How to Request Course, Teaching and TA/Tutor Evaluations

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**

Course Evaluation Form Description

Field Name	Field Type	Description/Notes

[1] *(Required) This course was last surveyed*	Drop-down	• Select a course occurrence when the course was last surveyed.
		• If you do not know, refer to the *Course Evaluation Trends dashboard*
		  o Click on "Trends" tab -> "Course Trends".
		  o 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.

[2] *(Required) Reasons for more frequent evaluation of this course*	Text box	• 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.

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TA/Tutor Evaluation Form Description

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 <u>3 mandatory TA/Tutor evaluation questions</u> (staff only).
[2] *(Required) I would like to request evaluation for (e.g., myself, my tutor: Jane Smith, etc.)*	Text box	• 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.