**MyCourse Quick-Start Guide for MU Instructors**

**Introducing MyCourse**
MyCourse is MU software that will allow departments and/or individual faculty members to conduct final course-evaluations. It allows anonymous student input on standard or custom-created surveys. Each student in your course is only allowed to complete the survey one time. Survey results are automatically compiled and viewable via the web – plus the data is downloadable to keep long-term.

**Why should we use MyCourse?** Departments or instructors may choose to use this online evaluation system, instead of a paper version, because:
- Departments are able to easily deploy evaluation templates for current courses and automatically view compiled data (for individual courses or aggregated for the department if centrally administered).
- Online deployment provides a consistency of surveys, as well as approach to evaluation, across the curriculum.
- Students have a greater sense of anonymity when typing subjective comments rather than writing by hand.
- Research indicates that students provide more and longer responses online.
- Students complete an online evaluation outside of class, freeing up valuable class time.

**How do I start?**
If you are currently listed within MyZou as teaching a course,
1. **Check with your department** to see if a final-evaluation coordinator has been assigned to submit evaluations on your behalf for all departmental courses.
2. **Login** at [http://mycourse.missouri.edu](http://mycourse.missouri.edu) by entering your Pawprint ID and Password; click the *Submit* button. This will take you to your own *Course List* page that details all your courses and the status of any evaluations.
3. If individual faculty, rather than a coordinator, will be sending final evaluations, decide whether to either send a template-based evaluation or to create a custom evaluation. The following will provide easy steps for sending a template-based survey.

**How do I send a template-based evaluation?**
**Course List Page**
1. Select the course to evaluate by scrolling down to the course list at the bottom of the page. If you have several courses, it may be faster to use the *Search-for-a-Course* drop-down menu and click the *Search* button.
2. Click on the link *Add Evaluation* that appears next to the course information.
3. From the chart of *Shared Templates*, find the template evaluations that are approved by your department. Select the one that is appropriate for your course.
4. When the “do-you-wish-to-continue” box appears, click *OK*.

**Evaluation Page**
5. To change the title of the evaluation, enter a new title in the box and click the *Change Title* button.
6. Review your evaluation. Note: The first three questions listed are required for every MU final evaluation. To add more questions to the template evaluation, click the *Add Question* button at the bottom of the survey.
7. Scroll to the bottom of the page and click the *Deploy* button.
Note: If at any time during the process you get interrupted, wish to wait to finish your survey, or want to delete the survey (before deployment), you may return at any time to the Course List page where you will see the evaluation listed. At the far right of the Evaluation information will be links to let you continue to Edit, Deploy, or Delete.

Evaluation and Deployment Details Page

8. Click on the date-selector calendars to choose
   1) A date to begin deployment
   2) The evaluation closing date.

Note: Evaluations will automatically be sent 24 hours after your deployment date.

9. Click on Save.

10. OPTIONAL: If you wish to send the same final evaluation to additional classes
    - Select the link Add Classes To Group – this will expand your page to show all your current courses.
    - Click the appropriate check box to select the courses you wish to receive the same evaluation. Note: If you wish to send the evaluation to all courses, you may use the Add All check box in the chart header.
    - Click the Save button at the bottom of the page.

11. OPTIONAL: If you wish to send the same final evaluation to additional, individual students
    - Click on the course title under the section Classes In This Group. A new window will appear that provides a list of the students enrolled.
    - Enter the email addresses (separated by ;) of individual students you wish to add for this final evaluation.
    - Click on the Add button and then close the window.

Send Invitations to Students Page

12. OPTIONAL: If you wish to send the evaluation invitations immediately (unless you have 500 or more invitations),
    - Click Send Invitations.
    - When the do-you-want-to-send box pops up, click OK.

Course List Page

You may check on the status of your evaluations by returning to the Course List page (listed on the left navigation bar).

How do I encourage student participation?

- Prepare your students – encourage them to watch for the evaluation email and complete the survey as soon as possible.
- Explain why you are using online evaluations and how the feedback is anonymous. Let them know that the feedback is not released for the instructor’s view until after grades are submitted.

How do I view the results for a MyCourse evaluation?

To access your survey results, follow these simple steps:

1. Log into MyCourse with your Pawprint ID and Password at http://mycourse.missouri.edu
2. On the Course List page find your evaluation with the notation Evaluation Closed. Click the Results link at the right of the course and instructor information.
3. On the Results page, MyCourse presents you with a graphical summary of the survey results for the objective questions. Answers to the subjective questions will be displayed in a listed summary.
4. From the Results page you also have the option of downloading those results to a spreadsheet. Once downloaded, you may choose to do your own more sophisticated data analysis, if desired.
5. Besides saving data to a spreadsheet, survey results may also be used for your teaching portfolios by printing or saving the page on your hard drive as an HTML document or a PDF document (if you have PDF writer software).