USER'S MANUAL

Higher Ed Evaluation Web

Wittenberg University
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1.0   GENERAL INFORMATION

1.1   System Overview

The Higher ED Evaluation System was built to assist in creating a web based interface for faculty to send out evaluations to students by course, section and term. The system will also allow students to view and process course evaluations from one location.

- Provides administration with the ability to set up specific ad on questions general education courses, departmental, and instructor specific. (Web-based)

- Provides students with a web-based web-stie to access the evaluations and process them all from one specific location.

- Allows users and administration will have the ability to access the web-site via, computer, mobile phone and tablet.

- Was developed by the Information Technology Services department along with assistance and input from the faculty advisory committee.

- Higher Ed Evaluation System

- System category:

  - *Major application:*   performs clearly defined functions for which there is a readily identifiable security consideration and need

- Operational status:

  - Under development

2.0   GETTING STARTED

The site is setup to give access to the administration and faculty to setup standard and custom course evaluations for the student body. Administration will have the ability to add additional questions for evaluation by department and course type.

The site will also give access to the students to login and process the available surveys flagged for completion. They will have the ability to process all evaluations at once or return to the site and finish at a later date.
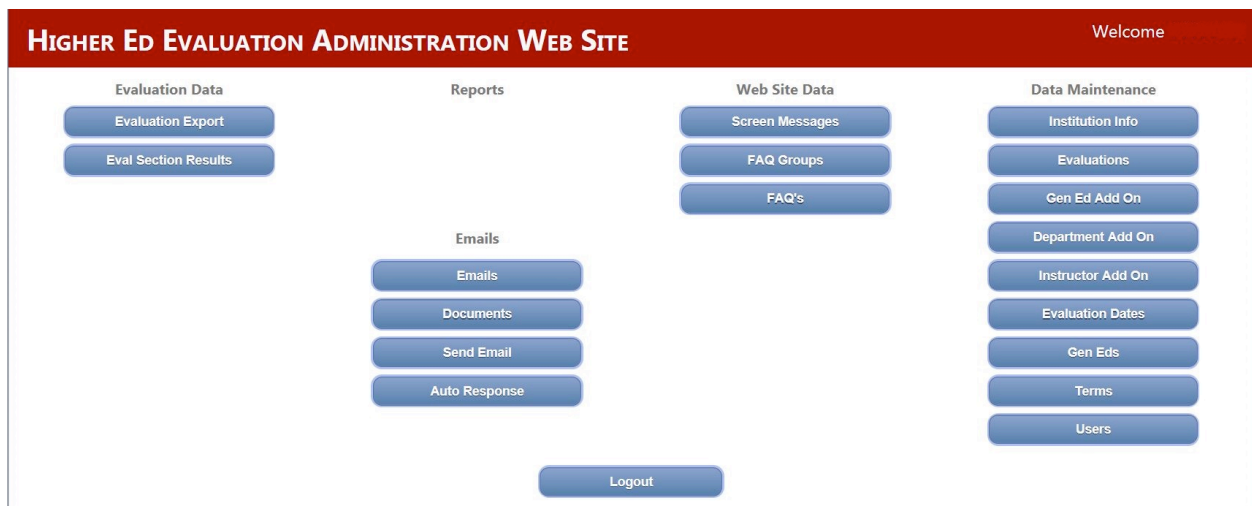
2.1   Logging On

The web address for the Higher Education Evaluation web site is http://eval.wittenberg.edu/admin and based on your access level you will only be able access certain sections within the site. The user id and password will be the same as your network user id and password.

2.2   System Menu

2.2.1 General Education Add On

General Education Director see Appendices for details.
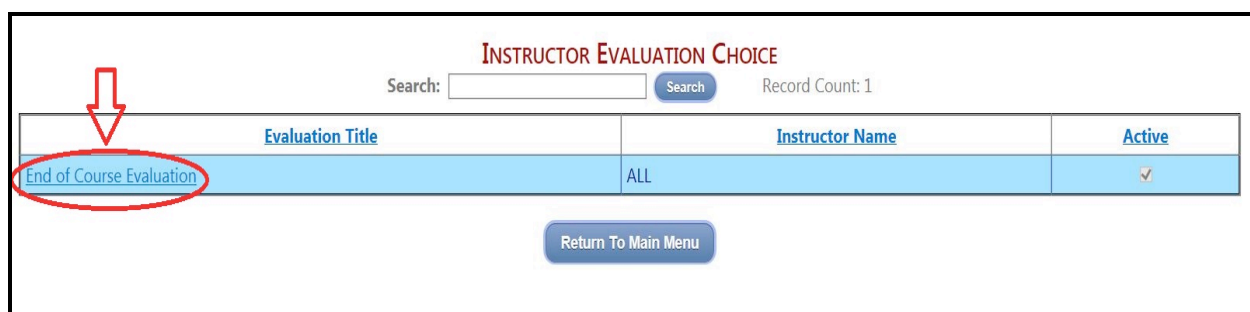
2.2.2 Departmental Evaluation Add On

Department and program chairs see Appendices details.

2.2.3 Instructor Evaluation Add On

The Instructor Add On is the third option to use based on the user access level.

The Add On screen allow users to add on course evaluations at the Instructor Level. After clicking the button circled in red the user will be directed to the next screen to add a new end of course evaluation section.

To add questions to the evaluation click the blue link associated to the Instructor questions (chemistry, biology, etc.)

The following screen will display the title of the evaluation question section along with the associated instructor questions that they are representing and any description entered.

The information entered corresponds to the how the evaluations will show to the students. The options are the same as for any other evaluation setup screen. They can be setup:

- By course or section or both.
- By a specific term or terms.
- Also the evaluation can be set as active or inactive.

Once all the information is added you can click the ***Save Evaluation and Return*** button.

The system will display another edit screen in which it will allow quesitons to be entered into the system for evaluations.

After entering the information into the system and clicking the *Evaluation Section Questions* button the following screen will require the question classification setup.

The entry screen for the question will allow for:

- Question entry
- Question report – is the cross reference to the question on the report
- Display order – the order in which the question will display in the evaluation
- Type of question – Text field, Text box, Radio button, Checkbox, or Drop down
- If the question is a required question or not

Once this information is entered into the system, clicking the *Add New Question* button will add the question to the list of questions available to the student for the evaluation. Additional questions can be added from this screen by simply entering the question information as it was done before.

3.4   Adding Evaluation Dates

This feature can be used to add additional evaluations. See Appendices for details.

3.5 Add General Education Course

General Education Director see Appendices for details.

3.6 Term Add Screen

System administrators see Appendices for details.

3.7 Course Method

System administrators see Appendices for details.