



Assessment Resource Center

University of Missouri

COURSE EVALUATION GENERAL INFORMATION

Beginning in Fall 2014, course evaluations at MU became an integrated system of forms and reports supported by the Assessment Resource Center (ARC) and available through the course evaluation website <http://evaluation.missouri.edu>. The course feedback survey forms were revised and implemented in Fall 2023. If you have questions, please email arc@missouri.edu.

ORDERING PAPER FEEDBACK FORMS

Designated administrative assistants can order paper forms by visiting <http://evaluation.missouri.edu>. Use the order form to request:

- Cover sheets (one per class)
- Course feedback survey forms (one per student)

LAUNCHING ONLINE FEEDBACK FORMS

For any one class, use only paper survey forms or only online survey forms, not both. myZou-security-approved administrative assistants can launch online course feedback forms at <http://evaluation.missouri.edu>. A course instructor also has the ability to launch online surveys but only for his or her class(es). The online course feedback system can be used for both traditional classes and online classes in your department.

DISTRIBUTING COURSE FEEDBACK FORMS TO STUDENTS

Distribute course feedback forms to students until the last day of the semester. Senate Bill 389 requires consumer information to be collected. This requirement is fulfilled by the block of five SB389 questions. In the interest of student confidentiality, SB389 results are not posted when five or fewer students respond.

RECEIVING CURRENT FEEDBACK REPORTS

For online evaluations of part- and full-semester classes, reports (in PDF format) become available on the evaluation website two days after the class end date if all grades have been submitted. For paper evaluations, the report (in PDF format) will be available on the website after processing is complete and all student grades have been submitted.

VIEWING COURSE FEEDBACK REPORTS

myZou-security-approved administrative assistants can access all reports online. For paper batches, a PDF will not appear if the employee ID (EMPL_ID) and Class Number pair fail to match the information found in myZou. All instructors can view and print their own feedback reports, including the full set of student-written comments. All others must request an advanced-security role from myZou to view reports other than their own.* Instructors may view any evaluations since Fall 2014.

***To request permission to view reports of other instructors:** Caution: This person will gain access to evaluations for every instructor within all of the departments for which this person has other permissions/access. myZou, in consultation with ARC or others, might determine that granting access to an individual other than a Department Chair or Program Manager causes the least amount of security concerns possible.

1. Online course evaluation security is linked to myZou access and managed through the Registrar's office using the [myZou Security Request Form](#).
2. On the form, request "Access to Course Evaluations for *department(s) name*"
3. Obtain the signatures requested under "Authorization" on page three.
4. Scan completed forms and email to myZou@missouri.edu
5. Form will be processed and access will be available on next business day after access has been granted.