

## **ON-LINE COURSE EVALUATION EXCLUSIONS**

When the data is pulled to create the files for CourseEvalUM's on-line course evaluations, the following reasons will prevent courses from being evaluated. Updating teacher collect will not impact any of the items except for the manual designation for excluding a course (item ###) or for adding or deleting teachers (instructors, TAs) to be evaluated or changing their role.

- 1) **Term** – within the evaluation system, term refers to the term that the course ends in. The registration term is used to determine which courses will be brought in. A course that ends in the adjacent term (Fall to Winter, Spring to Summer) will be evaluated. The system brings in 1 Fall and Spring at a time and appropriate Winter/Summer courses.
- 2) **Dates of the evaluation**: Anything outside the specified evaluation dates will not be evaluated. These dates vary and will be announced via the Schedulers Report which can be found via the CourseEvalUM Help Center on the CourseEvalUM.umd.edu website.
- 3) **Individual Instruction courses** – these are not evaluated. If a course is in SIS with the wrong designation, that can lead to a course being evaluated when it shouldn't (or vice versa).
- 4) **Manual Designation** – Departments can manually change the evaluation designation for course sections or persons as follows. This designation can apply to course sections and to person to be evaluated (e.g. lead instructor, other instructor, TA). If a course has no teachers flagged to be evaluated, the course will not be evaluated.
  - a. Courses are within the term and dates
  - b. Courses are not listed as individual instruction
  - c. Designations in teacher collect
    - i. N (not evaluated)
    - ii. Y (to be evaluated)