Customizing ACE Evaluation Delivery using Course Planner in MAUI

Introduction
When creating new courses or editing existing courses in MAUI, you now have the option to customize both if and when an instructor will receive an ACE evaluation. This change will make it easier for courses with team teachers, TA graders, and courses who end actual face time of courses sooner than the last week of classes.

**Any changes made should be made AT LEAST two weeks before they go into effect**

For questions on how to use this feature or get answers on how it will impact faculty evaluations, Contact the ITS Help Desk: its-helpdesk@uiowa.edu or 319-384-4357

For technical difficulties with this feature, please email reg-maui-support@uiowa.edu and it will be passed to the MAUI team.
Before You Begin

1. You will need Access to MAUI.
2. HawkID and password.

Offerings Planner Screen (Creating an Instructor)

1. When you create an instructor for a course you will see the following screen.

```
Create Instructor

Instructor: [To Be Determined]
  * Role:
  * Course Percent Effort: [100]
  * Icon Role Override:
  * Ace On-line evaluation form: [Yes]
  * Ace On-line evaluation date over-ride:

```

3. Choose whether or not the instructor will receive an ACE evaluation by selecting “Yes” or “No”.

```
Create Instructor

Instructor: [To Be Determined]
  * Role:
  * Course Percent Effort: [100]
  * Icon Role Override:
  * Ace On-line evaluation form: [Yes]
  * Ace On-line evaluation date over-ride:

```
a. The following are the default settings for each instructor type:
   i. Course Supervisor = NO
   ii. Primary Instructor = YES
   iii. Team Teacher = YES
   iv. TA = YES

4. If you would like the courses evaluation available to students at a time other than the default time frame you can enter the date you would like the evaluation available.

   ![Create Instructor](image)

b. If the date field is left blank, the evaluation will be delivered on the regular time schedule. What is the regular time schedule? When do they open and close?

c. This feature will mainly be used to accommodate Team Teachers that only teach a portion of the course.
1. When you edit an instructor for a course you will see the following screen.

2. Choose whether or not the instructor will receive an ACE evaluation by selecting “Yes” or “No”.
a. The following are the default settings for each instructor type:
   i. Course Supervisor = NO
   ii. Primary Instructor = YES
   iii. Team Teacher = YES
   iv. TA = YES

3. If you would like the courses evaluation available to students at a time other than the default time frame you can enter the date you would like the evaluation available.

   a. If the date field is left blank, the evaluation will be delivered on the regular time schedule.

   b. This feature will mainly be used to accommodate Team Teachers that only teach a portion of the course.