schools (WACS), Pacific’s accrediting body, to administer course evaluations as an indirect assessment of student learning. Every student is given the opportunity to provide feedback for every course enrolled.

4. Are Course Evaluations really confidential?

Yes! All course evaluation responses are anonymous. The Course Evaluation System will log that you have submitted your survey, so that you will not continue to receive reminder messages, but student responses are stored separately from this information. Instructors will only see summarized results, and will never receive reports with identifying student information.

5. Do the instructors view the results of Course Evaluations prior to the end of class?

No! Instructors will not have access to course evaluation results until after grades have been posted.

6. I do not see an evaluation for one of my courses, what should I do?

Course evaluations are released at different times. Please check insidePacific as evaluations will appear as they are released. Please contact your department office if you have any questions about the invitation(s) you have received.

7. I completed my evaluations. Why am I still receiving reminders?

Reminders are sent to students with any incomplete evaluations. Please log into insidePacific and click on the Academic tab to access the online Course Evaluation dashboard and confirm that you have submitted all of your evaluations. You will continue to receive reminders until all of your evaluations have been submitted. A sure way to avoid email reminders is to complete your course evaluations.

8. Why aren't course evaluations open after finals?

Traditionally course evaluations are distributed and collected during the last week of instruction during the semester, allowing students to have ample time to develop impressions about instruction and overall course quality. Completion of finals is not necessary for students to offer feedback on instruction, pacing, or assignments, for instance. This timing protects instructors from students who may be unduly influenced by the final exam and their grade. Students are protected because course evaluation results are not released to instructors until after grades are submitted. This can be anywhere from a few days to weeks after the class has ended.

9. I want to share my opinion on things not covered in this survey.

If you have specific feedback about the course or instructor that you could not provide on the course evaluation, we encourage you to e-mail the department chair/school director with your comments.

10. I dropped (or withdrew from) this class – why are you asking me to evaluate it?

Course evaluations are sent only to students who were enrolled in the class after the deadline for withdrawals. If you believe that you dropped or withdrew from the class, we recommend that you contact the individual who sent the online course evaluation to clarify your status.

11. What can I do if I missed the course evaluation deadline?

Evaluations cannot be completed after the deadline. If you have feedback on an instructor/course that you feel is valuable, you can write an email directly to the department detailing your thoughts. While they cannot reopen evaluations for you either, they can accept your letter as input for that course, and place it into your instructor's file.

12. Can I modify an evaluation that I have already submitted?

No. Once you submit your evaluation, you cannot go back and make changes or additions. One possible alternative is to contact your department chair/ school director to see if he or she will also accept feedback using an alternative method.

13. Who do I contact if I have questions or issues?

For further questions and concerns please contact the individual who sent you the online course evaluation.