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:

Mt. San Antonio College		
Home Student Student Success Financial Aid	eLearning Resources Library Faculty Employees	🕪 Sign Out
News & Announcements	Faculty Dashboard	Faculty Self Service
Announcements	Preferences There are no class assignments at this time.	Select a CRN
All		Faculty Detail Schedule

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

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty Services	Employee WebTailor Administration	
Search Go Select Term	RETURN TO MENU SITE MAP HELP EXIT	
Select a Term: Winter 2016		
Submit RELEASE: 8.7.1		

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

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty	Services Employee WebTailor Administration	
search 60 Faculty	RETURN TO MENU SITE MAP HELP EXIT	
Term Selection Select a Term to use for the functions listed below CRN Selection Select a CRN (Course Reference Number) to use for the functions listed be dule	5v/	
Query Lab Attenue Flex Form Notice of Assignment Verify Class Website		
Activate a Student Evaluation of your Class Refer Students to the Honors Program Faculty Toolkit		

4. 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.

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty Services Employee WebTailor Administration		
Search Go Faculty Survey	SITE MAP HELP EXIT	
Survey Code: Student Evaluation of Faculty 2014-17 V CRN: ******Select One*****************		

5. 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.

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty Services Employee WebTailor Administration		
Search Go	SITE MAP HELP EXIT	
Faculty Survey		
Survey Code: Student Evaluation of Faculty 2014-17		
CRN: ANTH 1 01: Biological Anthropology, 30010 (34)		
Submit		

6. 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.

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty Services Employee WebTailor Administration		
Search Go	SITE MAP HELP EXIT	
Faculty Survey		
Dook up an Email Address		
Summer Cadar	F FVAL 17 Condent Fundantian of Franks 2014 17	
Survey Code: Survey CRN:	P_EVAL_17 - Student Evaluation of Faculty 2014-17 ANTH 1.01: Biological Anthropology, 30010 (34)	
Status Indicator:	Active OIn Active	
From Date:	01/27/2017 🗸	
To Date:	02/10/2017 🗸	
Info Text:	Evaluation for Professor: Evelyn Ojeda br>Course Title: ANTH	
	1 keference: 30010	
	Ť	
To send a copy of the results to your dept, chair or manager.	rhughes@mtsac.edu ×	
enter their email address here:		

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

Mt. San Antonio College		
Personal Information Student Financial Aid Faculty Services Employee WebTailor Admi	nistration	
Search Go	SITE MAP HELP EXIT	
Faculty Survey		
Survey was successfully activated.		
Survey Code: ************************************		
CRN: ********Select One********		
Submit		

- 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.
- 9. 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):

Personal Information Student Faculty Services Employee Finance Lab Atten Search Go	
	KEIOKNI TO MENO SITE MAP HELP EXIT
General Surveys	
Celest the Ceneral Survey title you with to prover. You may exit a Survey at any time	a and finish it later
Select the General Survey title you wish to answer. You may exit a Survey at anytim	ie and finish it later.
Surveys Assigned to Robert F. Hughes	
SRN Description	Status
3 English Placement Satisfaction Survey for ENGL67 Writing Fundamenta	als In Progress
33 English Placement Satisfaction Survey for LERN81 Improving Writing	In Progress
123 Student Evaluation of Success Workshop	Pending
166 Student Evaluation of Faculty 2011-14 for BIOL1-22023 - General Biology	y 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.

Personal Information Student Faculty Services Employee Finance Lab Attendance	
Search Go RET	JRN TO MENU SITE MAP HELP EXIT
General Survey	
Select the answer you want for each question. You can complete this Survey only if all the require button.	ed questions have been answered; if you want you can complete it later pressing the 'Finish Later'
Pending Survey for Robert F. Hughes	
Survey: Student Evaluation of Faculty 2011-14	
 Evaluation for Professor: Robert Hughes Course Title: BIOL 1 Reference: 22023 Note: The text come from the survey. 	and formatting of these three lines 'Info Text' box when you activate a
st - 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 Image: Imag

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.