

How to Request and Conduct an Online Evaluation

If you have been asked to evaluate a colleague's online class, please follow these steps

1. Send an email to abuchalter@peralta.edu requesting that a copy of the course you are evaluating be set up to do the evaluation, please include all relevant course info, including the CRN number
2. We will set up the course, make sure that the students are enrolled and install the evaluation form, and then email you and let you know

Before you can start the evaluation, you must do these things:

1. Decide how long of a period of time you are going to give students to do the evaluation, you may choose any time period from 48 hours to 1 week
2. Send a detailed email to all students in the class letting them know when the evaluation will be available and explaining to them why they should fill it out, you can tell them the same info you would if you were handing out a paper evaluation in a classroom
3. Make sure students know that their input is anonymous
4. Tell the students they need to log in to Moodle to access the evaluation
5. Make the course available!! This is very important and often gets forgotten!

How will you contact students in the course you are evaluating?

You can ask the instructor to post a notice in the News Forum for the class, giving students the information on when the evaluation will be open and that they will see it during that time in their list of courses when they are logged in to Moodle.

Send a notice via Passport

Teachers can also email all of the students in their class via Passport, once again, you will need to let the teacher know the time frame that the evaluation will be available and remind them to tell students how to find the evaluation (logged in to Moodle)

The screenshot shows the PROMT Passport interface. On the left, there's a sidebar with a menu including 'Employee Self Service', 'My Personal Information', 'Associate Service Center', 'PeopleSoft', 'PeopleSoft Profile', 'My System Profile', and 'My Dictionary'. The main area displays 'Instructor Class Contacts' for a course titled 'INTRO TO HYBRID TEACHING' with CRN 42466. It shows the instructor's name as Alexander.Alexis, the institution as Peralta Community College Dist, and the session as Dynamically Determined. Below this is a 'Notification Action' section with buttons for 'Select All', 'Deselect All', and 'Notify'. At the bottom, there's a 'Student Information' table with columns for Class Nbr, ID, Name, Address, City, State, Postal, Telephone, and Email Address. A 'Personalize' button is also present. A callout box on the right contains the text: 'You can send an email to everyone in your class via Passport, use Notify All students'.

This is the email tool in Passport
Student emails will automatically be populated in the "To" box

Don't forget to make the course available!

Go to administration and Edit Settings

Change the Visible drop down from Hide to Show

Once you do this students will immediately be able to access the course