

**Protocol for Online Teaching Evaluations**  
College of Journalism and Communications  
Approved by the faculty November 15, 2011

**On *(date)* we will be conducting course evaluations in class. I will be reserving the first 15 minutes of class time for these. *(Omit the following sentence if your classroom is a lab.)* Please bring a portable electronic device such as a laptop, tablet or smart phone so that you may log into ISIS and complete the evaluations. It is important that you attend this class because course evaluations are taken seriously at the University of Florida, and your opinions matter.**

**I will not be in the room during the evaluations but will return when they are completed to teach class. The evaluations are confidential. I will only see completed results and will be unable to trace ratings or comments to any student. In addition, I will not have access to the evaluations until after final grades have been recorded.**

**If you do not have a portable electronic device to complete the evaluations in class, or if you are unable to attend class that day, you may complete the evaluations online at home or at a campus computer up to the last day of the semester.**