

Notes for Department Contact

Scantron Instructor Evaluation Form

1) Marking the Scantron Forms (just for your information):

In order for Learning Technologies to process the Scantron forms accurately, **students must:**

- 👍 Use either **blue** or **black** ink or a **#2 pencil**.
 - 👉 Red, green, or light ink will not be read by the machine. These forms are invalid.
- 👍 Fill each bubble completely.
 - 👉 A ✓ or ✗ mark cannot be read.
- 👍 Mark only **one bubble** per question.
 - 👉 Crossouts or marks outside of the indicated bubbles invalidate the answer, as the machine reads 2 responses. A bubble response can only be changed by cleanly erasing the discarded choice so that only one bubble is marked.

2) Completing the Cover Sheet:

- Complete one Cover Sheet for each class.** Students should evaluate only one instructor per form.
- If Section IV (Department Specific Issues) is used, **check the appropriate box** on the Cover Sheet.
- Arrange forms so that they are all in the **same orientation**.
- Check the box in the bottom left-hand corner if you would like the Scantrons returned to you via Campus Mail. Include your name & mail stop.

3) Delivering Forms to LEARNING TECHNOLOGIES:

DO NOT send through campus mail. During business hours (M-F, 9:00 a.m.-12:00, 1:00-4:00 p.m.), please hand deliver all cover sheets & completed Scantron forms to:

Learning Technologies
Kerr Hall, Room 149

4) LEARNING TECHNOLOGIES Will Send You (one month minimum turnaround):

- A Summary Report, which is a text file in comma-delimited format, containing the raw data obtained from the survey forms, as well as instructions on importing this data into an MS Excel spreadsheet for the purpose of creating reports.

5) Once you receive the Summary Report:

- Return to Learning Technologies during business hours to pick up the completed Scantron forms for review of students' written comments (or check the box on the cover sheet to have them returned via Campus Mail).

6) Questions? Please do not hesitate to contact us for more forms or if you have questions.

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