



BROWN

Brown University Course Feedback System: Quick Guide

Common Questions

What survey instrument is used?	The Brown University Course Feedback Form with the option to add up to 10 questions from item banks and/or custom questions. See: brown.edu/go/coursefeedbackform
What technology platforms are used?	EvaluationKit linked to Banner course data through Canvas (regardless of whether instructor is using Canvas).
What are projects?	Each term, student course feedback is collected in a EvaluationKit project (e.g. Fall 2019 Course Feedback Project)
Who can add custom questions?	Department administrators and instructors can add custom question surveys to specific course sections or all sections.
Why must correct Brown usernames be used in course information?	Username in EvaluationKit enable instructors and TAs to log in with Brown credentials. Usernames also connect reports to individuals across terms. The correct format is “ username@brown.edu ”. Despite the similar form, this is not the same as a person’s Brown email address.
When are course feedback results available?	Directly accessible by Instructors, TAs, Chairs, and Academic Program Managers in EvaluationKit three days after course feedback period ends.

Timeline for Verification, Customization, and Reporting

1. Look for email notification that the customization period has begun (For semesters, approximately 4 weeks before last week of classes).
2. Verify that courses, instructors, and teaching assistants are correctly included in EvaluationKit before customization period ends (10 business days before surveys open).
3. **[Optional]** Create and attach a custom question survey to the main survey for some or all courses connected to your user account (During customization).
4. View reports at end of feedback period (3 days after grades due).



Key action items to verify course information

1. When customization period begins, login to EvaluationKit
 - You will receive an email with a personalized login link or go to: <https://brown.evaluationkit.com>
2. Dept. administrators confirm courses and instructors are accurately listed
 - Excluded: Independent Studies/Directed Research, courses with only 1 student
3. Instructors confirm that teaching assistants are appropriately assigned
 - Include TA when students worked with a specific TA(s) consistently (e.g., in recitations, laboratories, office hours)
 - If students did not work with specific TA(s), consider optional questions about experience with TAs generally (see “When Students NOT Assigned to a Specific TA” Item Bank).

If course related data are incorrect...

STEP 1: Check the course related data in Banner and submit any corrections to your course management contact in the Registrar's Office.

STEP 2: Correct data in EvaluationKit. Currently, there is no syncing to capture Banner updates.

Course is missing	Check that course is not one of the excluded courses: Independent Studies, Directed Research, and courses with only a single enrolled student. If the course still needs to be added: email course_feedback@brown.edu with course details from Banner.
Course needs to be removed	This is unlikely. Most likely instances are additional course evaluations created for recitations or laboratory sections. Chair should request removal by emailing course_feedback@brown.edu
Instructor/TA is missing	In EvaluationKit, use “Manage Courses” to add [“enroll”] the user into the instructor or TA role for the specific course. Only users with Administrator roles can add instructors and TAs.
Instructor/TA needs to be removed	In EvaluationKit, use the “manage courses” feature to remove the user from the instructor or TA role for the specific course. Only users with Administrator roles can remove instructors and TAs.

Key Resources and Help

→ Main Information Website: brown.edu/go/coursefeedbackform or use QR code:

Contains: Overview, Dates, Links to PDFs of the Brown University Course Feedback Form and Optional Item Banks

→ Request Administrator Role for people serving as Chairs, Dept. Managers or Deans

Submit a new ticket using the Access Request Form on CIS IT Service Center website. Detailed information: <https://it.brown.edu/get-help/accounts-and-access>

→ Where to direct questions?

- ◆ Faculty, staff, and administrators email: course_feedback@brown.edu
- ◆ Students contact IT Service Center: help@brown.edu

