

## What Students See in Course Response

The following pages show examples of what students see when they are asked to complete ratings of each of their courses.

### Initial invitation to complete course evaluations

This is an example of the text in the initial email students receive inviting them to complete the course evaluations.

Subject: Invitation to Complete Your Course Evaluations

Your feedback is important to Kennesaw State University because it will enhance the value of your degree by helping faculty in the design and delivery of courses.

Your feedback will be collected via an online evaluation. The evaluation is available now and will be available until April 30 at 11:59 PM (US/Eastern).

Please note that your responses are completely anonymous. Even though you need to login to the system, no identifying information is ever directly connected to the feedback you submit. Digital Measures, an independent company, is responsible for collecting and reporting the results. Please note that your responses will only be made available to your instructor after the grade submission deadline, on May 11.

We have made it as convenient as possible for you. You only need to click on the web address below and then enter your NetID and password.

To begin, go to:

<https://www.digitalmeasures.com/login/kennesaw/student>

Thank you for taking the time to give your feedback and helping us improve your educational experience.

Sincerely,

The Digital Measures Team  
digitalmeasures@kennesaw.edu  
Kennesaw State University

The logo for Digital Measures, featuring three small squares to the left of the text "Digital Measures".

Each student also can link to the Digital Measures login from the Campus Bookmarks that appear on the home page in Desire2Learn (KSU's course management system). This link takes students to a site (see page 3) where they must login using NetID and password.

### Campus Bookmarks

[KSU Library](#)  
[Course Evaluations for Students](#)  
[Course Evaluations for Faculty](#)  
[New Campus ID Card for Fall 2013](#)  
[GALILEO Password until 5/20/14: salty](#)

## Sample Email Reminder to Students

This is an example of the email reminder students receive once every three days during an open review period (student Net ID redacted). Each student receives reminders until either the student has completed reviews of all courses or the review period ends.

From: **Kennesaw State University** <[digitalmeasures@kennesaw.edu](mailto:digitalmeasures@kennesaw.edu)>  
Date: Thu, Apr 19, 2012 at 9:49 AM  
Subject: Reminder to Complete Your Course Evaluations  
To: "[REDACTED]@students.kennesaw.edu" <[REDACTED]@students.kennesaw.edu>

As of today's date, you have not yet submitted your Kennesaw State University course evaluations.

Your feedback is important to Kennesaw State University because it will enhance the value of your degree by helping faculty in the design and delivery of courses.

Your feedback will be collected via an online evaluation. The evaluation is available now and will be available until April 30, 2012 at 11:59 PM (US/Eastern). Results will be made available to faculty on May 11, 2012 at 8:00 AM, after the grade submission deadline.

Please note that your responses are completely anonymous. Even though you need to login to the system, no identifying information is ever directly connected to the feedback you submit. Digital Measures, an independent company, is responsible for collecting and reporting the results.

We have made it as convenient as possible for you. You only need to click on the web address below and then enter your NetID and password.


To begin, go to:  
<https://www.digitalmeasures.com/login/kennesaw/student>

Thank you for taking the time to give your feedback and helping us improve your educational experience.


Sincerely,

The Digital Measures Team  
[digitalmeasures@kennesaw.edu](mailto:digitalmeasures@kennesaw.edu)  
Kennesaw State University

Login page: <https://www.digitalmeasures.com/login/kennesaw/student>



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Please Login

▶ NetID

▶ Password

[Questions/Comments?](#) | [Request Your Password](#)

Each student logs into DM using NetID and password. The student then sees a Welcome page (see below) that includes the courses in which they are registered.

## Welcome page (Lists all of the student's courses)

Note: Section numbers and instructor names were redacted



▶ My Course Feedback

- ▶ Contact Our Helpdesk
- ▶ Privacy Statement
- ▶ Logoff

**Welcome, KSU Student.** Friday, April 20, 2012

Below is a list of your courses for the current term. Click the title of a course to provide your feedback.

Your Courses	Status	Closing Date and Time
▶ <a href="#">Course Evaluation</a> COM 1109, Section [REDACTED] Human Communication [REDACTED]	Incomplete	Apr 30 @ 11:59PM CDT
▶ <a href="#">Course Evaluation</a> HIST 1110, Section [REDACTED] Introduction World History [REDACTED]	Incomplete	Apr 30 @ 11:59PM CDT
▶ <a href="#">Course Evaluation</a> MATH 1111, Section [REDACTED] College Algebra [REDACTED]	Incomplete	Apr 30 @ 11:59PM CDT
▶ <a href="#">Course Evaluation</a> POLS 1101, Section [REDACTED] American Government [REDACTED]	Incomplete	Apr 30 @ 11:59PM CDT

This is how the KSU GENERAL form appears to students. This form includes all of the university-wide items as approved by KSU's Faculty Senate beginning in Spring 2012.

The section number and name of faculty member were redacted.

Students have the option to decline to fill out a review of any course. When faculty generate reports via "View Respondents," the students who decline are included in the tallies for "Total Instruments" and "Responses" but are excluded from the tally for "Instruments filled out".

## Course Evaluation

### MATH 1111, Section [REDACTED] College Algebra

You can only submit this once.

Please confirm...

1. That your responses are for the course number displayed at the top of the page.
2. That you filled in your responses properly. For example, if there are questions that use "scales" (such as one to five) for their answers, confirm that you filled in the scale properly.

KSU faculty value student feedback about the course, their teaching, and course materials, which can be used to improve teaching and learning. Please take as long as you need to answer the questions listed below.

	4: Strongly Agree	3: Agree	2: Disagree	1: Strongly Disagree	No Response
Overall the content of this course contributed to my knowledge and intellectual skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on the course content.

#### Instructor

Instructor

Hippchen, Thomas A: thippche

	4: Strongly Agree	3: Agree	2: Disagree	1: Strongly Disagree	No Response
The instructor was effective in helping me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on the instructor's strengths.

Please comment on ways the instructor might improve.

I decline to fill this out.

You can only submit this once.

Please confirm...

1. That your responses are for the course number displayed at the top of the page.
2. That you filled in your responses properly. For example, if there are questions that use "scales" (such as one to five) for their answers, confirm that you filled in the scale properly.

**SUBMIT**

## Course Evaluation

### POLS 1101, Section [REDACTED] American Government

You can only submit this once.

Please confirm...

1. That your responses are for the course number displayed at the top of the page.
2. That you filled in your responses properly. For example, if there are questions that use "scales" (such as one to five) for their answers, confirm that you filled in the scale properly.

At Kennesaw State University, student feedback is an important part of the process of evaluating faculty. The feedback provides the faculty with useful information for assessing and improving their teaching effectiveness. Please respond to the statements below about your instructor:

	4: Strongly Agree	3: Agree	2: Disagree	1: Strongly Disagree	Do Not Know
The instructor is knowledgeable about the course material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor has an effective style of presentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor is available for consultation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor challenges me to think.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor treats students with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor makes course objectives clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor effectively uses technology to facilitate learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4: Strongly Agree	3: Agree	2: Disagree	1: Strongly Disagree	Do Not Know
The instructor is enthusiastic about teaching the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor provides useful feedback on student work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor provides timely feedback on student work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor is prepared for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor facilitates discussion related to course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor clearly explains the grading system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor responds appropriately when differing viewpoints are expressed in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4: Strongly Agree	3: Agree	2: Disagree	1: Strongly Disagree	No Response
Overall the content of this course contributed to my knowledge and intellectual skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on the course content.

Instructor

Instructor

Swint, Kerwin C: kswint

4: Strongly Agree 3: Agree 2: Disagree 1: Strongly Disagree No Response

The instructor was effective in helping me learn.

Please comment on the instructor's strengths.

Please comment on ways the instructor might improve.

I decline to fill this out.

You can only submit this once.

Please confirm...

1. That your responses are for the course number displayed at the top of the page.
2. That you filled in your responses properly. For example, if there are questions that use "scales" (such as one to five) for their answers, confirm that you filled in the scale properly.

SUBMIT

This page shows an example of the HSS form, which includes items in addition to the university-wide items. The boxes below illustrate what happens as a student enters comments into the open-ended fields; students may type comments beyond the size of each box.

Each blank comment box includes a marking in the bottom right area that is a standard way of indicating that the box will expand as students continue to write.

Each blank comment box includes a marking in the bottom right area that is a standard way of indicating that the box will expand as students continue to write. The up-and-down arrows

appear as soon as a student enters a response larger than the size of the window. Students can then scroll up or down to view and edit their responses. I was able to repeat this response 20

times and could still enter more if I chose to do so.

Each blank comment box includes a marking in the



## Contact Our Helpdesk

Students may email KSU's Digital Measures Implementation Team with any questions or comments they have.



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**DigitalMeasures**

### My Course Feedback

Contact Our Helpdesk

Privacy Statement

Logoff

Welcome, KSU Student.

Friday, April 20, 2012

The form below will open a helpdesk inquiry with Digital Measures to resolve any questions, comments, or problems that you have. Please complete the fields below. Entering more information than less is always preferable and will allow us to provide more detailed assistance to you. Digital Measures answers all inquiries submitted through this page within one business day.

### Contact Our Helpdesk

Your Contact Information

Name   
E-mail Address

I want to remain anonymous  
*Note: If you need a response, do not select this option*

Feedback

## Privacy Statement

This is the privacy statement students receive if they click on the link at left.



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**DigitalMeasures**

### My Course Feedback

- [▶ Contact Our Helpdesk](#)
- [▶ Privacy Statement](#)
- [▶ Logoff](#)

Welcome, KSU Student.

Friday, April 20, 2012

### Digital Measures Protects Your Privacy

Although moving processes in higher education to a digital format offers many advantages, it also opens the door to challenges such as privacy and security. Digital Measures completely acknowledges this and understands that these challenges must be met with no exceptions.

With Digital Measures, you can be assured that the following conditions will be met:

- Information exchanged between your computer and our servers are always transferred over an encrypted connection to prevent unauthorized exposure.
- Digital Measures' servers are in a datacenter that has these features:
  - Locked, caged server room protected by armed security guards who are present at all times
  - Servers are firewalled and located behind an intrusion detection system
  - Redundant fire suppression and climate control systems
  - Redundant power and Internet connections
- Secure nightly backups to five geographically-dispersed locations
- Digital Measures is compliant with the Family Educational Rights and Privacy Act (FERPA) and Section 508 of the Rehabilitation Act
- Digital Measures is registered and has certified with the United States Department of Commerce as compliant with the Safe Harbor Principles in effect between the European Union and the US
- Your personal information will never be released, sold or shared by Digital Measures with parties other than your academic institution and parties that we use to provide the technical services that we do. When we must share data with these parties, we establish legally-binding confidentiality agreements and non-disclosure agreements to protect the shared data.

Many steps have been taken to protect your data and personal identity in every component of our solutions. We hope you enjoy your experience with our system!

-Digital Measures