

USER'S MANUAL

Higher Ed Evaluation Web

Wittenberg University
March, 2016

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.

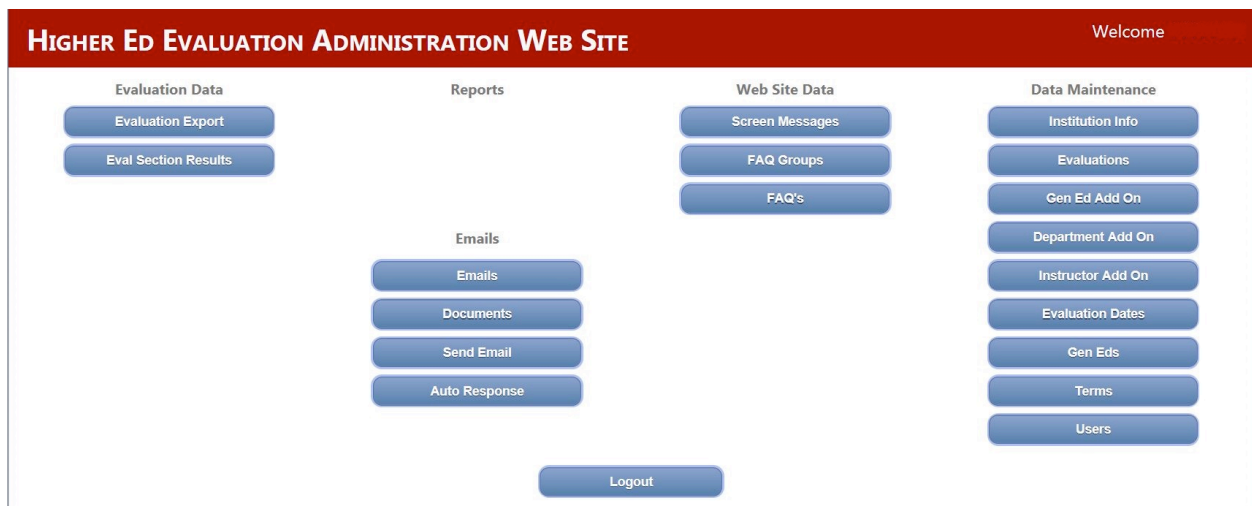
2.1 Logging On

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.



The screenshot shows the login interface of the Higher Ed Evaluation Administration Web Site. At the top, a red header bar contains the site name on the left and "Welcome !" on the right. Below the header, the text "LOG IN" is displayed in red. A message "Please enter your username and password." is followed by a form titled "Account Information". This form contains two input fields: "Username:" and "Password:". A blue "Log In" button is positioned at the bottom right of the form area.

2.2 System Menu



The screenshot displays the system menu of the Higher Ed Evaluation Administration Web Site. The red header bar at the top shows the site name and "Welcome". The main content area is organized into four columns of blue buttons. The first column, "Evaluation Data", includes "Evaluation Export" and "Eval Section Results". The second column, "Reports", includes "Emails", "Documents", "Send Email", and "Auto Response". The third column, "Web Site Data", includes "Screen Messages", "FAQ Groups", and "FAQ's". The fourth column, "Data Maintenance", includes "Institution Info", "Evaluations", "Gen Ed Add On", "Department Add On", "Instructor Add On", "Evaluation Dates", "Gen Eds", "Terms", and "Users". A "Logout" button is centered at the bottom of the menu.

2.2.1 General Education Add On

General Education Director see Appendices for details.

2.2.2 Departmental Evaluation Add On

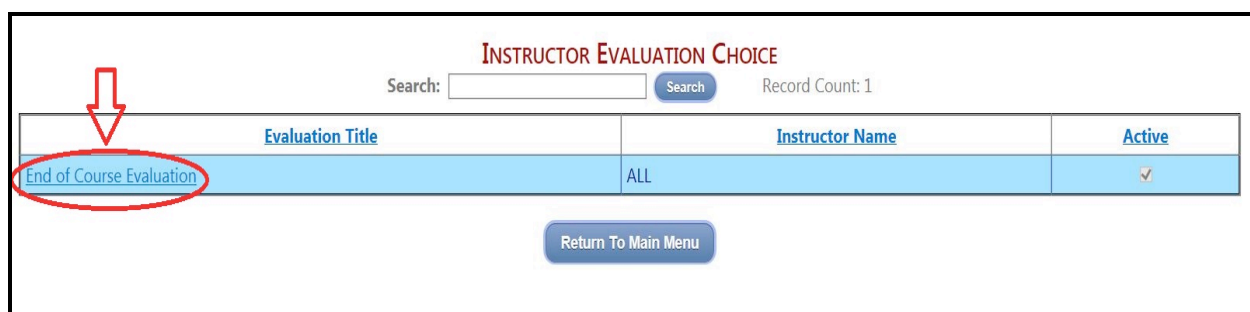
Department and program chairs see Appendices details.

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.)

INSTRUCTOR EVALUATION SECTION LIST FOR:

END OF COURSE EVALUATION

Search: Record Count: 0

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.

INSTRUCTOR EVALUATION SECTION EDIT

END OF COURSE EVALUATION

Evaluation Section Data

Title:

Description:

☐ For All My Course/Sections: ☐ Yes ☐ No

☐ For All Terms: ☐ Yes ☐ No

☐ Active: ☐ Yes ☐ No

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.

INSTRUCTOR EVALUATION SECTION EDIT
END OF COURSE EVALUATION

Evaluation Section Data

Title:

Description:

Source

Styles

Format

Font

Size

A

B

U

S

X

Strikethrough

Text Color

Background Color

Bulleted List

Numbered List

Link

Unlink

Indent

Outdent

Undo

Redo

Search

Help

For All My Course/Sections: ☒ Yes ☐ No
 For All Terms: ☒ Yes ☐ No
 Active: ☒ Yes ☐ No

Save Evaluation and Return
Save Evaluation and Exit
Exit Without Saving

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

INSTRUCTOR EVALUATION SECTION EDIT
END OF COURSE EVALUATION

Evaluation Section Data

Title:

Description:

Source

Styles

Format

Font

Size

A

B

U

S

X

Strikethrough

Text Color

Background Color

Bulleted List

Numbered List

Link

Unlink

Indent

Outdent

Undo

Redo

Search

Help

For All My Course/Sections: ☒ Yes ☐ No
 For All Terms: ☒ Yes ☐ No
 Active: ☒ Yes ☐ No

Evaluation Section Questions
Save Evaluation and Return
Save Evaluation and Exit
Exit Without Saving

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

EVALUATION SECTION QUESTION(S)

END OF COURSE EVALUATION

TEST

Add New Question

➡ Question:

➡ Question Report:

➡ Display Order:

➡ Type: ☒ Text Field ☐ Text Box ☐ Radio Button ☐ Checkbox ☐ Drop Down

➡ Required: ☐ Yes ☒ No

Add New Question Clear Input

Return To Section

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.

EVALUATION SECTION QUESTION(S)

END OF COURSE EVALUATION

TEST

Question	Question Type	Order	Report	Required	
Why did you take this course?	Text Field	50	05	✓	Remove

Add New Question

Question:

Question Report:

Display Order:

Type: ☒ Text Field ☐ Text Box ☐ Radio Button ☐ Checkbox ☐ Drop Down

Required: ☐ Yes ☒ No

Add New Question Clear Input

➡ Return To Section

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.