



This message to all faculty and instructional staff has been approved by Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs.

As the university continues planning related to the COVID-19 situation, we are reviewing procedures that require an extended, on-campus presence. Because paper course evaluations depend on students being present in the classroom and staff being onsite to scan and process the documents, the university will be unable to process paper-based evaluations if our transition to remote instruction extends into the course evaluation window. **Due to the unique circumstances of COVID-19, the Office of Faculty Development and Advancement has determined that all course evaluations for the Spring 2020 semester will be conducted online.**

On Monday, March 16, the Office of Distance Learning (ODL) will update course information in the administrator's interface for FSU's online course evaluation system (EvaluationKIT) to make sure all eligible courses are included.

- Once course information is reimported into EvaluationKIT, **any previously requested paper evaluation orders will be canceled, and all courses will be enrolled automatically in online evaluations.**
- If your department representative has already deleted courses that do not require evaluations, **these deletions will have to be re-entered.** We apologize for this inconvenience.
- If you or your department has already added custom questions to the course evaluation survey, these customizations will not be affected by our reimport of course information into EvaluationKIT. You do **not** need to re-enter custom questions.
- If you're new to online evaluations, ODL's [Course Evaluation](#) page and [Frequently Asked Questions](#) article provide an introduction to FSU course evaluation policy and process.

As always, we encourage instructors to remind their students that their anonymous feedback matters and plays an important role in course effectiveness. You will be able to monitor response rates during the open survey window and, if needed, let your students know how important it is to you that they take a moment to complete the course surveys.

For more information, call 850-645-2730, email ODL Scanning & Evaluations at odl-at-campus.fsu.edu, or visit <https://odl.fsu.edu/evaluations>.