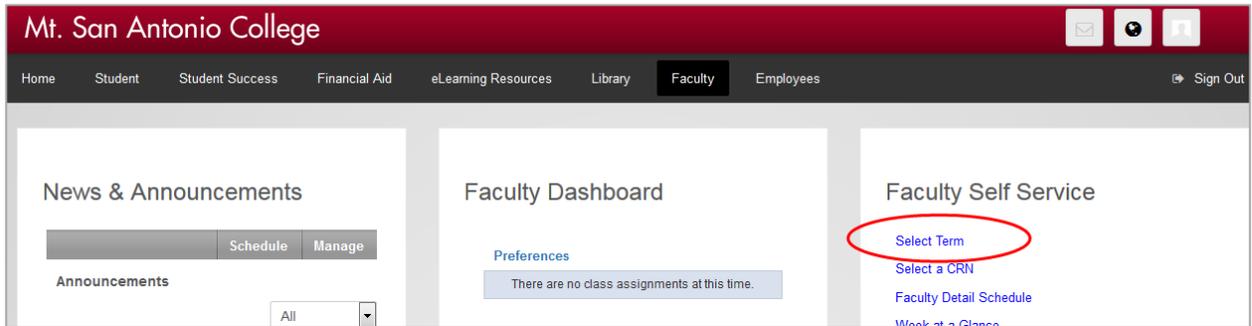


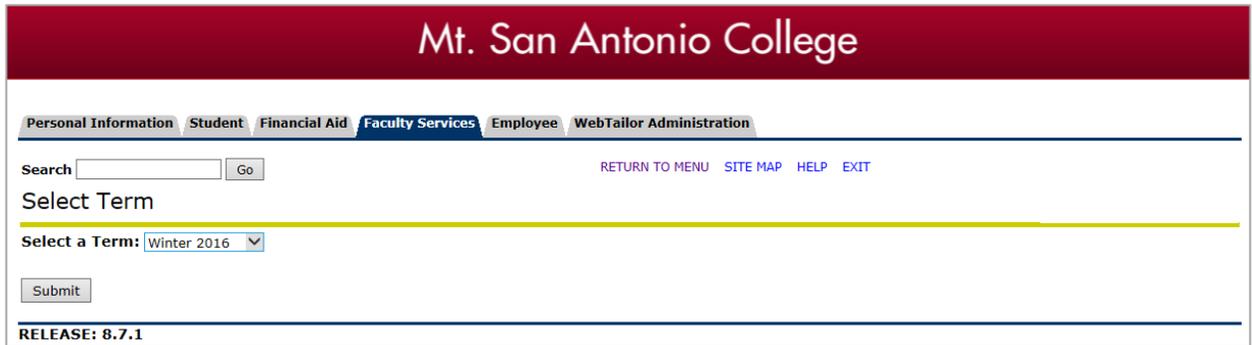
## Activating a student evaluation for your class

Revised: 01/2017

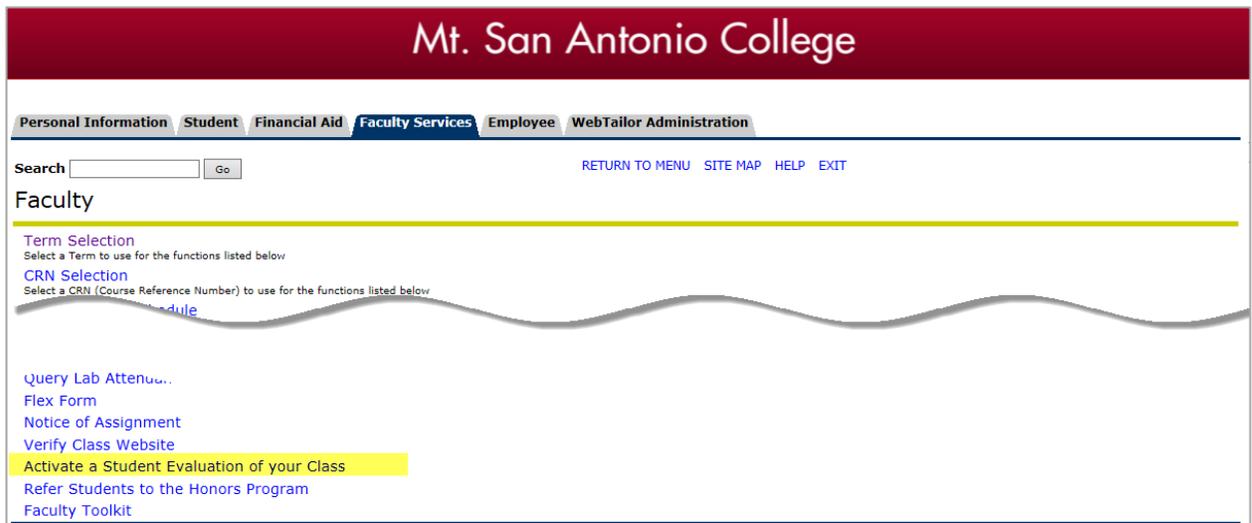
1. Access Faculty Self Service by clicking the 'Select Term' link from the Faculty Tab in the Portal:



2. Select the current term, and then click 'Submit'.



3. Click on 'Activate a Student Evaluation of your Class'.



- From the drop-down menu, select the proper survey code. **Note: There are two different evaluations – one for traditional classes, and another for on-line classes. Make sure you select the appropriate evaluation for your course. For traditional classes, choose 'Student Evaluation of Faculty 2014-17.'**

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Faculty Survey

Survey Code: Student Evaluation of Faculty 2014-17

CRN: \*\*\*\*\*Select One\*\*\*\*\*

- From the drop-down menu, select the CRN for which you would like to activate an evaluation. Only the courses for which you are the primary instructor will be listed. Click Submit.

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Faculty Survey

Survey Code: Student Evaluation of Faculty 2014-17

CRN: ANTH 1 01: Biological Anthropology, 30010 (34)

- Verify the values in *Status Indicator* ('Active'), *From Date* and *To Date*. *From Date* will default to the current date; change this to a future date if you want to delay the start of the evaluation. *To Date* will default to a date 14 days from today; change this if you wish to change the end date of the evaluation period. Once the end date has passed, students are no longer able to access the evaluation.

The text in the *Info Text* field generally will not need to be changed. The "<br>" values are line breaks to format the description of the evaluation to provide clarity for the student.

\*The last field can be used to send a copy of the results to your manager or department chair by typing in their email. If you do not know their email, use the 'Look up an Email Address' link on upper left corner of the page.

- When you are satisfied with the settings for your student evaluation, click 'Activate this Survey'. You should see the following confirmation:

- Repeat steps 4 – 7 to activate additional evaluations for your classes. If you need to change the settings for your evaluation, repeat steps 4 – 7. Evaluations that have previously been created will be presented so you can update them.
- Students will automatically have an e-mail sent to them with a link to complete the evaluation the day following the *From Date* of the evaluation. Students who have not completed the evaluation will receive e-mail reminders every other day up to the *To Date*. Emails to students will contain a link to the url <http://tinyurl.com/evals-mtsac>. This link takes students to the portal to log in, and then takes them to the page listing all the evaluations and surveys to which they are assigned. Below is an example of what a student will see (the student evaluation has been highlighted in this example):

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## General Surveys

Select the General Survey title you wish to answer. You may exit a Survey at anytime and finish it later.

**Surveys Assigned to Robert F. Hughes**

SRN	Description	Status
3	English Placement Satisfaction Survey for ENGL67- - Writing Fundamentals	In Progress
33	English Placement Satisfaction Survey for LERN81- - Improving Writing	In Progress
123	Student Evaluation of Success Workshop	Pending
127	Online Orientation Satisfaction Survey	Pending
166	Student Evaluation of Faculty 2011-14 for BIOL1-22023 - General Biology	Pending
2	Student Eval of Distance Learning Faculty 2012	Complete
114	Wellness Program Survey 2012	Complete

**RELEASE: 7.0 [SC:7.0]**

10. When the student clicks on the link, the evaluation instrument will be displayed. Students have the ability to click the button at the bottom of the page to 'Finish Later'. This marks their evaluation as 'In Progress', giving them the ability to return to it any time prior to the *To Date*. When the student clicks the 'Complete' button, the evaluation is submitted and no additional updates or changes are allowed.

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## General Survey

Select the answer you want for each question. You can complete this Survey only if all the required questions have been answered; if you want you can complete it later pressing the 'Finish Later' button.

Pending Survey for Robert F. Hughes

Survey: **Student Evaluation of Faculty 2011-14**

✓ Evaluation for Professor: Robert Hughes  
Course Title: BIOL 1  
Reference: 22023

\* - Required Question, it must be answered to complete the survey.

**The Professor:**

1. Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively.

Strongly Agree Agree Disagree Strongly Disagree Not Applicable / Insufficient Data

Note: The text and formatting of these three lines come from the 'Info Text' box when you activate a survey.

11. Instructors will receive a confirmation e-mail the end of the day after activating an evaluation and a progress e-mail every other day. At the end of the *To Date*, instructors will receive a compiled evaluation report and a list of students who completed the evaluation.