Basic Training for

1) Login with your GatorLink user ID and password at https://evaluations.ufl.edu

2) Review Sections Without Evaluations in the Reports Section for correct instructors and sections. This list is designed to help you get all of your courses and sections in order before you start adding sections to the evaluation system. Make sure to find out all the TAs now and get them added.
   a) See http://tss.it.ufl.edu/resources/tss-user-guides/uf-faculty-evaluations/managing-instructors/ for information on how to add an instructor or TA in ONE.UF so they will appear on the Sections Without Evaluations list.

3) To create evaluations select Add Sections in the Evaluation Administration Section and choose:
   a) Term, College, and Department
   b) Click Get Sections

4) Select the sections from the display that you want to have evaluated. Remember that all sections with a green checkmark ✓ in the “Should be Evaluated” column require evaluation under UF policy. All other courses may be evaluated at the discretion of the department, but are not required to be evaluated. Click Next after selecting your courses.

5) The start, stop, and available dates have been preset to match the official dates for the University of Florida. You should not change these dates unless your courses operate on a non-traditional schedule such as modular and short courses. Click Finish to add your sections to the evaluation system.

6) To add optional questions (or to modify the start, stop, or available dates) use Manage Pending Evaluations in the Evaluation Administration Section.
   a) If you need new optional questions added to the question bank, contact your College Evaluation Administrator.

7) You may need to work with the evaluations at various points after they have been set up. Following are some of the common activities and where to go to accomplish them.
   a) View Evaluations & Results in the Evaluation Administration Section
   b) Select the term, status, college, and department and then click Get Evaluations or Export Evaluations if you need an Excel list. Be aware there is a LOT more information in this Excel report than you see on the displayed report. You can ignore or delete information you do not need.
   c) Access the evaluation Details to:
      1. Display information about messages to students
      2. Delete sections set up in error
      3. Combine results from two or more sections for the same instructor
      4. Preview the evaluation form
      5. Modify dates for start, end, or make available to instructors
      6. View results—overall by section and by individual respondents in the section
8) As soon as you have completed setting up your evaluations prepare the messages that go out to the students and faculty at Manage Messages under the Evaluation Administration Section. Whenever you send a message to the students, the instructor receives a copy of the message as well. This ensures the instructors are aware of the communications with their students and will hopefully prompt the instructors to remind students through other channels to submit their evaluations. If you add sections to those to be evaluated after setting up your messages you will need to delete your messages and recreate them.

9) You should set up the entire sequence of messages for the term at this time. Notify when evaluations open (Opening message), 7–10 days later (Follow-up Notice) and 2–3 days before they close (Final Notice). You will need to adjust this schedule accordingly for the summer. Students will only receive 8 messages total from the evaluations system per semester.

10) Select the Create a new message link at the top of the page and follow the three step instructions that appear. There is also an instructional video at: http://tss.it.ufl.edu/resources/tss-user-guides/uf-faculty-evaluations/evaluation-training-videos/

11) Monitor response rate information to see how well evaluations are being completed for the courses in your department. Response rate information is found in the View All Evaluations display. You should provide this information regularly to your department chair and seek their advice regarding courses that have low response rates. The information shown is real time data.

12) There are many reports available in the GatorRater system. Most reports are found under the Reports Section. One of the best ways to learn about Reports is to “play” with them, especially before grades come out at the end of the term and faculty are coming to you asking questions about them.

13) Following is an overview of the main reports.
   a) Composite Results are the College and Departmental Means for a specific semester for questions 1–15. This information is also found on the individual course and section reports. From this view you may also request the information for students only and non-students only.
   b) Promotion and Tenure reports are specially formatted versions of the faculty evaluation data for export to Word and for use in the OPT packets.
   c) Response Rates are historical reports by college and department to help monitor improvements in response rates. REMINDER: Make sure to refresh the data with each term change by clicking Load Response Rates.

14) Further Information and Help
   a) Evaluations informational website: http://tss.it.ufl.edu/resources/tss-user-guides/uf-faculty-evaluations/
   b) Evaluations training videos are available here: http://tss.it.ufl.edu/resources/tss-user-guides/uf-faculty-evaluations/evaluation-training-videos/
   c) Listserv: http://lists.ufl.edu/cgi-bin/wa?A0=EVALUATIONS-CUSTOMER-L (listserv archives)
      1. evaluations-customer-L@lists.ufl.edu (listserv)
   d) Email: evaluations@ufl.edu
   e) Students and instructors should contact the UF Help desk for assistance.