Adding Your Own Questions to Bronco CourseEval Course Evaluation System

Log In

Go to https://webapps.boisestate.edu/course-evaluations/Log in to Bronco CourseEval exactly the same as logging into BroncoWeb. Type in your regular Boise State username and password. (Only your username, not the entire email address.)

Your name appears in the upper left. Click on My Evaluation Questions in the upper right.

Creating and editing evaluation questions

You can use the Course Evaluation system to create and edit evaluation questions for the courses you teach. If you're authorized to do so, a “My Evaluation Questions” link appears at the top of your My Course Evaluations page, as shown here:

To add evaluation questions for your courses:

1. Click the “My Evaluation Questions” link to go to the question editor page. This page allows you to create and edit questions you want to appear on one or more of your course evaluations for a specified term.

Our Term is Fall 2011
2 Choose the term you want to create questions for. By default, the system presents your course information for the current term, but you can change the term to add questions for another term. To do so:
   a. Choose the term from the drop-down list. The list includes only current and future terms that have been defined by your Course Evaluation System Administrator.
   b. Click the “create/edit questions” button.
3 Create a question:
   a. Enter the text of the question in the Question Text box. Only Likert questions (rating scale) are supported.
   b. Enter an abbreviation for the question that you want displayed in evaluation reports.
   c. Check the courses this question applies to.
   d. Click the “Save” button. The question you created now appears in the Your Courses area of the page below each of the courses you selected in step c.

4 Repeat step 3 for each additional question you wish to create.

To edit the text or change the presentation order of an evaluation question:

Once you’ve created evaluation questions, you can edit the question text of each as needed and, for courses with multiple questions, change the presentation order of the questions.

1. Click the “edit question” button next to the question you want to edit.
2. To change the question text:
   a. Click the “edit text” button.
   b. Edit the text.
   c. Click the “Save” button.
Right now we only have one scaled type of question available—a five point rating scale, from Strongly Agree (SA) to Strongly Disagree (SD). Here are some sample questions.

Thus, frame your questions appropriately. They should be statements that are stated in the positive about the course, instruction, materials, student, etc. to which the student can respond in agreement or disagreement.

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<thead>
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<th></th>
<th>SA</th>
<th>A</th>
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<td>The objectives of the</td>
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<td>course were clearly</td>
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<td>explained.</td>
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<td>prepared for class.</td>
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<td>The instructor fostered</td>
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<td>learning in this course.</td>
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<td>The assessment methods</td>
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<td>were clearly explained.</td>
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In addition, we now have open-ended questions available.

If you run into difficulties, or experience problems with some aspect of the system, please let me know at ranson@boisestate.edu

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**Your Courses**

This section displays the questions for each of your courses as they will appear on the evaluation form.

**Instructor's Questions:**

SOC 114 Intro to Sociology 4

1. How would you rate the instructor's knowledge of the material?
2. What is your opinion of the amount of time allowed for discussion?
3. How would you rate the course materials?

**To change the question's presentation order:**

a. Click the “up” button to move the question one place higher in the order. As you do this, the other questions are automatically repositioned.

**Your Courses**

This section displays the questions for each of your courses as they will appear on the evaluation form.

**Instructor's Questions:**

SOC 114 Intro to Sociology 4

1. How would you rate the instructor's knowledge of the material?
2. What is your opinion of the amount of time allowed for discussion?
3. How would you rate the course materials?

**To move the question up further, click its “edit question” button, and repeat step a.**

**To delete an evaluation question:**

1. Click the “edit question” button next to the question you want to delete.
2. Click the “delete” button.

When you're done creating and editing questions, click the “Home” or “Logout” link at the bottom of the page.