



Guide to Digital evaluation in Blackboard – Setup and publish

WELCOME TO BLACKBOARD AT AARHUS UNIVERSITY

As a student or staff at Arts, Health and Science & Technology, Blackboard is your Learning Management System (LMS) at Aarhus University.

Here you can access support and information for all your learning and teaching activities.

To find more information about logging in or to get help with password problems, please look under "Need help" at the right.

LOG IN HERE

You are not logged in
Please click the button below to login with [WAYF](#).

LOGIN

NYT I BLACKBOARD/ NEWS IN BLACKBOARD

🇩🇰 A new module has been implemented. When logged in, you will see "My AU Courses" in the upper left corner. It is a semester sorted list of all courses you are enrolled in this semester and the ones you have been enrolled in the previous semesters (since Spring 2015). For further information click [here](#) (in Danish)

🇩🇰 Vi har implementeret et nyt modul. Når du logger ind vil du i øverste venstre hjørne se "My AU Courses", som er en semester sorteret list over de kurser du er tilmeldt eller tidligere kurser du har deltaget på (siden foråret 2015). For yderligere information klik [her](#)

BLACKBOARD SUPPORT

[Do you need support?/Brug for support?](#)

OPERATING STATUS/DRIFTSTATUS

[Problems with the system?/Problemer med systemet?](#)

1: Start by going to www.bb.au.dk and click on login



WAYF.AU.DK English

WAYF
LOGIN TIL AU'S TJENESTER

Indtast brugernavn og adgangskode

En web-tjeneste har hørt om, at du tilkendegiver dig. Indtast venligst brugernavn adgangskode.

Brugernavn

Adgangskode

LOGIN

Hjælp! Jeg har glemt min adgangskode

Din identitet er den samme som på AU's selvbetjening, mit.au.dk.

Dit brugernavn er dit danske CPR-nummer eller dit AU-studienummer eller en e-post adresse, kendt af AU.

Din adgangskode er den, du har på AU's selvbetjening, mit.au.dk.

Læs mere om [WAYF på AU](#).

> [Glemst adgangskode?](#)

> [Registrér ny bruger](#)

HENVENDELSE OM DENNE SIDES INDHOLD
REVJDERET 11.07.2014

Aarhus Universitet
Nordre Ringgade 1
8000 Aarhus C

E-mail: au@au.dk
Tlf: 8715 0000
Fax: 8715 0201

CVR-nr: 31119103
EAN-numre: www.au.dk/eannumre

AU på sociale medier
[Facebook](#)
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2: Type your login info (WAYF login)



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3: Click on "COURSES" in the top menu



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The screenshot shows the Blackboard interface for a user named Peter Thuborg. The top navigation bar includes 'MY INSTITUTION', 'COURSES', 'COMMUNITY', 'CONTENT COLLECTION', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEM ADMIN'. The main content area is divided into two sections: 'COURSE LIST' and 'COURSE CATALOGUE'. The 'COURSE LIST' section is circled in yellow and contains the following information:

COURSE LIST	
Courses where you are: Instructor	
E16-Almen didaktik-Aarhus / hold 2-AARHUS[161142U001]	Instructor: Peter Thuborg;
E16-Didaktisk teori og refleksion-Emdrup - Hold 3-EMDRUP[172141U005]	Instructor: Peter Thuborg;
E16-Psykologiske perspektiver på læring og tilblivelse - Niveau I-Labhold 1, Aarh-AARHUS[170142U001]	Instructor: Peter Thuborg;

The 'COURSE CATALOGUE' section has a button labeled 'Browse Course Catalogue'.

4: Click on the course you would like to evaluate



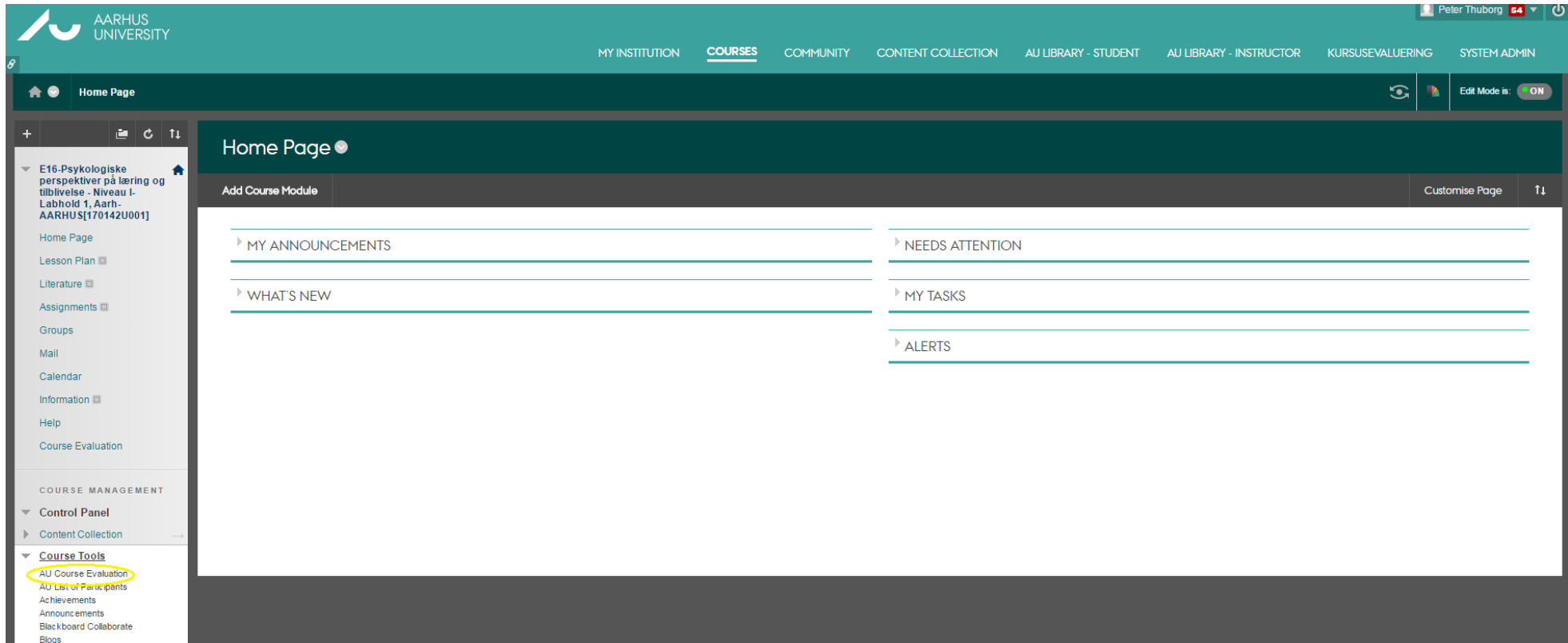
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The screenshot shows the Blackboard Home Page for a course. The top navigation bar includes 'MY INSTITUTION', 'COURSES', 'COMMUNITY', 'CONTENT COLLECTION', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEM ADMIN'. The user's name 'Peter Thuborg' is in the top right. The main content area is titled 'Home Page' and contains sections for 'MY ANNOUNCEMENTS', 'WHAT'S NEW', 'NEEDS ATTENTION', 'MY TASKS', and 'ALERTS'. A left-hand navigation menu is visible, with 'Course Tools' highlighted in a yellow circle under the 'COURSE MANAGEMENT' section. A 'Quick Unenrol' button is at the bottom left of the menu.

5: To find the evaluation tool, click on "Course Tools" in the left menu



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6: Below "Course Tools" several new options will appear. Click on "AU Course Evaluation" and you will get to the evaluation tool



List of evaluation templates
List of the evaluation templates associated with the term which this course is a part of.

Update Data Course Key

Evaluation name	Status			
Efterår 2017	Unpublished	Preview	Edit	Publish

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

7: Here you will see three buttons. “Preview” will let you see the questionnaire as the students will see it. “Publish” is where you release the questionnaire to the students. Now click on “Edit” to see the questions currently in the questionnaire and add new ones.



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The screenshot shows the Blackboard course evaluation interface. At the top, the Aarhus University logo and name are visible. The navigation bar includes links for MY INSTITUTION, COURSES, COMMUNITY, CONTENT COLLECTION, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN. The user's name, Peter Thuborg, and a status indicator (55) are in the top right. Below the navigation bar, the course name "E17-Logik og argumentationsteori- INSTR 2-[115171U001]" is displayed. The main content area is titled "List of the questions that are currently in your evaluation" and includes a sub-header "Evaluation: Efterår 2017". A table lists five questions with columns for Tag, Type, Comments Allowed, Question (in Danish), and Question (in English). The "Add Questions" button in the left sidebar is circled in yellow. The interface also shows a "Publish Evaluation" button and a pagination control at the bottom right.

Tag	Type	Comments Allowed	Question (in Danish)	Question (in English)
AU-01	5-Point Scale	No	Jeg vurderer det samlede udbytte af undervisningsforløbet som	I rate the overall outcome of the course as
AU-02	5-Point Scale	No	Der har i undervisningsforløbet været gode muligheder for at få tilbagemelding/vejledning vedrørende mine faglige præstationer.	During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.
AU-03	5-Point Scale	No	Jeg har kunnet få faglig hjælp og støtte fra mine medstuderende til undervisningsforløbet.	I have been able to get academic help and support from my fellow students in relation to the course.
AR-033	5-Point Scale	Yes	Der er sammenhæng mellem undervisningsformen og eksamensformen	There is a good alignment between the teaching and the exam form
AR-023	5-Point Scale	Yes	De fysiske rammer for undervisningen har været frugtbare for læringsudbyttet	The physical context for the teaching helped to ensure the learning outcome

8: On the screen you will now see all the questions, that have been added to your questionnaire by default. The questions are obligatory and cannot be removed (shared AU questions, Study Board questions and maybe questions from the Uddannelsesnævn). To add more questions, hold your mouse over “Add Questions” in the left corner.



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The screenshot shows the Blackboard interface for course evaluation. The top navigation bar includes 'MY INSTITUTION', 'COURSES', 'COMMUNITY', 'CONTENT COLLECTION', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEM ADMIN'. The user is identified as Peter Thuborg. The main content area is titled 'List of the questions that are currently in your evaluation' and includes a 'Publish Evaluation' button. A dropdown menu for 'Add Questions' is open, highlighting three options: 'From common question pool', 'From personal question pool', and 'From other course'. Below the dropdown is a table of existing questions.

				Question (in Danish)	Question (in English)
AU-01	5-Point Scale	No		Jeg vurderer det samlede udbytte af undervisningsforløbet som	I rate the overall outcome of the course as
AU-02	5-Point Scale	No		Der har i undervisningsforløbet været gode muligheder for at få tilbagemelding/vejledning vedrørende mine faglige præstationer.	During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.
AU-03	5-Point Scale	No		Jeg har kunnet få faglig hjælp og støtte fra mine medstuderende til undervisningsforløbet.	I have been able to get academic help and support from my fellow students in relation to the course.
AR-033	5-Point Scale	Yes		Der er sammenhæng mellem undervisningsformen og eksamensformen	There is a good alignment between the teaching and the exam form
AR-023	5-Point Scale	Yes		De fysiske rammer for undervisningen har været frugtbare for læringsudbyttet	The physical context for the teaching helped to ensure the learning outcome

9: You now have three options: "From other course" lets you copy all questions from an earlier course evaluation. "From personal question pool" will let you formulate your own question or use a question you have formulated earlier. "From common question pool" will let you add commonly used questions. In this guide we use "From common question pool", so click on that.



AARHUS UNIVERSITY

MY INSTITUTION COURSES COMMUNITY CONTENT COLLECTION AU LIBRARY - INSTRUCTOR KURSUSEVALUERING SYSTEM ADMIN

Peter Thuborg 55

Edit Mode is: ON ?

Select Question to Add

If you click 'Show All', you will have the option to search and filter the entire table. Note that the search is case sensitive.

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Add Question (select answer options)		Tag	Type	Spørgsmål (dansk)	Spørgsmål (engelsk)
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-004	5-Point Scale	Der er passende fysiske rammer om kurset	The physical framework for the course/module is adequate
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-027	5-Point Scale	Jeg modtog faglig feedback i løbet af kurset	I received academic feedback during the course/module
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-IDR-006	5-Point Scale	Underviserne brugte de elektroniske læringsplatforme i et passende omfang under kurset/modulet	Teaching staff used the electronic learning platforms to an adequate extent during the course/module
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-023	Either/Or	Hvad mener du om antallet af undervisningstimer?	What do you think of the number of lessons at this course/module?
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-025	Either/Or	Hvad mener du om antallet af holdtimer?	What do you think about the number of class-based lessons at this course/module?
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-009	5-Point Scale	Hvor meget af undervisningen deltog du i?	To which extent did you participate in the course/module?
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-012	5-Point Scale	Den feedback og den viden jeg fik fra diskussionerne, forbedrede den måde, jeg lærer og arbejder på	The feedback and knowledge I got through discussions improved the way I learn and work
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-018	5-Point Scale	Mit udbytte af symposierne var stort	My outcome of the symposia was profound
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-019	5-Point Scale	Mit udbytte af de online læringsaktiviteter var stort	My outcome of the online learning activities was profound
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-020	5-Point Scale	Mit udbytte af øvelserne var stort	My outcome of the exercises was profound
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-005	5-Point Scale	Hvor meget tid havde du i forhold til pensums størrelse?	How much time did you have when considering the extent of the syllabus?
<input type="checkbox"/> Only scale	<input type="checkbox"/> Scale and comments	HE-SUP-008	5-Point Scale	Undervisningen var relateret til praksis	The teaching was related to practice

10: Here you will see all the questions in the common shared question pool. These are the questions you are able to add to your questionnaire. To see all the question from Arts, click on “Tag” in the grey bar on the top. This will sort all the questions so the questions from School of Arts are on top.



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Peter Thuborg 55

MY INSTITUTION COURSES COMMUNITY CONTENT COLLECTION AU LIBRARY - INSTRUCTOR KURSUSEVALUERING SYSTEM ADMIN

Edit Mode is: ON

Select Question to Add

If you click 'Show All', you will have the option to search and filter the entire table. Note that the search is case sensitive.

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Add Question (select answer options)	Tag	Type	Spørgsmål (dansk)	Spørgsmål (engelsk)
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-001	5-Point Scale	Undervisningsforløbet har styrket min faglighed	The course strengthened my expertise in this subject area
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-002	5-Point Scale	Undervisningsforløbet har givet mig de kompetencer, der er beskrevet i studieordningen	The course provided me with the competences described in the academic regulations
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-003	5-Point Scale	Undervisningsforløbet har bidraget til at forbedre mine færdigheder i at håndtere problemstillinger inden for fagområdet	The course helped to improve my ability to handle issues within the subject area
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-004	5-Point Scale	Der var god overensstemmelse mellem undervisningsaktiviteterne og undervisningsens mål	The teaching activities matched the goals of the teaching
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-005	5-Point Scale	Der var sammenhæng mellem undervisningens indhold og undervisningsmetoderne	The content of the teaching matched the teaching methods
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-006	5-Point Scale	Forelæsninger har bidraget positivt til læringsudbyttet	The lectures made a positive contribution to the learning outcome
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-007	5-Point Scale	Oplæg, dialog og diskussion og har bidraget positivt til læringsudbyttet	Presentations, debates and discussions made a positive contribution to the learning outcome
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-008	5-Point Scale	Det lærerstyrede gruppearbejde har bidraget positivt til læringsudbyttet	The group sessions directed by the teacher made a positive contribution to the learning outcome
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-009	5-Point Scale	Anvendelsen af Blackboard virkede understøttende for undervisningsafviklingen	The use of Blackboard supported the teaching activities
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-010	5-Point Scale	De valgte IT-baserede læringsplatforme var frugtbar for læringsudbyttet	The IT platforms chosen to support the teaching helped to ensure the learning outcome
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-011	5-Point Scale	Det har bidraget markant til læringsudbyttet, at der blev nedsat læsegrupper	The study groups made a substantial contribution to the learning outcome
<input type="radio"/> Only scale <input type="radio"/> Scale and comments	AR-012	5-Point	Læringsmål og forventninger var klart formuleret	The teaching goals and expectations were expressed clearly

11: For each question you have two ways of inserting it into your questionnaire. “Only scale” will insert it with an answer scale and “Scale and comments” will give the students the opportunity give a comment alongside their answer on the scale (if comments are allowed). The questions will be added to your questionnaire in the order you pick them.



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- Achievements
- Announcements
- Blackboard Collaborate
- Blogs
- Contacts
- Course Calendar
- Course Gallery
- Course Messages
- Course Portfolios
- Date Management
- Discussion Board
- Glossary
- Goal Performance
- Journals
- Mobile Compatible Test List
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys and Pools
- Wikis

► Evaluation

► Grade Centre

► Users and Groups

► Customisation

► Packages and Utilities

► Help

✖ Quick Unenrol

			Scale			
allowed)						
	Add Question	Add Question (comments)	AR-014	5-Point Scale	Kursusmaterialet gav god mening i forhold til det, vi skulle lære	The course material made sense in terms of what we were supposed to learn
allowed)						
	Add Question	Add Question (comments)	AR-015	5-Point Scale	Den anvendte litteratur var for svær at forstå	The chosen texts were too difficult
allowed)						
	Add Question	Add Question (comments)	AR-016	5-Point Scale	Den anvendte litteratur var for let	The chosen texts were too easy
allowed)						
	Add Question	Add Question (comments)	AR-017	5-Point Scale	Undervisningsforløbet krævede for megen forberedelse i forhold til dets ECTS-vægtning	The course demanded too much preparation in relation to the ECTS credits awarded
allowed)						
	Add Question	Add Question (comments)	AR-019	5-Point Scale	Der var en god balance mellem holdundervisning, kollektiv vejledning og individuel vejledning	There was a good balance between the classroom teaching, collective supervision and individual supervision
allowed)						
	Add Question	Add Question (comments)	AR-020	5-Point Scale	Der var god og respektfuld kontakt mellem underviser og studerende	There was good, respectful contact between the teacher and the students
allowed)						
	Add Question	Add Question (comments)	AR-021	5-Point Scale	Midtvejsevalueringen bidrog til at få dialogen mellem underviser og studerende til at fungere godt	The midterm evaluation helped to secure a good dialogue between the teacher and the students
allowed)						
	Add Question	Add Question (comments)	AR-022	5-Point Scale	Undervisningsmaterialet, herunder litteraturliste og opgaver, er blevet gjort tilgængeligt på et passende tidspunkt	The course material (including the list of texts and assignments) was made available at the right time
allowed)						
	Add Question	Add Question (comments)	AR-023	5-Point Scale	De fysiske rammer for undervisningen har været frugtbare for læringsudbyttet	The physical context for the teaching helped to ensure the learning outcome
allowed)						
	Add Question	Add Question (comments)	AR-024	5-Point Scale	Holdet har generelt været engageret i undervisningen	Generally speaking, the class were interested in the teaching
allowed)						
	Add Question	Add Question (comments)	AR-025	5-Point Scale	Holdet har generelt bidraget til dialogen i undervisningen	Generally speaking, the class contributed to the dialogue during the teaching
allowed)						
	Add Question	Add Question (comments)	AR-026	5-Point Scale	Instruktorundervisningen har fungeret fint som understøttelse af undervisningsforløbet	The support provided by student teachers was a helpful element of the course
allowed)						
	Add Question	Add Question (comments)	AR-027	5-Point Scale	Jeg har deltaget aktivt og regelmæssigt i undervisningen	I was an active, regular participant in the teaching
allowed)						
	Add Question	Add Question (comments)	AR-028	5-Point Scale	Jeg har forberedt mig grundigt til undervisningen	I prepared thoroughly for the teaching
allowed)						
	Add Question	Add Question (comments)	AR-030	5-Point Scale	I perioden mellem undervisningsgangene har jeg løst alle de opgaver, der blev stillet	I completed all the assignments that were set between the teaching sessions
allowed)						
	Add Question	Add Question (comments)	AR-031	5-Point Scale	Generelt har jeg studeret systematisk og velorganiseret med henblik på at få noget ud af undervisningen	Generally speaking, I studied hard and systematically with a view to benefiting from the teaching
allowed)						
	Add Question	Add Question (comments)	AR-032	5-Point Scale	Undervisningsforløbet har inspireret mig til at opsøge information om fagområdet ud over det pensum, der har indgået i forløbet	The course inspired me to obtain knowledge of the subject matter beyond the curriculum involved in the course
allowed)						

Page 1 of 5 > >>

Displaying 1 to 25 of 110 items | [Show All](#) | [Edit Paging...](#)

← OK

12: When you have added all the questions you wish to add, scroll down to the bottom and click “OK” (bottom right corner) to get back to the overview of your questionnaire.



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The screenshot shows the Blackboard interface for course evaluation. The main heading is "List of the questions that are currently in your evaluation". Below this, there is a table of questions. The "Publish Evaluation" button is highlighted with a yellow circle in the top right corner.

Table: List of the questions that are currently in your evaluation

Tag	Type	Comments Allowed	Question (in Danish)	Question (in English)
AU-01	5-Point Scale	No	Jeg vurderer det samlede udbytte af undervisningsforløbet som	I rate the overall outcome of the course as
AU-02	5-Point Scale	No	Der har i undervisningsforløbet været gode muligheder for at få tilbagemelding/vejledning vedrørende mine faglige præstationer.	During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.
AU-03	5-Point Scale	No	Jeg har kunnet få faglig hjælp og støtte fra mine medstuderende til undervisningsforløbet.	I have been able to get academic help and support from my fellow students in relation to the course.
AR-033	5-Point Scale	Yes	Der er sammenhæng mellem undervisningsformen og eksamensformen	There is a good alignment between the teaching and the exam form
AR-023	5-Point Scale	Yes	De fysiske rammer for undervisningen har været frugtbare for læringsudbyttet	The physical context for the teaching helped to ensure the learning outcome
AR-001	5-Point Scale	No	Undervisningsforløbet har styrket min faglighed	The course strengthened my expertise in this subject area
AR-002	5-Point Scale	Yes	Undervisningsforløbet har givet mig de kompetencer, der er beskrevet i studieordningen	The course provided me with the competences described in the academic regulations

13: You are now back at your questionnaire and can see all the questions in it. If you are done and need to publish the questionnaire for the students, click on “Publish Evaluation” in the top right corner.



Publishing Details
*Adjust the close data if needed. When done, click 'Publish'.
When the evaluation has been published an announcement will be made and all students notified.*

The final closing date for this evaluation cannot be set later than Tuesday, 31 January 2017.
* Indicates a required field.

1. Close Date
The closing date for the evaluation of this course. After this date it will be possible to view the results.

* Course close date for the evaluation:
Enter dates as dd/mm/yyyy

*The date has to be before the final closing date for the evaluation.
A reminder-announcement will be created two days before the close date.*

2. Publish
Click Cancel to go back.

Buttons: Cancel, Publish (circled in yellow)

14: Here you need to select the last day that the students have to answer the questionnaire. After this the evaluation will be closed. When you click on the blue “Publish” button, the questionnaire will be open for the students. After this, you cannot edit the questions, so make sure you only publish it when you are ready.



The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the Aarhus University logo and the name 'AARHUS UNIVERSITY'. Below this is a secondary navigation bar with links: MY INSTITUTION, COURSES, COMMUNITY, CONTENT COLLECTION, AU LIBRARY - STUDENT, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN. The user's name 'Peter Thuborg' is visible in the top right corner. The main content area is titled 'List of Evaluations' and contains a table with the following data:

Evaluation name	Status		
Efterår 2016	Open until 31/1-2017	Report	Analyze

Below the table, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons. A green notification bar at the top of the main content area says 'The evaluation was published'. The left sidebar contains a navigation menu with categories like 'E16-Psykologiske perspektiver på læring og tilblivelse - Niveau I-Labhold 1, Aarh-AARHUS[170142U001]', 'COURSE MANAGEMENT', 'Control Panel', 'Content Collection', and 'Course Tools'.

15: When you click "Publish" you should get this picture, indicating that you succeeded in making the questionnaire available for the students. Blackboard will automate a message for the students, so they know that the questionnaire is accessible for them. On this page you can see when the questionnaire closes and later you can find the results under "Report".



The screenshot shows the Blackboard interface for a course evaluation. The top navigation bar includes 'MY INSTITUTION', 'COURSES', 'COMMUNITY', 'CONTENT COLLECTION', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEM ADMIN'. The user is identified as Peter Thuborg. The main content area is titled 'Questionnaires' and displays a message for 'Students Only' stating that completing a course evaluation questionnaire is for students only. The left sidebar menu has 'Course Evaluation' highlighted with a yellow circle. Below the message is the Aarhus University logo and the text 'IMPROVING QUALITY TOGETHER'.

16: In the menu under "Course Evaluation" the students will find the questionnaire. If you as a teacher click on this, you will get the screen as seen above. When the evaluation is done, follow the guide on "How to see the result of Blackboard Evaluation". Also remember to read the [guidelines from your School](#) on course evaluation.