Electronic Course Evaluations (ECE)

Questions/Answers for Faculty

1. Which courses are evaluated?
   a. Based upon the AFUM guidelines and policies, all students must be given an opportunity to give feedback about their courses and instructors. According to the decision of the Provost Council, the Electronic Course Evaluation (i.e. USM’s Green Form in an electronic format), will be implemented campus-wide, beginning fall 2014.

2. When will students be able to complete their online course evaluations?
   a. Toward the end of classes every semester, students will be asked (emailed) to complete the Electronic Course Evaluation (ECE) for each of their courses (student have a 2-3 week period). The nice feature of the electronic version is that students have plenty of opportunity to complete an evaluation form, as opposed to the one-time event with the old paper version.

3. How likely is it that the students will complete the online course evaluations?
   a. Several studies have shown that an effective way to encourage your students to respond is to make a series of announcements in your classes. At the end of each semester, remind students of the dates of the evaluation period and that they will receive an email to walk them thru the evaluation process. In addition, tell students that their feedback is very important to you because you want to use the information to improve the course and help students learn the material. Students often believe that the faculty members don’t care about their responses or use their feedback.

4. When can I see the results?
   a. You will receive an email announcing the availability of the results immediately after final grades have been submitted.

5. How do I access the results for my courses?
   a. You can click on the link in the email you receive, or you can login directly: https://usm.campuslabs.com/faculty. Enter your Mainestreet login information (username and password) and you will be directed to a page listing your courses. Click on the course and the course evaluation results will pop up for that class. You may print the results or save the results on your computer. Results will also be archived in the Office of Academic Assessment.