Quarterly Checklist of Tasks for Online Evaluation

☐ Make sure you know the evaluation schedule for this quarter/Summer session

☐ Review Snapshots for data accuracy

☐ Have department/program make corrections to Registrar’s data if necessary

☐ Resolve any questions with EIP office

☐ Contact instructors and T.A.s to inform them that the online evaluations are active (if necessary)

☐ Act as point of contact for questions from instructors and students

☐ Receive data CD from EIP, make necessary printouts, and store it safely

☐ E-mail their instructors to keep them informed of dates and access.

Quarterly Evaluation Schedule

Week 4
EIP will release Snapshots in Week 4. Please begin reviewing them as soon as you receive them for any of the above issues.

Week 7
ALL changes that you need the EIP Office to make to its assignment of evaluation MUST be made by the beginning of Week 7.

Weeks 9 & 10
The online evaluations for all regularly scheduled courses will begin 8 am the Saturday before Week 9 and end 8 am the Saturday before Finals Week. No changes to Registrar’s data will be reflected in the online evaluations once they begin.

After Finals Week
Faculty will be able to view a class section report after all grades have been turned in for that section. EIP will make report CDs for each department and send it to the Evaluation Coordinator. The report CDs will continue to have rundown, summary and individual instructor reports.