Course evaluations

Dear students:

Welcome to the online system for evaluating Trinity College courses. We want to thank you for helping gather this necessary and useful information. This guide is intended for *students* enrolled in eligible Trinity College, Marine Lab, Study Abroad, and NSOE graduate level courses eligible for evaluation.

Students enrolled in courses eligible for evaluation will be completing evaluations online through DukeHub (*dukehub.duke.edu*). Although we ask the faculty to discuss the evaluation process with you and, when possible, allow you time in class to complete the evaluation, your instructors will not be sending documents or survey forms to you electronically.

Some important things to note:
- → Any information you submit via the online form is confidential. Data are reported in the aggregate only, and no personally identifying information will be released. Faculty will not see evaluation results until after grades are submitted.
- → The form is easy to use, but you must review a Summary page and click a Confirm Responses button before your submission is saved.

Student access to online evaluations

If possible, please use Internet Explorer or Firefox as your web browser. The tool also has been tested in Chrome and Safari. Log-in to DukeHub, as you usually do, using your Duke net ID and passcode.

You will see your usual Student Center homepage, with the addition of an "Evaluations" column in your schedule. You will not see links to the evaluation forms until the evaluation periods open. Click on this icon and the course evaluation form will open up.
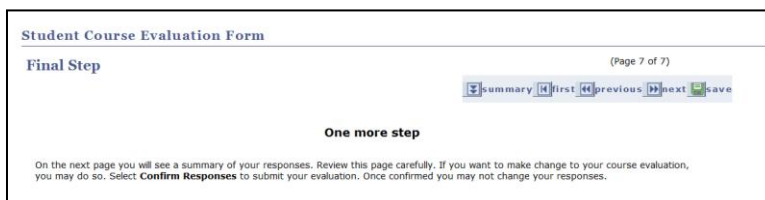

When a graduate level course has one or more undergraduates enrolled, the course is included for evaluation by the Office of Assessment, Trinity College. For these courses, it is highly recommended that both the undergraduate and graduate level students complete the course evaluation forms in DukeHub. Doing so will provide a more complete picture of the course and provide more comprehensive data for

use in the reporting process. If you are a graduate student in a course that meets these criteria you will see a link within the DukeHub Student Center for the electronic course evaluation form. You are encouraged to take advantage of this opportunity and evaluate the course accordingly.

Each eligible course has its own link, and its own evaluation form. For each course, click on Evaluate to begin the evaluation process. You will see that the format of the evaluation form is similar to that of the established pen and paper form.

On Page 6, however, the form asks you to appraise your progress towards learning outcomes pertaining to the Modes of Inquiry codes affiliated with your class. Put another way, completion of this course may grant you credit toward one or more Modes of Inquiry as part of the Trinity College graduation requirements. The evaluation form collects information from you and your classmates about the degree to which you learned key concepts and competencies pertaining to the relevant Modes of Inquiry. For more information about the Trinity College graduation requirements, see http://trinity.duke.edu/undergraduate/academic-policies/curriculum.

On Page 7, you are informed that the evaluation is nearly complete. Click on Next to proceed to a Confirmation page.

The Confirmation page (aka, the Summary page) itemizes your responses to the entire evaluation form. The Edit tool on the right-side of the screen will bring you back to the questionnaire, if you wish to make any changes. If you are finished with the form, you must click Confirm Responses at the bottom of the Summary page.

Once you've selected Confirm Responses, your submission is complete and cannot be reopened or edited. The Student Center view will update to "Complete". If you select Save at any point in the evaluation process, your selections will be stored and you can return to the questionnaire any time before the final deadline (see above).

Need help?
For help accessing the Student Evaluation Form in DukeHub, please contact the OIT Help Desk at 919-684-2200, option 2.

If you'd like to share feedback or ideas about the course evaluation process, you are welcome to write to the Office of Assessment, Trinity College, at assessment@duke.edu. Thank you for your interest and participation!