

## Computer Science Online Evaluation Instructions – SPRING 2018

For this lab evaluation your course will be using the “online” lab evaluation tool which can be found by going to the URL: <https://evals.csc.uvic.ca> which is the Survey login page. Note: The link will only be available for the duration of the evaluation period **Monday, March 19 – Friday, April 6, 2018**.

Please note that student login credentials are only used to determine which survey(s) are applicable to you. Student login credentials are not associated to individual lab evaluations. **Each lab evaluation response is anonymous.** All information and comments will be given to selected Computer Science personnel only after the final grades have been sent to Records Services.

### Step 1:



The screenshot shows the login interface for the University of Victoria Department of Computer Science Lab Evaluation System. It features a title block with the university and department names, followed by the system name and a prompt to enter login credentials. Below this are two input fields for 'Login:' and 'Password:', and a 'Login...' button. The footer contains copyright information for 2011.

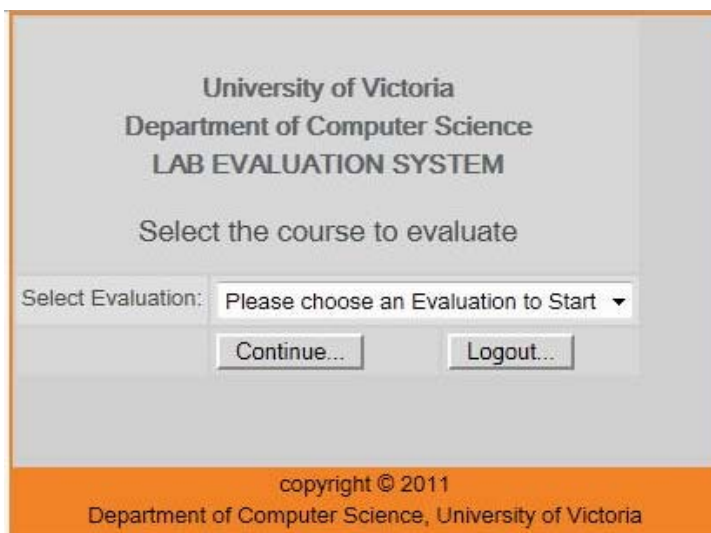
University of Victoria  
Department of Computer Science  
LAB EVALUATION SYSTEM  
Enter your login credentials to continue.  
(user name and password)

Login:   
Password:

copyright © 2011  
Department of Computer Science, University of Victoria

At the Survey login page, login with your CSc Teaching username and password.

### Step 2:



The screenshot shows the course selection interface. It includes the same title block as the login page, followed by a prompt to 'Select the course to evaluate'. Below this is a 'Select Evaluation:' label and a dropdown menu with the text 'Please choose an Evaluation to Start'. There are 'Continue...' and 'Logout...' buttons. The footer is identical to the login page.

University of Victoria  
Department of Computer Science  
LAB EVALUATION SYSTEM  
Select the course to evaluate

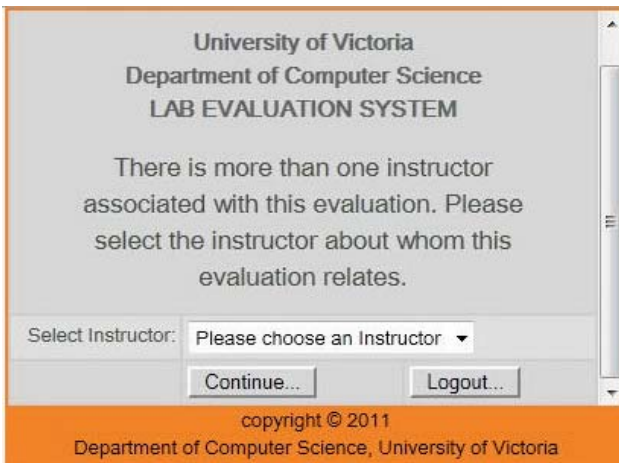
Select Evaluation:

copyright © 2011  
Department of Computer Science, University of Victoria

After you login, a form will be displayed with a drop down list of courses you are taking.

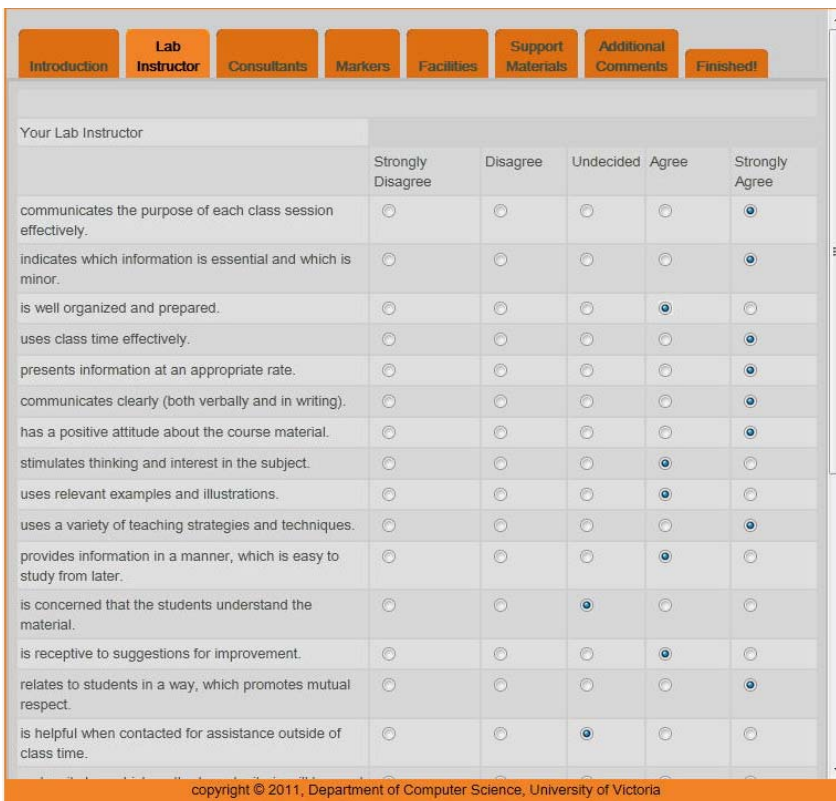
Select the appropriate course evaluation from the drop down box and click Continue ...

### Step 3:



If the evaluation you are about to complete is for a course that has more than one instructor, you will be presented with a form to select your instructor from a drop down list. If so, choose your instructor and click Continue... If the course only had one instructor, the program will bypass this step.

### Step 4:



Your Lab Instructor	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
communicates the purpose of each class session effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
indicates which information is essential and which is minor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
is well organized and prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
uses class time effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
presents information at an appropriate rate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
communicates clearly (both verbally and in writing).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
has a positive attitude about the course material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
stimulates thinking and interest in the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
uses relevant examples and illustrations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
uses a variety of teaching strategies and techniques.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
provides information in a manner, which is easy to study from later.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
is concerned that the students understand the material.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
is receptive to suggestions for improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
relates to students in a way, which promotes mutual respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
is helpful when contacted for assistance outside of class time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

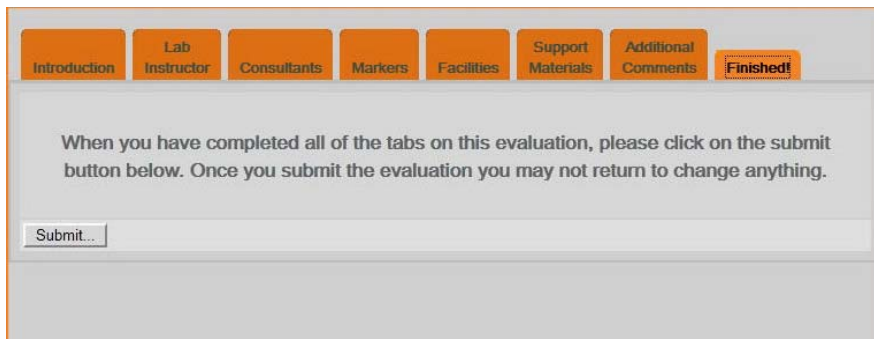
You are now in the lab evaluation. The first tab is the Introduction, each subsequent tab deals with different aspects of the labs. Start with the Lab Instructor tab and continue through the Consultants, Markers, Facilities, Support Materials and Additional Comments tabs before going to the Finished tab to complete the survey.

You may switch between the tabs and change your answers as often as you wish. Your selections and entries are preserved as you switch from tab to tab.

You do not have to answer every question. If a question is not applicable to you, then simply skip that question.

**Warning:** If you close the survey window before going to the “Finish” tab and submitting your survey, your answers will be lost.

## Step 5:



The screenshot shows a survey completion interface. At the top, there is a row of orange tabs: 'Introduction', 'Lab Instructor', 'Consultants', 'Markers', 'Facilities', 'Support Materials', 'Additional Comments', and 'Finished!'. The 'Finished!' tab is highlighted with a dotted line. Below the tabs, a grey box contains the text: 'When you have completed all of the tabs on this evaluation, please click on the submit button below. Once you submit the evaluation you may not return to change anything.' Below this text is a 'Submit...' button.

Once you have reviewed all the tabs and selected your answers, click on the Finish tab and then click the Submit button to submit your survey. Once this is done you may not return to it to make changes.

**Thank you for completing your survey.**

**If you experience any difficulties, please contact IT Support at [itsupport@csc.uvic.ca](mailto:itsupport@csc.uvic.ca) or call 472-5900**