

Dear UM Faculty,

Our initial plan was to launch Fall Course Evaluations yesterday at noon. However, we encountered glitches in the Instructor Questions during pre-launch testing, prompting us to delay until the issues were resolved.

Following several tests, we can confirm that the system is now functioning as intended. However, before we proceed with the launch, we need you to take the following action: **revisit the Instructor Questions Menu and verify that your selections match your original choices.**

Please complete this verification step by 5 PM on Friday, December 1. Course evaluations will commence at that time.

A new email from Qualtrics will be sent this morning with the link to your personalized menu. It's the same link as before, so feel free to bookmark it for the future.

This verification is crucial because we observed that, after the system fix, the questions we selected for our tests had been rearranged.

We have also compiled a list of frequently asked questions (FAQs) about Instructor Questions that you may find helpful in understanding how the system operates.

Why are there courses in my menu that I didn't select for evaluation this term?

All courses for each term were uploaded to the system, regardless of whether they were selected for evaluation. Moving forward, only courses marked for opt-in will be uploaded to avoid clutter. However, you will continue to see courses from previous terms.

How can I access the main survey questions all students will complete?

[You can preview the Course Feedback Survey here.](#) All students will answer these questions, and the Instructor Questions will appear after they hit "Next Page."

Regarding the "default questions" mentioned in the previous email instructions, are these questions different from the survey above?

Yes, "default questions" specifically refer to a type of Instructor Question set. If you have "default questions" selected and enabled in the Instructor Questions menu, they will populate all your courses by default.

What does the "disabled" button do? Does it remove the course from evaluation?

The "disabled" button deactivates "Instructor Questions" for a course. If a course is opted in for evaluation, it will solely use the survey linked above without any extra questions.

Thank you,

Office of the provost

This message was sent by the Office of the Provost to all UM faculty.