**Quarterly Checklist of Tasks for Online Evaluation**

Make sure you know the evaluation schedule for this quarter/Summer session

Review Snapshots for data accuracy

Have department/program make corrections to Registrar’s data if necessary

Resolve any questions with EIP office

Contact instructors and T.A.s to inform them that the online evaluations are active (if necessary)

Act as point of contact for questions from instructors and students

Receive data on the Box account folder shared with EIP, and distribute and archive appropriate to the department’s policies

E-mail their instructors to keep them informed of dates and access

**C:\Program Files\Microsoft Office\MEDIA\OFFICE14\Lines\BD21307_.gif**

**Quarterly Evaluation Schedule**

**Week 4**

EIP will release Snapshots in Week 4. Please begin reviewing them as soon as you receive them for any potential issues. Please make any changes or corrections with the Registrar’s Office or EIP as soon as possible.

**Week 7**

ALL changes that affect the preparation of online evaluations MUST be made by the end of Week 7.

**Weeks 9 & 10**

The online evaluations for all regularly scheduled courses will be administered in weeks 9 and 10. **No changes to Registrar’s data will be reflected in the online evaluations once they have begun.**

**After Finals Week**

Instructors will be able to view a class section report after all grades have been turned in for that section. EIP will upload evaluation reports for each department to the Box account folder shared with the Evaluation Coordinator. The report folders will continue to have rundown, summary and individual instructor reports. The process to create reports for all departments and programs may take several weeks.