



Course Evaluation Timeline

Course Evaluation Administrator

College Departments

1. Week 8: After census, course files are created & emailed to departments for review and approval.

3. Weeks 9-10: Course files are updated with Department's edits. Other relevant data is extracted and formatted to upload to our evaluation software, Blue.

5. Week 12: Online course evaluations are created, and student reminders are set up.

6. Weeks 13-14: Evaluations open. Evaluations are sent to students via email. They will also be able to access their evaluations through Canvas.

8. After the grade submission deadline: Individual reports are created & distributed to professors. Departments administrators can also access the results.

Departments notify the office if any early course evaluations are needed, at least 3 weeks before the expected launch date.

2. Weeks 8-9: Departments validate course file & respond with approval or edits.

4. Week 11: Faculty are able to see their courses to be evaluated in Blue. Faculty also have the option to specify their evaluation dates within the default two-week period.

7. Weeks 13-14: Faculty monitor their response rates and apply best practices for increasing their rates.

Before

Evals Open

After

Produced by the Office of Institutional Research, Planning, and Analytics

Evaluation questions? Email: evaluations@cpp.edu