

Instructor Information about RAIL Evaluation of Courses

Please note. As of Fall 2006, RAIL evaluations are to be used only by tenured faculty. Non-tenured faculty and adjunct instructors may request paper evaluations, *not* RAIL evaluations. (Courses taught exclusively online must be evaluated via RAIL, of course.)

Procedure for Instructors

You will need to do three things:

1. Inform students in the course that it has been selected for evaluation,
2. Inform them that they must log in to RAIL and select *Personal Information* to find the evaluation questions, and
3. Tell them where to find a page of information at <http://www.shepherd.edu/ir/evaluations.htm>. This may be useful to them for the first time, but is probably not essential. For your information, the procedure is set out there as follows.
 - Open Internet Explorer and Access Rail at <http://www.shepherd.edu/rail/>
 - Log in
 - Select *Personal Information*
 - Select *Answer a Survey*
 - Select Course Evaluation: (title of course to be evaluated) and just below you will see ° *SU Course and Instructor Evaluation*
 - Answer each question (23) and write comments, if you wish. The evaluation should not require longer than 15 minutes, but if you cannot complete it in the time you allowed, you can click on *Finish Later* to save the responses you have already given.
 - When finished, click *Survey Complete*.
 - Exit RAIL and quit Internet Explorer to preserve your privacy.

Results

Results of RAIL course evaluations are very similar to those resulting from the paper evaluation process. You will receive statistical information for the responses to the survey questions, and typed comments. Please note that, as for the paper evaluations, results of RAIL evaluations are not archived by Institutional Research; it is advisable to keep the results of your evaluations on file for future use.