



Faculty User Guide

Viewing Course Evaluations

HOW DO I LOGIN TO VIEW MY EVALUATIONS?

Log into: <https://unt.iasystem.org/faculty>

Sign in using UNT credentials

HOW DO I VIEW MY COURSE EVALUATIONS?

The homepage displays a listing of an instructor’s course evaluation(s) in reverse chronological order. This list can also be sorted by term, course, or open/close date. Primary evaluation details and actions are listed in the **Main** tab and additional details are displayed in the **Other** tab.



INSTITUTION
Demo University

LOGGED IN AS
Deborah Smith ([logout](#))

[Home](#)
[MY ITEMS](#)
[HELP](#)

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

EVALUATION DETAILS									
Main Other									
TERM	COURSE	STATUS	OPEN	CLOSE	REPORT AVAILABLE	RESPONSES	ACTION		
Winter 2015	T CSL 600 A	Pending	12/14/2015	12/24/2015	01/01/2016	(0/2) 0%	Preview Add Items View Report		
Winter 2015	T INFO 200 A	Pending	09/02/2015	09/09/2015	09/14/2015	(0/33) 0%	Preview Add Items View Report		
Winter 2015	T CSL 550 A	Closed	06/01/2015	06/11/2015	06/12/2015	(0/22) 0%	Preview Review Items View Report		

NOTE: IF THERE HAVE BEEN NO EVALUATIONS CREATED FOR AN INSTRUCTOR AND THEY LOGIN TO THE FACULTY PORTAL, THE FOLLOWING MESSAGE WILL BE DISPLAYED: "You have no course evaluations to display."



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Home icon | MY ITEMS | HELP

My Course Evaluations

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EVALUATION DETAILS									
Main Other									
TERM	COURSE	STATUS	OPEN	CLOSE	REPORT AVAILABLE	RESPONSES	ACTION		
Winter 2015	T CSL 600 A	Pending	12/14/2015	12/24/2015	01/01/2016	(0/2) 0%	Preview	Add Items	View Report
Winter 2015	T INFO 200 A	Pending	09/02/2015	09/09/2015	09/14/2015	(0/33) 0%	Preview	Add Items	View Report



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The **Main** tab displays the following evaluation details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number, and section.
Evaluation Type	The format of the evaluation (a blue computer screen denotes an online evaluation).
Status	For <u>online evaluations</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (evaluation created, but not yet open) • <i>Open</i> (evaluation in progress) • <i>Closed</i> (evaluation has been completed)
Open & Close Dates	The range of dates each online is available to be accessed by students.
Reports Available	The date an instructor can access evaluation results. This date usually corresponds to grade submission due date.
Responses	The number of completed evaluations tracked in real time.
Action	<p>Preview: this links to a preview version of the specific online evaluation. The URL for the preview is for viewing purposes only and is different than the URL for the student evaluation.</p> <p>Add Items: this link opens a new page that allows instructors to add custom questions to their course evaluations.</p> <p>View Report: this link becomes live when the evaluation has closed, and it is past the Report Available date. The View Report link opens a summary of responses from each course evaluation.</p>

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↑ MY ITEMS HELP

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.



EVALUATION DETAILS							Main	Other		
TERM	COURSE	STATUS	SET UP BY	FORM	URL	NOTIFICATION				
Winter 2015	T CSL 600 A	Pending	Deborah Smith	C	https://demo.iasystem.org/survey/96975					
Winter 2015	T INFO 200 A	Pending	Deborah Smith	X	https://demo.iasystem.org/survey/96949					
Winter 2015	T CSL 550 A	Closed	Deborah Smith	B	https://demo.iasystem.org/survey/96945	1 - 3:00 am 06/01/2015 2 - 3:00 am 06/07/2015 3 - 3:00 am 06/10/2015				

The **Other** tab displays the following evaluation details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number, and section.
Icon	A blue computer screen icon denotes an online evaluation.
Status	For <u>online evaluations</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (evaluation created, but not yet open) • <i>Open</i> (evaluation in progress) • <i>Closed</i> (evaluation has been completed)
Set Up By	The coordinator who created the evaluation.
Form	The letter which corresponds with evaluation form selected. <i>For example: A-Small Lecture, B-Large Lecture, C-Seminar, etc.</i>
URL	The URL is the web link for a specific online course evaluation. Students will receive emails containing this URL when the evaluation opens. Each URL is unique to a specific course evaluation. You may publish or forward this URL if desired. The URL is controlled by the class list so only enrolled students will be able to access the survey. NOTE: ANYONE NOT IN THE CLASS WILL GET THE MESSAGE, "SORRY, THIS ISN'T YOUR SURVEY."
Notification	A date/time stamp of when each email notification was sent to students. The notification dates appear under this column on the day they are sent.



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Adding, Deleting and Editing Items

HOW DO I ADD ITEMS?

Instructors can add instructor-created items to their course evaluations. These items will also be saved for future use in your item bank, under “My Items.”

To add items, click the [“Add Items”](#) button on the right column of your home page. This will take you to a new page.

IASystem INSTITUTION Demo University LOGGED IN AS Deborah Smith (logout)

MY ITEMS HELP

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

EVALUATION DETAILS		Main		Other			
TERM	COURSE	STATUS	OPEN	CLOSE	REPORT AVAILABLE	RESPONSES	ACTION
Winter 2015	T CSL 600 A	Pending	12/14/2015	12/24/2015	01/01/2016	(0/2)	Preview Add Items View Report

If there are no existing items in your evaluation or item bank (if you have never created items), you will be brought to the [“Add Items to Evaluation”](#) page.



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Add Items to Evaluation: Summer 2014 - AES 322 A, GWSS 300 A

There are currently no instructor-added items for this evaluation. To add items, either type your question in the text box and click Add, or select the checkbox for an existing item. Click Save once complete.

SCALED ITEMS	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<input type="text"/>						
<input type="button" value="Add"/>						

SCALED ITEMS	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
<input type="text"/>					
<input type="button" value="Add"/>					

COMMENT ITEMS
<input type="text"/>
<input type="button" value="Add"/>

On this page, you can add custom items to your course evaluation. You can choose among three choices: excellent to very poor (scaled items), strongly agree to strongly disagree (scaled items), and comment items.

1. Once you have typed a question in the corresponding box, click the blue **“Add”** button.
2. When you have completed adding questions to your course evaluation, click the blue **“Save”** button at the top of the page. This will take you to the preview page, displaying an example of your course evaluation with your added items.

HOW DO I ADD NEW OR EXISTING ITEMS TO THE EVALUATION?

If there are items in your item bank, but you have not added any items for the current course evaluation, you will be brought to the **“Add Items to Evaluation”** page. Items from past evaluations that appear in your item bank will appear on this page.

You can complete the following actions on this page:

1. To add a new item, type into the box under each question category type. Once you have clicked **“Add,”** your question will be added to your evaluation as well as your item bank.
NOTE: TO ADD AN ITEM THAT ALREADY EXISTS IN YOUR ITEM BANK, CLICK THE CHECK BOX TO THE RIGHT OF THE ITEM.



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2. When you have completed adding questions to your course evaluation, click the blue **“Save”** button at the top of the page. This will take you to the preview page, displaying an example of your course evaluation with your added items.

If there are existing questions already added to the evaluation, when you click the **“Add Items”** button on your homepage you will be brought to the **“Review Evaluation Items”** page.

Review Evaluation Items: Summer 2014 - AES 322 A, GWSS 300 A


[Add Questions](#) [Preview](#)

Instructor-added items for this evaluation are displayed below. Items for this evaluation can be reordered or deleted. Items added by co-instructor can only be deleted by that instructor. To add additional items, click the Add Questions button. To see a preview of the evaluation, click the Preview button.

SCALED ITEMS	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
Effectiveness of lectures						

SCALED ITEMS	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
Discussions were interactive and engaging.					

On this page you can complete the following actions:

- **Delete items.** To delete an item from the course evaluation, click the **“x”** to the right of the item.
 If you delete an item, it will still appear on your item bank under the **“Manage My Items”** tab.
- **Rearrange items.** To rearrange the order of the added items, click the up or down arrows on the right of each row. The items will appear on the course evaluation in the same order they appear on this page.

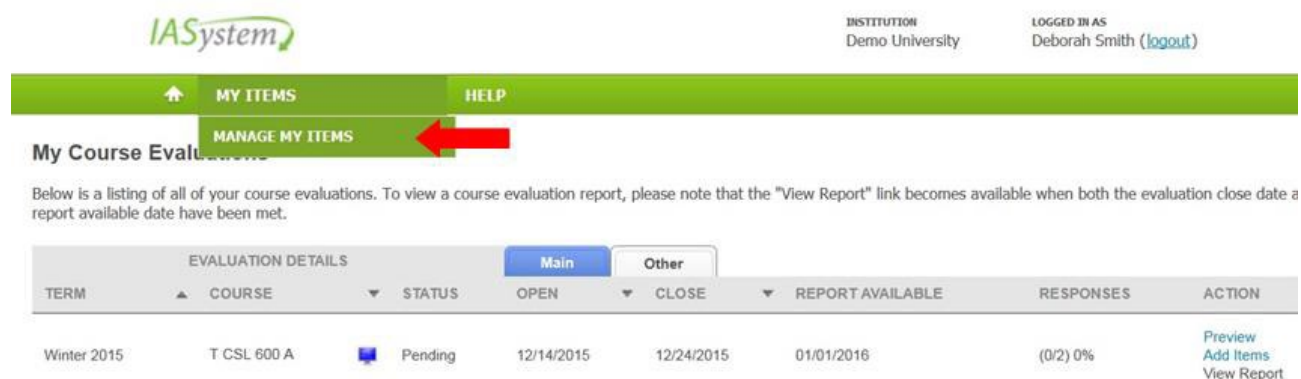
On the **“Review Evaluation Items”** page, you will also find links to preview and add/edit questions.

- **Preview added items in the course evaluation.** To preview the items in the online course evaluation format, click **“Preview”** in the top right corner.
- **Add and edit questions.** To add questions, click the blue **“Add Questions”** button. This will take you to the **“Add Items”** page, where you can type in new questions and edit existing questions.

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Managing Items

To view all your items from past and current course evaluations, click the “My Items” tab.



The screenshot shows the IASystem interface. At the top, there is a navigation bar with 'MY ITEMS' and 'HELP' tabs. Below this, a sub-navigation bar contains 'MANAGE MY ITEMS', which is highlighted with a red arrow. The main content area is titled 'My Course Evaluations' and includes a table of course evaluations. The table has columns for TERM, COURSE, STATUS, OPEN, CLOSE, REPORT AVAILABLE, RESPONSES, and ACTION. A row is visible for 'Winter 2015' and 'T CSL 600 A' with a status of 'Pending'.

Your item bank lists all the questions you have added to course evaluations. You can complete the following actions on this page:

- **Add items.** To add items to your course evaluations, type into the box under each question category type. Once you have clicked “Add,” your question will be added to your item bank.
- **Edit items.** To edit an item, click directly on the item text and a text box will appear to edit the question.

Manage My Items

Your item bank contains instructor-created course evaluation questions. Items in use cannot be edited or deleted. To add items, type your question in the text box and click Add. To edit an item, click directly on the item text and a text box will appear to edit the question; changes are saved immediately.



The screenshot shows the 'Manage My Items' interface. At the top, there is a header for 'SCALED ITEMS' with categories: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1), and Very Poor (0). Below this, there is a list of items. One item is visible: 'Effectiveness of lectures' with a count of 'Used by 1 evaluation'. Below the item text is a text input box and an 'Add' button, which is highlighted with a red arrow.

Items in use cannot be edited or deleted. To do so, click the “Add Items” link on your homepage. From there, you can edit, delete, rearrange, and preview questions in your current course evaluations.

NOTE: IF YOUR COURSE EVALUATION IS CURRENTLY OPEN, YOU CAN NO LONGER MAKE CHANGES TO YOUR ITEMS FOR THE CURRENT EVALUATION. CHANGES TO YOUR ITEMS FOR SPECIFIC EVALUATIONS CAN ONLY BE MADE IF THAT COURSE EVALUATION IS CLOSED.



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Viewing My Results?

To generate a report for the course evaluations listed in the chosen term(s), click “View Report” on the far right of the column labeled “Action.” A new browser window/tab will open with your selected Course Summary Reports.

MY ITEMS HELP

My Course Evaluations

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TERM	EVALUATION DETAILS ▲ COURSE	▼ STATUS	Main Other		REPORT AVAILABLE	RESPONSES	ACTION
			OPEN	▼ CLOSE			
Fall 2015	COUN 6651 001	📄 Closed	11/09/2015	11/22/2015	12/17/2015	(9/9) 100%	Preview View Report
Summer 10W 2015	COUN 6653 001	📄 Closed	08/07/2015	08/14/2015	08/21/2015	(9/9) 100%	Preview View Report
Spring 2015	COUN 5630 001	📄 Closed	04/14/2015	04/21/2015	05/19/2015	(17/19) 89%	Preview View Report



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HOW TO PRINT OR SAVE COURSE SUMMARY REPORTS

A new browser window/tab will open with your selected Reports. On the top left of the page you will see an icon that says “Numeric Results and Comments.” This is the default view for reports. You can toggle this icon and select from the following views:

1. Numeric Results and Comments
2. Only Numeric Results
3. Only Comments

On the top right of the page there is pagination to scroll through the selected reports. Next to the pagination there are two print buttons to either print a single report that is displayed on the screen or to print all selected reports.

Note: When you select either of the print buttons, this will generate a PDF version of your report(s) which you can then print and/or save.

INDIVIDUAL COURSE REPORTS

The Individual Course Reports show an *overall summative rating* representing the combined responses of students to the four global summative items. The report also shows the *challenge and engagement (CEI)* index which combines student responses to several items relating to how academically challenging students found the course and how engaged they were. Open-ended comments and response rates are also included.

OVERALL SUMMATIVE RATING

Four general items (described below) are included on most evaluation forms to provide a global rating of the class and instructor. They are rated from *Very Poor* to *Excellent* (0-5) and are summarized as a Combined Median. The items are:

The course as a whole was:

The course content was:

The instructor’s contribution to the course was:

The instructor’s effectiveness in teaching the subject matter was:

The Combined Median of the summative items is computed by first summing the numerical weights of all the responses within each response category across all four items. This provides a response array from which a median (ranging from 0-5) is calculated.

Got questions? Contact spot@unt.edu or visit [SPOT | Office of the Provost \(unt.edu\)](#)



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CHALLENGE AND ENGAGEMENT INDEX (CEI)

The Challenge and Engagement Index (CEI) provides an estimate of how challenging students found the class and how engaged they were in it. It is based on the combined response to four items included on most evaluation forms. The items are:

Relative to other college courses you have taken,

The intellectual challenge presented was:

The amount of effort you put into this course was:

The amount of effort to succeed in this course was:

From the total average hours [per week spent on the course], how many do you consider were valuable in advancing your education?

Responses to each of these items are transformed into standard scores and then their average as described under *Computing the CEI* in IASystem's documentation on their website (www.iasystem.org). The CEI correlates only modestly ($\sim .25$) with the Combined Median.

ITEM RATINGS

Individual Course Reports provide a rich perspective on student views by reporting responses to three categories of items.

- *Summative Items* are the first four items on most evaluation forms. These items are used to compute the global rating of the course and instructor, described above.
- *Student Involvement Items* are a set of items included on most evaluation forms to support computation of Adjusted Medians and the Challenge and Engagement Index.
- *Formative Items* relate to specific aspects of the course that instructors may want to change prior to the next iteration of the course. Responses to *Standard* and *Instructor-Added Formative Items* are reported separately.

Responses to individual items are reported in several ways: as frequency distributions, average (median) ratings, and either a) deciles or b) adjusted medians and relative ranks.

FREQUENCY DISTRIBUTIONS

The total number of students who responded and the percentage of those students who selected each response choice are displayed for each item. Frequency distributions allow faculty to identify unusual patterns of response. Instructors sometimes express the concern that evaluations may be completed primarily by students who feel strongly positive or strongly negative toward a course. When this is the case, the frequency distribution will be bi-modal.

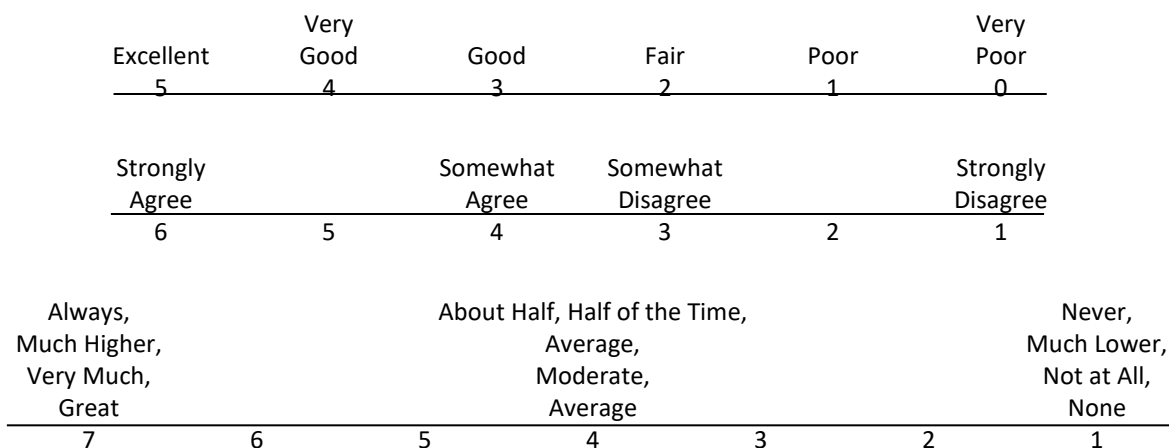


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ITEM MEDIANS

Individual Course Reports display average ratings in the form of item medians. Although means are a more familiar type of average than medians, they are less accurate in summarizing student ratings. Distributions of course evaluation item ratings tend to be strongly skewed. That is, most of the ratings are at the high end of the scale and trail off at the low end. The median indicates the point on the rating scale at which half of the students selected higher ratings, and half selected lower.

To interpret median ratings, compare the value of each median to the respective response scale. For example, a median of 4.5 on Items 1-4 means that the average rating is half-way between *Very Good* and *Excellent*. There are several different rating scales utilized on the evaluation forms:



STUDENT COMMENTS

Responses to open-ended questions are provided as a separate report for evaluations conducted online.