

At the same time as students in a course receive an invitation to complete the CES survey instructors also receive an email with an embedded link allowing them to view their CES dashboard and response rates as often as they wish during the evaluation period.

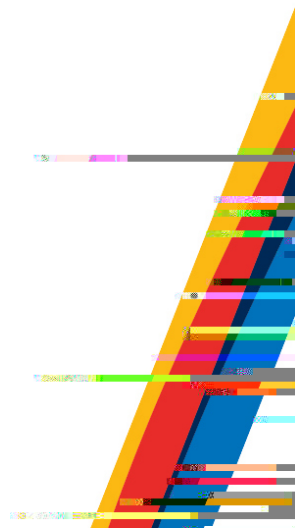
5. What do the system generated emails to instructors and students look like?

[Sample of CES Online Instructor Email](#)

[Sample of CES Online Student Email](#)

6. How will instructors and chairs/directors/deans receive the results?

All individual instructors will receive an email inviting them to reviewruBD.3ru)26.3)19 (v)-5.6 (o)-63r)11.1 tsBD.3ru)(e



instructors in each term but if no grades are assigned to the first half there will not be a CES report. It may be helpful to contact ces.uvic.ca for assistance as it is possible to exempt the first half of these particular courses.

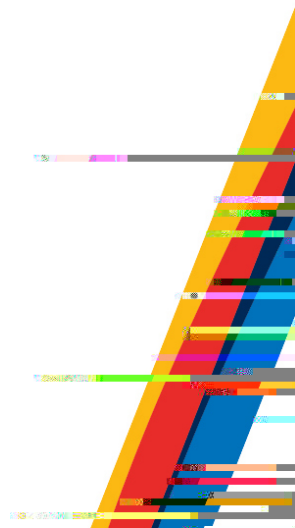
Data management, confidentiality and security questions

1. How will the instructors as well as the chairs/directors/deans get their results?

Instructors will receive a direct invite to view their reports. An invitation to view the chairs/directors/deans versions of reports will be emailed to the CES Admin listserv 4-6 weeks after the final day of classes.

2. Where can reports be accessed by Instructors and their chairs/directors and deans?

Instructor reports can be accessed at any time by going to your [CES dashboard](#) and signing in using



7. Are student responses confidential?

Yes. Instructors receive only summary reports with the written statements and only after grades have been submitted. The summary reports do not include any identifying student information. Even in small classes there will no longer be hand written comments. In this sense students can have greater confidence that their answers are confidential since their handwriting can no longer be recognized.

From a purely technical perspective, the CES system does maintain a linkage within the survey database, which enables automatic inclusion/exclusion of responses based on course enrolment. But because we do not have any people handling individual student surveys, the survey results are effectively anonymous. That is, no instructors, deans, chairs or departmental academic staff have the ability to access individual student surveys. A small number of Systems administrators do theoretically have the ability to access individual student surveys. However this is strictly forbidden, just as it is forbidden for them to view any confidential information with which they are entrusted. Employees in these roles are entrusted with a wide variety of highly confidential information at UVic such as personnel records. These employees sign a confidentiality agreement with the university before being hired.

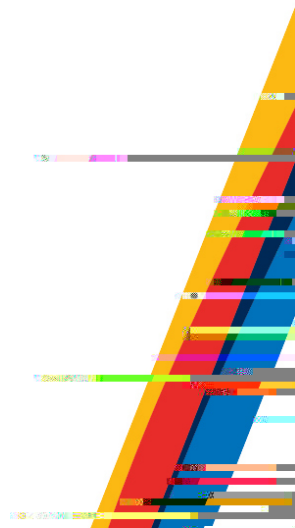
What is my role as a CES liaison and how can I help my academic unit transition successfully?

1. As a CES liaison and an administrative assistant in my academic unit what should I be doing?

Admin assistants have historically played an enormous role in making CES work. We recognize this and hope that your role will be less onerous in future. In this important period of transition could you please check all your instructors:

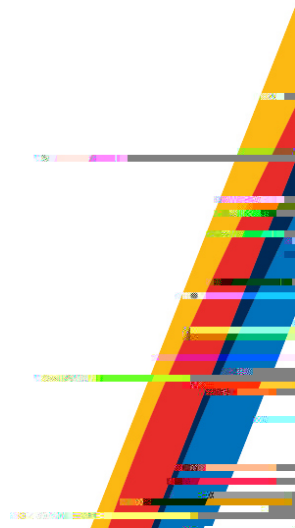
- and your course information are accurate in Banner
- have NetLink IDs and emails
- have access to the suggested statement for their syllabus/course outline
- have reviewed the tip sheet for keeping response rates high

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Trouble shooting and unusual circumstances

1. How do instructors and students get into the system? Do they need a NetLink ID?

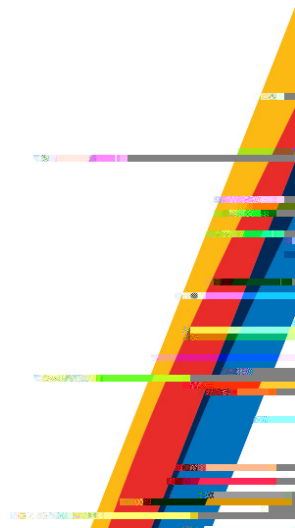


students only have to complete the course information once, but they receive questions for each of the instructors they had teaching them.

7. What happens if an undergrad and grad course are being taught together?

They will have two CRNs and will be evaluated as two courses.

8. What will happen with team taught/cross listed courses? Right now one department takes responsibility. Which d



Sample CES Online Form and Report:

[Sample CES Student Online Form](#)

[Sample CES Instructor Report](#)

2. How should CES results be used for merit/tenure decisions?

It is inappropriate to base any personnel decisions solely on CES results. Ranking colleagues by CES scores is totally inappropriate since it does not take into consideration context, level, and other important sources of data. For more information and best practices please refer to [Using the New Course Experience Survey to Assess and Improve Teaching at UVic: A manual of best practices](#) and [Teaching Assessment Guidelines](#)

