

ACE Online Basics for Administrators

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Evaluation Times and Duration

- ACE Evaluations always open on Sundays at 12:00 AM Central Time and close on Saturdays at 11:59 PM Central Time.
- Courses ending in the last week of the semester (Week 16) have evaluations open for 2 weeks. Off-cycle courses are open for 1 week.
- Evaluations usually open the last week of class, with the exception of Week 16 courses. For example, if the course end date in MAUI is Wednesday, October 11, 2017, the evaluations would open on Sunday, October 8 through Saturday, October 18.

Dates in MAUI

- Dates in ACE Online are decided by what is entered in MAUI.
- All date changes in MAUI should be made by the Wednesday before the week you want evaluations to be opened. We capture dates from MAUI on Wednesdays and upload them into ACE Online on Fridays.
- ACE Online goes by the MAUI course end date and/or evaluation override date. By default, the MAUI course end date decides the evaluation date. But if you enter an “Evaluation DT OV,” that date will override the MAUI course end date in ACE Online, as long as it’s before the course end date. For

example, the MAUI course end date is Wednesday, October 18, 2017 and you manually enter an Evaluation DT OV of Wednesday, October 11, 2017 in MAUI. ACE Online will take Evaluation DT OV into account and use that to open the evaluation on Sunday, October 8, 2017. The override date will simply replace the course end date in ACE and be used to open evaluations on the Sunday preceding the date.

Note: The Evaluation DT OV does not mean that the evaluations will open on that specific date.

- Each instructor for a course's section needs their own "Evaluate" yes or no flag in MAUI. They have their own evaluation date as well. The Evaluation DT OV for each instructor can be different as long as they are all before the course end date. If you don't enter an Evaluation DT OV for an instructor, their evaluation will be based on the course end date.

Instructors										
Name	Instructor Role	Percent Effort	Shown in MyUI	Allowed to Save Grades	Allowed to Submit Grades	Icon Role	Evaluate	Evaluation DT OV	Updated By	Updated On
	Team Teacher		Y	Y	Y	Teacher	No			
	Team Teacher		Y	Y	Y	Teacher	Yes	2017-10-27		
	Primary Instructor		Y	Y	Y	Teacher	Yes			
	Team Teacher		Y	Y	Y	Teacher	Yes	2017-10-07		

Questions

Courses contain some core questions (university, college, department, course, GenEd, written comments, etc.) but instructors can also add custom questions to their evaluations.

Email Announcements

Please refer to the dates and announcements table here: <https://its.uiowa.edu/support/article/109736>

- Instructor emails:
 - Custom questions 6 days before on Mondays before evaluations open.
 - Evaluations are open.
 - Reports are available.
- Student emails:
 - Evaluations are open.
 - Incomplete evaluations, if applicable.

Status Tracking

This feature allows you to:

- View information graphics tracking the responses for a selected term across your institution, and for your school and the departments within it.
- View response rates by course.
- Further information can be found here: <https://wdyt.zendesk.com/hc/en-us/articles/235880427-Viewing-the-Status-Tracking-page>

Reports Availability and Types

Departmental administrators can see reports 24 hours after the course evaluations have closed. This does not mean they should share them with instructors. Reports for instructors are available about 3 business days after grades are due in MAUI. Further documentation on how to use the reports feature can be found here:

- **Ratings Summary:** <https://wdyt.zendesk.com/hc/en-us/articles/235882627-Viewing-Ratings-Summary-Information>
- **Comments Report:** <https://wdyt.zendesk.com/hc/en-us/articles/235817708-Viewing-the-Comments-Report>
- **Individual Responses Report:** <https://wdyt.zendesk.com/hc/en-us/articles/235817748-Viewing-the-Individual-Responses-Report>
- **Instructor Report:** <https://wdyt.zendesk.com/hc/en-us/articles/235883147-Viewing-the-Instructor-Report->
- **Rollup Reports:** <https://wdyt.zendesk.com/hc/en-us/articles/235883487-Viewing-Rollup-Comparison-Reports-and-All-Term-Comparison-Reports>

Report Browser [1]

You can narrow down reports by term [2], school [3], department [4], instructor [5], and/or course [6]. You can view [7] a single report, or export one [8] or more [9].

The screenshot shows the CollegeNET Report Browser interface. At the top is a navigation bar with links for Home, Reports, My Questions, Configuration, and Survey. The main heading is 'Report Browser'. Below it, a message says 'Please select a course evaluation report to view.' There are five dropdown menus for filtering: Term, School, Department, Instructor, and Course. Below these is a search bar with 'Go' and 'Reset' buttons. A pagination bar shows 'Previous', '1', and 'Next'. A table lists reports with columns for Term, Course, Instructor, and Action. The Action column has a 'View' link and a checkbox. At the bottom right, a message says 'You have 0 items in your queue. Create Batch File >>'.

1 Reports

2 Term

3 School

4 Department

5 Instructor

6 Course

7 View

8 View

9 You have 0 items in your queue. Create Batch File >>

You have the following options for batch exports with PDF and Excel formats.

<p>Output Type</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> A single PDF File <input type="radio"/> A ZIP PDF File <input type="radio"/> An Excel File 	<p>Reports</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quantitative <input checked="" type="checkbox"/> Qualitative <input checked="" type="checkbox"/> Per Respondent <input checked="" type="checkbox"/> Instructor Report
<p>Output Type</p> <ul style="list-style-type: none"> <input type="radio"/> A single PDF File <input type="radio"/> A ZIP PDF File <input checked="" type="radio"/> An Excel File 	<p>Reports</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Quantitative <input type="radio"/> All Responses

Further information on Report Browser can be found here: <https://wdyt.zendesk.com/hc/en-us/articles/235816168-Viewing-Course-Evaluations>

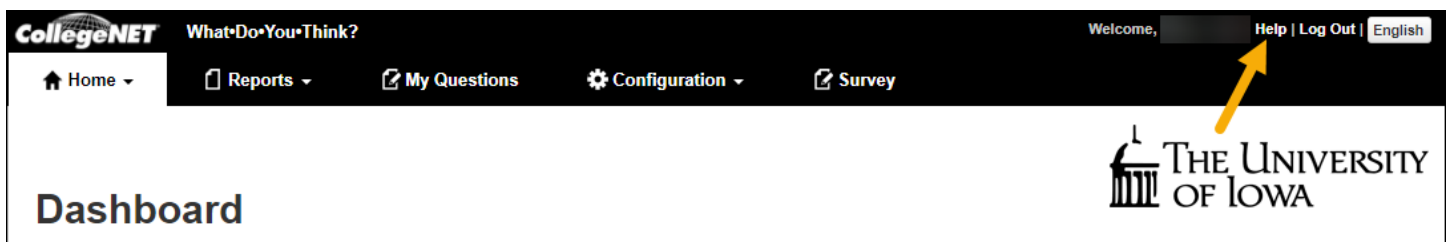
Surveys

If more information is needed from the students than was available from the evaluation, you can use the survey feature of the software. This feature is also anonymous. However, the results from surveys are not available in reports from the Report Browser. For more information, please refer to <https://its.uiowa.edu/support/article/109781>.

Support Documentation

- Support is available from the ITS HelpDesk at its-helpdesk@uiowa.edu or 319-384-4357 (4-HELP).
- Vendor documentation is available from the Help button at the top right of the website and also here: <https://wdyt.zendesk.com/hc/en-us/sections/207302428-What-Do-You-Think-for-Academic-Administrator>

Note: You have to be signed into ACE Online CollegeNET to access vendor documentation.



Links

- ACE Online dates and announcements table for Fall 2017: <https://its.uiowa.edu/support/article/109736>
- ACE Online How to and Support: https://its.uiowa.edu/course_evaluations#!how-to-and-support
- ACE Online FAQs: <https://its.uiowa.edu/support/article/105142>
- Listserv: ACEONLINE@LIST.UIOWA.EDU | Subscription link: <http://list.uiowa.edu/scripts/wa.exe?SUBED1=ACEONLINE>

Sample Emails

Instructors: Question Reminder

The Assessing the Classroom Environment (ACE Online) evaluations are now available for you to add any additional questions to your course(s). You may add your own questions to the evaluation before it opens at #session.startdate#. Students will receive an email with instructions for completing their evaluations when it opens at #session.startdate#. Please encourage your students to complete the evaluation for your course. Specifically, we hope you will set aside time during the evaluation period for your students to complete their evaluation(s) on their smart phones or other electronic device during class.

Evaluations will be available for students beginning at #session.startdate#, students will have until #session.enddate# to complete their evaluation(s).

Below is a list of courses which you will have evaluations for:

#list.courses.taught#

ACE Online allows your students to access their course evaluations AND for you to monitor the percent completion of your course surveys.

This online evaluation system can be accessed from any internet connected device (computer, laptop, iPad, tablet, or smart phone).

You can access the system through either ICON or MyUI:

Access through ICON:

1. Go to the ICON homepage (icon.uiowa.edu).
2. Enter your HawkID and password.
3. From the ICON Dashboard click on "Student Tools".
4. Click on "Course Evaluations".
5. The online course evaluation system will open in a new tab.
6. You will need to log again using your HawkID and password.
7. Click on the "My Questions" tab at the top of the screen.
8. You will then be able to select the "Term" and "Course" to retrieve the ACE form associated with the course.
9. At this point you may add and questions from the question bank or custom questions.

Access through MyUI:

1. Go to the MyUI homepage (myui.uiowa.edu).
2. Click on "Course Evaluations".
3. You will need to log again using your HawkID and password.
4. Click on the "My Questions" tab at the top of the screen.
5. You will then be able to select the "Term" and "Course" to retrieve the ACE form associated with the course.
6. At this point you may add and questions from the question bank or custom questions.

Complete instructions for the ACE Online program can be found by clicking this link.

Thank You

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The University of Iowa • 2800 UCC • Iowa City, IA 52242

its-helpdesk@uiowa.edu
<http://teach.its.uiowa.edu>

Students: Evaluations Open

Welcome to ACE Online!

This system will allow you to complete your course evaluations for all of your courses. You will have between #session.startdate# and #session.enddate# to complete your course evaluations for the current semester.

Below you will find a list of course that you can complete evaluations for:

#list.incomplete.eval#

This online evaluation system can be accessed from internet connected device (computer, laptop, iPad, tablet, or smart phone).

You can access the system through either ICON or MyUI:

Access through ICON:

1. Go to the ICON homepage (icon.uiowa.edu).
2. Enter your HawkID and password.
3. From the ICON Dashboard click on "Student Tools".
4. Click on "Course Evaluations (ACE)".
5. The online course evaluation system will open in a new tab.
6. You will need to log again using your HawkID and password.
7. Once logged in you will see a list of the courses you need to evaluate.
8. Click on the button labeled "Evaluate" next to the course you wish to evaluate.
9. Answer the questions as you see fit.
10. Continue to the next page to review your answers.
11. Once satisfied with your responses click the button labeled "Finish".

Access through MyUI:

1. Go to the MyUI homepage (myui.uiowa.edu).
2. Click on "Course Evaluations".
3. You will need to log again using your HawkID and password.
4. Once logged in you will see a list of the courses you need to evaluate.
5. Click on the button labeled "Evaluate" next to the course you wish to evaluate.
6. Answer the questions as you see fit.
7. Continue to the next page to review your answers.
8. Once satisfied with your responses click the button labeled "Finish".

Course evaluations are a very important part of the teaching process and your honest feedback is appreciated.

If you experience any technical problems please contact the ITS Help Desk at 319-384-HELP (4357) or via email at its-helpdesk@uiowa.edu

Thank You

The University of Iowa Faculty

#student.disclaimer#

Instructors: Evaluations Open

The Assessing the Classroom Environment (ACE Online) evaluations are now open for your course(s). Students received an email at #session.startdate# with instructions for completing their evaluations. Please encourage your students to complete their evaluation for your course. Specifically, we hope you will set aside time during the evaluation period for your students to complete their evaluation(s) on their phones or other electronic device during class.

Below is a list of courses which you have evaluations for:

#list.courses.taught#

The evaluations will be available for students beginning #session.startdate# and will end #session.enddate#.

ACE Online will allow your students to access the evaluations AND for you to monitor the percent completion of your course surveys.

This online evaluation system can be accessed from any internet connected device (computer, laptop, iPad, tablet, or smart phone).

You can access the system through either ICON or MyUI:

Access through ICON:

1. Go to the ICON homepage (icon.uiowa.edu).
2. Enter your HawkID and password.
3. From the ICON Dashboard click on "Student Tools".
4. Click on "Course Evaluations (ACE)".
5. The online course evaluation system will open in a new tab.
6. You will need to log again using your HawkID and password.

Access through MyUI:

1. Go to the MyUI homepage (myui.uiowa.edu).
2. Click on "Course Evaluations".
3. You will need to log again using your HawkID and password.

Complete instructions for the ACE Online program can be found by clicking this link.

Thank You

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<http://teach.its.uiowa.edu>

Instructors: Reports Available

The reports for some or all of your course evaluations are now available for your review.

You can access your reports through either ICON or MyUI:

Access through ICON:

1. Go to the ICON homepage (icon.uiowa.edu).
2. Enter your HawkID and password.
3. From the ICON Dashboard click on "Student Tools".
4. Click on "Course Evaluations".
5. The online course evaluation system will open in a new tab.
6. You will need to log again using your HawkID and password.
7. Once logged in you will see a list of the courses which have reports available.

Access through MyUI:

1. Go to the MyUI homepage (myui.uiowa.edu).
2. Click on "Course Evaluations".
3. You will need to log again using your HawkID and password.
4. Once logged in you will see a list of the courses which have reports available.

Thank You

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