

## UNLV COURSE EVALUATION PROCESS

Throughout the evaluation cycle, data is manually uploaded from MyUNLV to Blue, and includes:

- Class offerings and meeting dates
- Student enrollment
- Instructor assignments

Course evaluations are created in Blue and scheduled according to meeting dates uploaded from MyUNLV.

Daily data syncs between Blue and MyUNLV, and Blue and Canvas/WebCampus.

Evaluations close at 11:59pm UNLV's local time on the last day of the evaluation window. Responses must be submitted *before* the deadline. As the system will close at the deadline, it will not be possible to complete any evaluations in progress at that time. To maintain data integrity, no extensions or other changes are permitted.

While evaluations are open, students may contact UNLV Evals Team to request to have their evaluations reopened in order to edit their submitted responses.

When evaluations open...

- Students are notified by email, and can access evaluations by emailed link, in Canvas/WebCampus or MyUNLV
- Instructors are notified by email, and can monitor response rates for their classes in Blue, Canvas/WebCampus and MyUNLV
- Supervisors and other administrators notified by email, and can monitor their area's response rates in Blue and MyUNLV

During the Fall and Spring evaluation cycles, course content blocking in Canvas/WebCampus will go into effect after an evaluation has been open for 2 weeks. Access to course content will be restored soon after that course evaluation is submitted, when the evaluation expires or after the following data sync between Blue and Canvas/WebCampus if the student opted out of completing the evaluation.

At end of the evaluation cycle, reports are generated for classes with 3 or more submitted responses.

Reports are distributed initially by email *no earlier than at least a week after grades are due to the Registrar's Office*. After instructors and supervisors are notified by email, they can also view their new reports in Blue and MyUNLV (reports are not accessible in Canvas/WebCampus).