PROCESS FOR STUDENT EVALUATIONS OF BOISE STATE CONCURRENT ENROLLMENT COURSES

To comply with NACEP accreditation and Boise State policy, all Boise State Concurrent Enrollment students need to have the opportunity to evaluate their course. These evaluations are done online. We ask instructors to give students classroom time to submit evaluations to ensure student participation.

Before evaluations begin, instructors need to verify class rosters to confirm all students are enrolled correctly. If adjustments need to be made, please notify the Concurrent Enrollment office immediately at (208) 426-3750.

For instructions on how to view your class rosters go to oit.boisestate.edu/myboisestate/view-class-roster/

In the Class Roster, instructors are able to look up student information under the tab “Contact Information.”

The student’s Boise State ID is available along with the username (found in front of “@u.boisestate.edu”).

Instructors can give students this information or the student can contact the Concurrent Enrollment office at (208) 426-3750 or via email at concurrentenrollment@boisestate.edu to get their username and Boise State ID number.

Students must create their myBoiseState password before they will be able to access their Student Account. Instructions for doing that are at extendedstudies.boisestate.edu/concurrentenrollment/general-information/.

The evaluation period for fall courses is December 1-15, 2015, and for year-long and spring courses it is April 18-May 2, 2016.

Instructors are asked to post evaluation periods to encourage students to participate.

How to Add Questions to the Online Evaluation
Before the evaluation period, instructors will have the opportunity to add questions. To add questions, go to ir.boisestate.edu/onlineevals/ and log in with your myBoiseState username and password. Follow the instructions provided about how to enter your questions.

Response Rates and Student Email Confirmations of Submissions
Response Rates – Instructors can log on to the evaluation system any time to track response rates for their classes.

Evaluation Submission Email Confirmations – Students will get an email confirmation after they fill out their evaluations. Please either have them forward this confirmation email to you or have them print it off for your records.

Reviewing Course Evaluations
Once grades are submitted, instructors can view class evaluations by going to ir.boisestate.edu/onlineevals/ and logging in with their myBoiseState login.

Evaluation results will remain accessible on Bronco CourseEval by term and can be saved electronically.

The results will be available to the instructor, faculty liaison and the Concurrent Enrollment office after the semester grades are submitted to determine ways to improve classes.

For OIT assistance, contact the Boise State Help Desk at (208) 426-4357 or helpdesk@boisestate.edu. Business hours are Monday through Friday from 7 a.m. to 6 p.m. and Saturday and Sunday from 10 a.m. to 5 p.m.