

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How do I access the online IEQ site?

Go to: <https://webapps.berea.edu/ieqs/> and enter your current network login information and you will then be directed to the online IEQs.

OR

Through the Faculty Portal on the “Teaching and Advising” tab as its own channel.

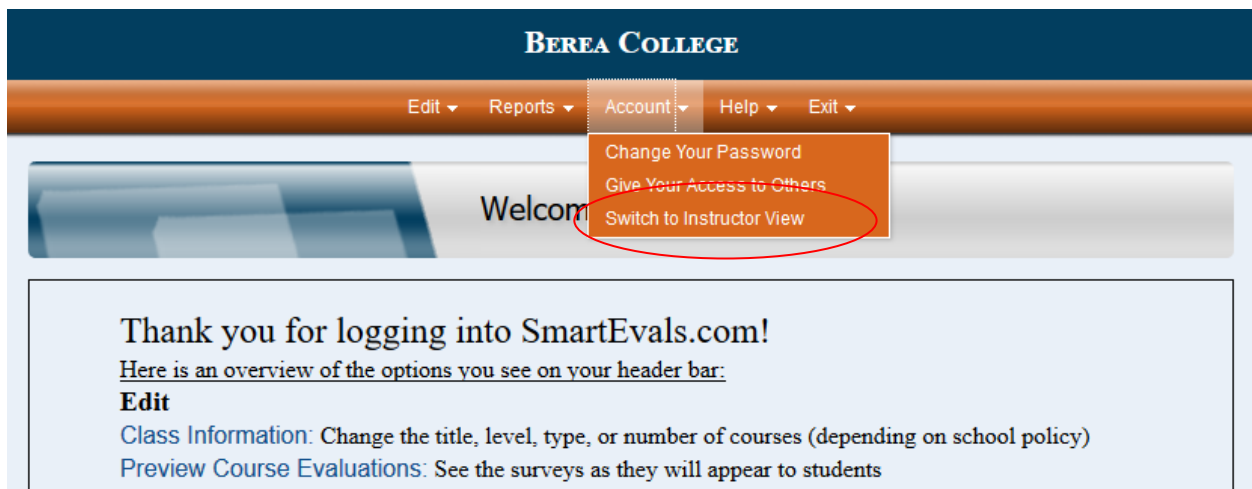
Can I access the IEQ system and reports from off-campus?

Yes, the IEQs are not stored on Berea’s network. They are available anywhere with Internet access.

How can I add personal additional questions to my IEQs?

For Division/Department Chairpersons (known as Department Head in the system):

Once you are logged in, you will first need to “Switch to Instructor View” from the Welcome Page; Account Menu (see screen shot below). You will then follow the instructions for all instructors.



Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

For all Instructors

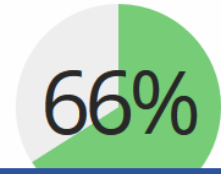
You will see a grey bar that is titled, “Surveys Waiting to be Opened” with each of your courses listed below. There is a big + bar that is labeled Add Questions. Choose that option.

myEvalCenter

Alert:

① Would you like to write a thank you note for your students?

Write a personalized thank-you note to students who completed evaluations.



Current Overall Response Rate

Surveys Waiting to Be Opened

Course	1.00Credit	Course	1.00 Credit	Course	1.00 Credit
TITLE		TITLE		TITLE	
Begins: 11/26/2017	Ends: 12/17/2017	See Reports: 12/17/2017	Begins: 11/26/2017	Ends: 12/17/2017	See Reports: 12/17/2017
+		+		+	
Add Questions		Add Questions		Add Questions	
Preview		Preview		Preview	

When you click the “Add Questions” option, it will bring up the following menu:

Do you want to add questions for:

A vertical blue bar with a white left-pointing arrow is on the left. To its right are three grey panels. The first panel is titled 'All Classes With This Course Title' and contains a text input field with 'Course' and a blue 'Add/Edit Questions' button. The second panel is titled 'This Class Only:' and contains a text input field with 'Course' and a blue 'Add/Edit Questions' button. The third panel is titled 'Every Class You Teach (now and in the future)' and contains a blue 'Add/Edit Questions' button.

Follow the instructions on the screen to add your questions. If you have any problems or find anything confusing, please contact Clara Chapman at ext. 3790 or via e-mail (chapmanc@bera.edu)

Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

How can I see my response rates?

You can monitor your response rates by logging into the system. **During the time that IEQs are open for student responses, the overall response rates will be at the top of the page.** When our office sends reminders to instructors, the response rates for your individual classes are included in that e-mail.

When there is not a current administration in progress, you can still see response rates for each course.

How do I send reminders to my students?

During an open administration cycle, you can send reminders from your regular outlook account to all your students and include the website, <https://webapps.berea.edu/ieqs/> in the e-mail.

If you want to only send reminders to those students who have not responded, you can use the online IEQ site to do so (the system will only allow e-mails to be sent every 36 hours, so if a campus-wide e-mail has gone out, you will not be able to send one until 36 hours after that e-mail. This is to minimize students being sent e-mails too close together.)

Division/Department Chairpersons: You must switch to "Instructor View" before you can send reminders.

Why is one of my courses missing?

A few weeks before the IEQ administration window will open, you will receive an e-mail that includes your courses that have been uploaded into the IEQ system. Courses with fewer than 3 students are not required to complete IEQs. If there is a course missing, check the list below to see if an IEQ is required to be completed. If you teach two sections (different CRNs, but the sections meet together most of the time) of a course and one section has a small enrollment (<3), please let Clara Chapman (ext. 3790) know so that the sections can be combined and both will be included.

Note that there are a few courses that do not need to be evaluated due to the nature of the course; these courses are:

- independent studies,
- field studies,
- sport teams,
- directed teachings,
- directed readings,
- student teaching,
- special topics, and
- work learning experiences.

If you want to evaluate a course that is missing, please contact Clara Chapman at ext. 3790 to ask that the course be added.

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How are team-taught courses handled in the online IEQ system?

Faculty members often have questions about how to administer IEQs in team-taught courses. In Spring Term 2007, we asked the Faculty Status Council (FSC) to discuss this issue so we would know how to advise faculty members. This is what the FSC decided:

1. *In team-taught courses, **always use IEQs in a way that makes sense for each particular course**; you must decide between using one evaluation for multiple instructors versus one evaluation for each instructor. **FSC's preference is for each instructor to do a separate IEQ**, as this provides the most unambiguous information. FSC acknowledges that individual IEQs, especially for three or more professors, can become cumbersome for students so this option might not always be the best for each class situation.*
2. ***Use supplemental questions whenever appropriate**, not as substitutes for the IEQs, but to help clarify course-specific and/or instructor-specific issues. Note that the FSC considers these supplemental questions to be important forms of student feedback that are of significant use to the instructor, and that have great value to FSC in tenure and promotion considerations. See instructions above for how to add your own questions to the IEQs.*

In the online system, all team courses are set up so that a student in a team-taught course will answer items 1-4 once, and then items 5-19 for the first instructor, items 5-19 for the second instructor, and so forth before submitting the evaluation.

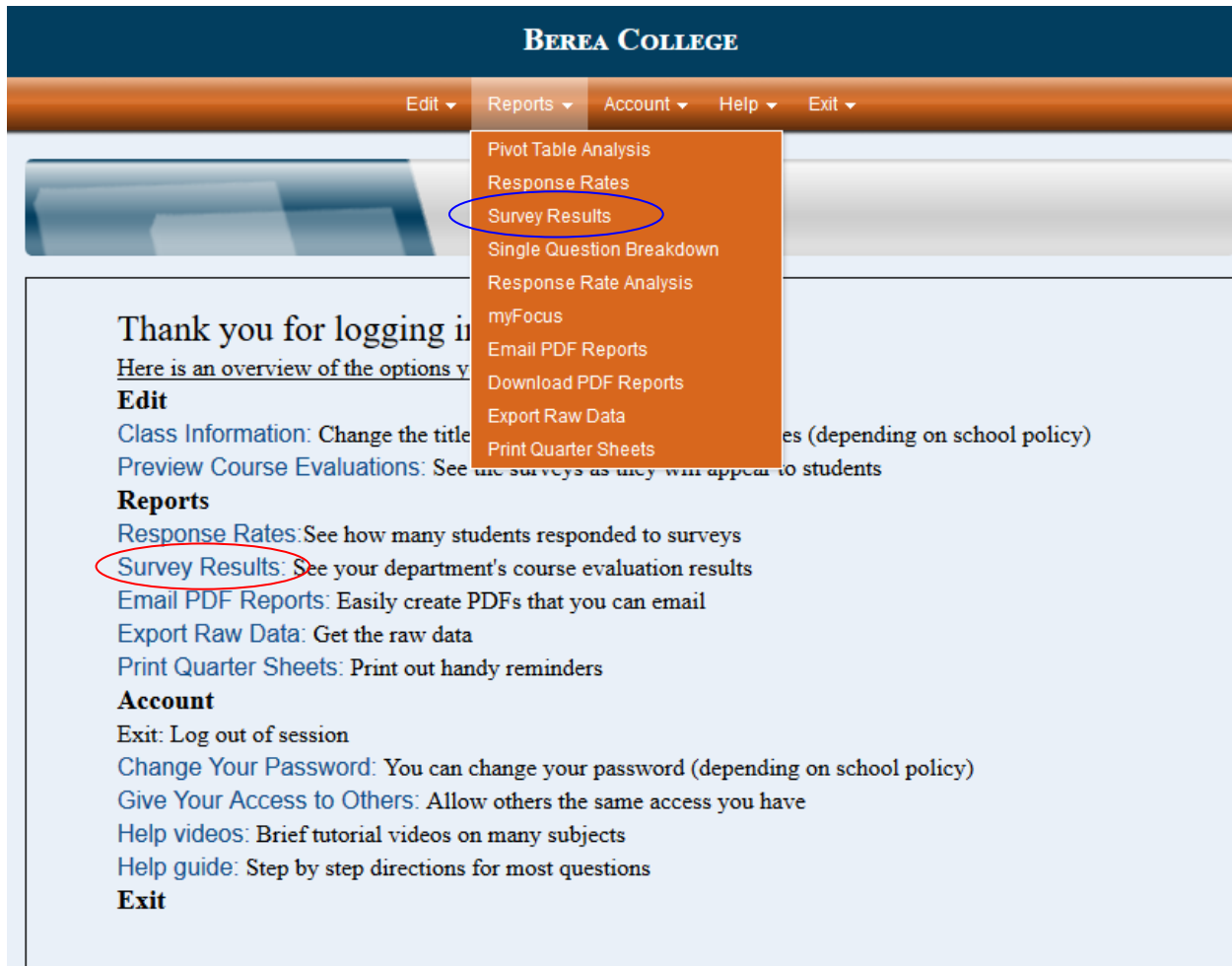
If you do not want your team-taught course evaluated like this (individual responses for items 5-19 for each instructor), please e-mail or call Clara Chapman (ext. 3790).

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

How do I view reports?

For Division/Department Chairpersons (known as Department Head in the system):

Choose "Survey Results" from the Welcome Screen or from the Reports menu.



The screenshot shows the Bera College website interface. At the top, there is a dark blue header with the text "BEREA COLLEGE". Below this is a navigation bar with several dropdown menus: "Edit", "Reports", "Account", "Help", and "Exit". The "Reports" dropdown menu is open, displaying a list of options: "Pivot Table Analysis", "Response Rates", "Survey Results", "Single Question Breakdown", "Response Rate Analysis", "myFocus", "Email PDF Reports", "Download PDF Reports", "Export Raw Data", and "Print Quarter Sheets". The "Survey Results" option is circled in red. Below the navigation bar, there is a main content area with a light blue background. It contains a "Thank you for logging in" message, followed by a link to "Here is an overview of the options you have". Below this, there are sections for "Edit", "Reports", "Account", and "Exit", each with a brief description of the available options. The "Survey Results" option is also circled in red in this section.

Thank you for logging in
[Here is an overview of the options you have](#)

Edit
[Class Information](#): Change the title and description of your class
[Preview Course Evaluations](#): See the surveys as they will appear to students

Reports
[Response Rates](#): See how many students responded to surveys
[Survey Results](#): See your department's course evaluation results
[Email PDF Reports](#): Easily create PDFs that you can email
[Export Raw Data](#): Get the raw data
[Print Quarter Sheets](#): Print out handy reminders

Account
[Exit](#): Log out of session
[Change Your Password](#): You can change your password (depending on school policy)
[Give Your Access to Others](#): Allow others the same access you have
[Help videos](#): Brief tutorial videos on many subjects
[Help guide](#): Step by step directions for most questions

Exit

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

You will then see the following screen. Choose any of the Berea College live blue links:

Division Aggregate Scores

You have been assigned access to individual instructor data. Those scores are not included here unless the instructors are in the departments listed.

include semester
 Change columns

	Division	# Classes	N	Tot	Pct	Dynamic text 1	Dynamic text 2
Total:		28	324	481	67%		
2012 Sum	Berea College	1	9	23	39%		
2012 Spr	Berea College	13	157	229	69%		
2012 Fal	Berea College	14	158	229	69%		
Total:		23	269	386	70%		

You will then see the following screen. From there, choose any of the blue live link rubrics listed.

Department Scores in the Berea College Division

You have been assigned access to individual instructor data. Those scores are not included here unless the instructors are in the departments listed.

<<
 include semester
 group all of the Berea College division
 Change columns

	Course Dept.	# Classes	N	Tot	Pct	Dynamic text 1	Dynamic text 2
Total:		28	324	481	67%		
2012 Sum	PSY	1	9	23	39%		

You will then see the familiar drop-down menus at the top that will allow you to access different terms, instructors, courses, etc.

See mean scores for each question

PSC PSC

this past semester(2017/summer)

See all instructors

All courses

See all course levels / types

See all course groups

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

The list of courses now has a few icons that give you more information about the courses.



Indicates that the course was team taught – if you hover over the icon, it will tell you all instructors' names



For cross-listed courses, they are labeled as parent/child in the online system. If you hover over that icon, it will tell you the other rubrics.

If you only want to view your own IEQs, you can choose to switch to the “Instructor View.” See instructions above for how to do this.

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions







How do I view reports?, continued:

For all instructors:

When you login to the system, you will be on the “MyEvalCenter” page. You will now see a grey bar labeled, “Results Ready for Viewing”

You can see all your courses. It shows dates of administration, response rate, preview of IEQ that was administered, and reports option.

Results Ready for Viewing

Course 1.00Credit	Course 1.00 Credit
TITLE	TITLE
Began: 4/16/2017	Began: 11/27/2016
Ended: 5/6/2017	Ended: 12/18/2016
Released: 5/9/2017	Released: 12/18/2016
 Students responded: 5 / 13	 Students responded: 13 / 23
38% response rate	56% response rate
 Preview	 Preview
 See Reports	 See Reports

Click on “See Reports” to view reports for this course. From that menu, you will then be able to change to any course using the familiar drop down menus at the top (see screen shot below)

Custom Report Percentile Rank myFocus

All Academic Years (September 1 - ▾	All sections of this course ▾	See all course levels / types ▾
All courses ▾	All departments ▾	

Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

What does each report show me?

You will then see the reporting toolbar at the top of the page.



You will see the familiar drop-down menus that will allow you to access different terms, courses, etc.

The following are explanations of each report:

[Custom Report for Items 3-16](#)

You will see the item number, abbreviated question text, number of respondents (N), the average (mean) of the item, the standard deviation, the campus-wide standard deviation, and the campus-wide mean, and the percentage of students answering each item response. Also, the comments are included.

[Percentile Rank for Items 3-16](#)

You will see the item number at the far left of the chart, abbreviated question text, number of respondents, and your average (mean) for each item. Your mean score is located within the decile categories (compared to all other courses at Berea). Notice that if your scores are in green, your mean ranked in the top 30% of scores. If your scores are in pink, your mean score ranked in the bottom 30%.

[Individual Evaluation Forms for Items 3-16.](#)

This report allows you to see how each respondent completed the entire IEQ (excluding items 1 and 2). **Please note when reviewing this report that if you see anything that looks like an obvious discrepancy (e.g., ALL positive comments, but every structured item is marked “strongly disagree” – the student may have misread the scale), please contact Clara at ext. 3790.**

[MyFocus](#)

You will see the question text arranged by the score that SmartEvals has calculate. (How do they calculate that score: Our score calculation goes from 1-100 and is a proprietary analysis that includes your average percentile rank score for each question, what you note as applicable and not applicable, a confidence calculation, and other factors. During the 'create action plan' process you may indicate general agreement or disagreement with the score or whether you feel our analysis is correct or wildly off. If 'too few respondents' appears in the last column, not enough evaluations were completed to produce meaningful data.) It allows you to create an “action plan” for improvement.

How is the “School Average” calculated in the online system?

The School Average is a term average of all course averages here at Berea. We began using the electronic system in Fall 2008.

Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

How is the “School Standard Deviation (SD)” calculated in the online system?

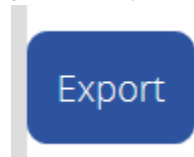
The School Standard Deviation is based on all Berea course average ratings since we began using the electronic system in Fall 2008. It is not term-specific.

What is “Winter” Term?

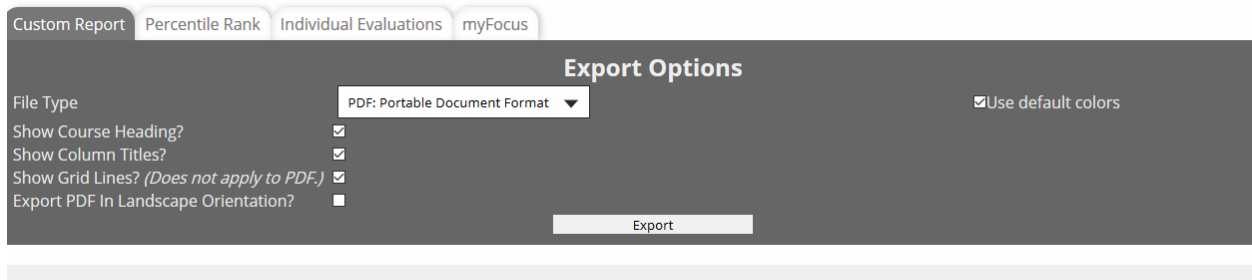
This is how our Short term was defined.

How can I save/download reports to my computer?

Click the Export button on each page (typically in the upper right-hand corner). This will allow you to export reports in a pdf format.



It will then open to a new window. Click the export button which will ask whether you want to open or save the file.

A screenshot of the "Export Options" dialog box. At the top, there are four tabs: "Custom Report", "Percentile Rank", "Individual Evaluations", and "myFocus". The "Export Options" title is centered. Below the title, there are several settings: "File Type" is set to "PDF: Portable Document Format" with a dropdown arrow; "Use default colors" is checked; "Show Course Heading?" is checked; "Show Column Titles?" is checked; "Show Grid Lines? (Does not apply to PDF.)" is checked; and "Export PDF In Landscape Orientation?" is unchecked. An "Export" button is located at the bottom right of the dialog box.

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

Can I look at my course averages over time? *This option shows you a CUMULATIVE report for that course.*

If you teach a course each term and want to look at a cumulative report for that course, you will choose “All sections of this course” from the drop-down menus. NOTE: If you have taught those course individually and as a team, you will see multiple rows for items 5-16. The team taught courses will include your last name in parentheses after the question text.

All Academic Years (September 1 - August 31) ▼	CSC CSC ▼
All courses Be sure course is selected here. ▼	See all course levels / types ▼
All sections of this course ▼	

To view course IEQ history

After choosing survey results, choose the following options. Use the bottom left-hand side of the drop down menu to choose individual courses. Also, you can use the second right-hand side of the drop-down menu to see IEQ history for a faculty member (if you are a division/department chair).

See mean scores for each question ▼	BIO BIO ▼
All Academic Years (September 1 - August 31) ▼	See all instructors ▼
BIO 100 ▼	See all course levels / types ▼
	See all course groups ▼

How are cross-listed course reports compiled?

Cross-listed course reports are compiled together and will only show as one report. It will combine the rubrics together in the EvalCenter (home page) and on the report page. It will indicate that there is a parent or child course and say “included.”

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How are team-taught course reports compiled?

If a course was team-taught, it will be listed as such in the EvalCenter (home) and also include a "With *instructor name*"

On the report page, it will indicate that the course was "Team taught with *instructor name*"

For Division/Department Chairpersons:

When you first login to the site, the first page where you see results for team-taught courses, those means are a total course mean (both instructors' data combined). It will be indicated by an *.

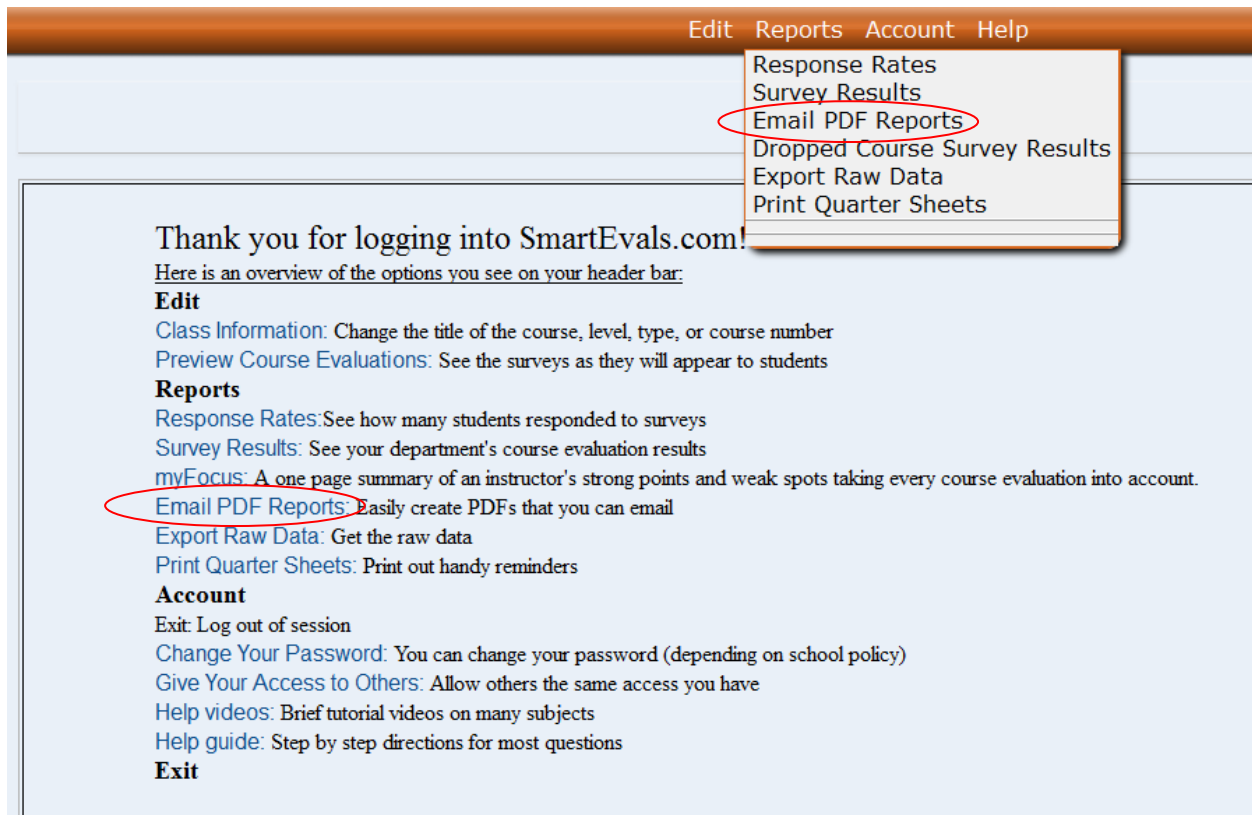
Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

For Division/Department Chairpersons (known as Department Chairs in the system)

How can I easily export pdf reports for instructors in my department? (This would allow you to keep IEQ reports in a folder on your computer. This would provide a record at any time without Internet access, allow you to move the report to your computer or send through e-mail, etc.)

On your Welcome Screen, choose “Email PDF Reports” or from the “Reports” menu.



The screenshot shows the SmartEvals.com user interface. At the top, there is a navigation bar with the following links: [Edit](#), [Reports](#), [Account](#), and [Help](#). A dropdown menu is open under the 'Reports' link, listing the following options: [Response Rates](#), [Survey Results](#), [Email PDF Reports](#), [Dropped Course Survey Results](#), [Export Raw Data](#), and [Print Quarter Sheets](#). The 'Email PDF Reports' option is circled in red. Below the navigation bar, the main content area displays a welcome message: "Thank you for logging into SmartEvals.com!" followed by a link to an overview of options. The content is organized into sections: **Edit** (Class Information, Preview Course Evaluations), **Reports** (Response Rates, Survey Results, myFocus, Email PDF Reports, Export Raw Data, Print Quarter Sheets), **Account** (Exit, Change Your Password, Give Your Access to Others), and **Help** (Help videos, Help guide). The 'Email PDF Reports' option in the Reports section is also circled in red.

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

This will bring up the following drop-down menu options. Choose the instructors/courses that you want by using the drop-down menus and then “selecting” the boxes to the left of the name of the instructor/course you want and then choose “E-mail me the selected reports”

The screenshot shows the 'PDF Report Generator and Emailer' interface. At the top, there is a header with the title 'PDF Report Generator and Emailer'. Below the header is a yellow bar. The main area contains several dropdown menus: 'this past semester(2017/fall)', 'All departments', 'See all instructors', 'See all course levels / types', and 'See all course groups'. Below these is a 'Send:' dropdown menu set to 'Both comments AND custom report' and a checkbox for 'Hide reports not shown for instructors'. There are two buttons: 'Generate missing reports (538)' and 'Email me the selected reports'. Below the buttons, it says 'Earliest report generated: 1/25/2013 7:48:00 PM' followed by a checkbox for 'Group reports into one PDF file' and a 'Delete ALL reports.' button. At the bottom, there is a '(Re)Generate Selected' button and the instruction 'Click on column header to change sort order.' Below this is a table header with three columns: 'All Instructor', 'Course', and 'Generated'.

PDF Report Generator and Emailer

this past semester(2017/fall) All departments

See all instructors

See all course levels / types

See all course groups

Send: Both comments AND custom report

Hide reports not shown for instructors

Generate missing reports (538) Email me the selected reports

Earliest report generated: 1/25/2013 7:48:00 PM Group reports into one PDF file

Delete ALL reports.

(Re)Generate Selected

Click on column header to change sort order.

All Instructor	Course	Generated
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Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

How can I...

1. View an instructor's complete IEQ history
2. View an instructor's history for a specific course such as GSTR 110
3. View a rubric's history (all BIO courses for example)
4. View history for a specific course such as GSTR 110. You will only see the instructors who are assigned to your division.

Choose "Survey Results" from the Welcome Screen or from the Reports menu.

The screenshot shows the SmartEvals.com interface. At the top, there is a navigation bar with links for "Edit", "Reports", "Account", and "Help". A dropdown menu is open under "Reports", listing several options: "Response Rates", "Survey Results", "Email PDF Reports", "Dropped Course Survey Results", "Export Raw Data", and "Print Quarter Sheets". The "Survey Results" option is circled in red. Below the menu, the main content area displays a welcome message: "Thank you for logging into SmartEvals.com! Here is an overview of the options you see on your header bar:". Under the "Reports" section, "Survey Results" is also circled in red, with a description: "See your department's course evaluation results".

You will then see the following screen. Choose any of the Berea College live blue links:

The screenshot shows the "Division Aggregate Scores" screen. A green message box states: "You have been assigned access to individual instructor data. Those scores are not included here unless the instructors are in the departments listed." Below this, there is a table with the following data:

Division	# Classes	N	Tot	Pct	Dynamic text 1	Dynamic text 2
Total:	28	324	481	67%		
2012 Sum Berea College	1	9	23	39%		
2012 Spr Berea College	13	157	229	69%		
2012 Fal Berea College	14	158	229	69%		
Total:	23	269	386	70%		

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

You will then see the following screen. From there, choose any of the blue live link rubrics listed.

Department Scores in the Berea College Division

You have been assigned access to individual instructor data. Those scores are not included here unless the instructors are in the departments listed.

<< include semester group all of the Berea College division Change columns

Course Dept.	# Classes	N	Tot	Pct	Dynamic text 1	Dynamic text 2
Total:		28	324	481	67%	
2012 Sum	PSY	1	9	23	39%	

Rectangular Snip

You will then see the familiar drop-down menus at the top that will allow you to access different terms, instructors, courses, etc.

See mean scores for each question	BIO BIO
this past semester(2017/fall)	See all instructors
All courses	See all course levels / types
	See all course groups

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

- 1. To view an instructor's complete history, you should choose the following options:**

See mean scores for each question	All Departments
All Academic Years (September 1 – August 31)	(specific instructor name)
All Courses	See all course levels/types
	See all course groups

This will show you an overall IEQ summary (which is what FSC uses in review processes) Campus-Wide Average (in blue), Instructor Overall (in yellow), and Academic Years (in green) as well as course detail below for all items (3-16) that can be averaged (a mean can be calculated). Remember that items 3 and 4 are on a 4-point scale. To see the specific item's text, scroll over that column.

- 2. To view an instructor's history for a specific course such as GSTR 110, you should choose the following options:**

See mean scores for each question	All Departments
All Academic Years (September 1 – August 31)	(specific instructor name)
(specific course name)	See all course levels/types
	See all course groups

- 3. To view a rubric's history (all BIO courses for example), you should choose the following options:**

See mean scores for each question	(specific rubric)
All Academic Years (September 1 – August 31)	See all instructors
All Courses	See all course levels/types
	See all course groups

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

4. To view history for a specific course such as GSTR 110, you should choose the following options. **You will only see the instructors who are assigned to your division/department.**

See mean scores for each question	All Departments
All Academic Years (September 1 – August 31)	See all instructors
(specific course name)	See all course levels/types
	See all course groups

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

Regarding the Customized IEQ Summary Report (this is the same report/format that the Faculty Status Council (FSC) uses in the review process).

How do I view reports?

If you are a current division or department chair and are interested in reviewing your OWN results, you should switch to instructor view to make viewing your results easier. You do this by choosing "Switch to instructor view" under the Account menu.

Choose "Historical Reporting" from the Reports Menu.

You will then see the familiar drop-down menus at the top

See mean scores for each question ▼	All departments ▼
All Academic Years (September 1 - Augu: ▼	See all course levels / types ▼
All courses ▼	

The list of courses now has a few icons that give you more information about the courses.



Indicates that the course was team taught – if you hover over the icon, it will tell you all instructors' names



For cross-listed courses, they are labeled as parent/child in the online system. If you hover over the icon, it will tell you the rubric with which the course is cross-listed.

Now, you will see the following at the top of the page. If you hover over one of the item numbers, it will give you the question text.

- The Campus-Wide Average (in blue) is an average of all courses since Fall 2008 (when we started using the online system).
- The Instructor Overall (in yellow) is an overall average of all the instructor's courses.
- The Year of Fall xxx – Sum xxx (in green) is an academic year average. Because of the way the system is set up, summer courses will show up under a separate green average bar and team taught courses (which you can tell by the icon and the type) will also show under a separate green average bar.

Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

 Customize

Course Name	Sec	Type	N	Tot	%	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Campus-Wide Average						2.2	3.0	4.2	4.1	4.3	4.3	4.1	4.2	4.1	4.4	4.2	4.3	4.1	4.0
Instructor Overall			33716	47140	72%	2.6	3.0	4.1	4.1	4.4	4.3	4.0	4.3	4.1	4.3	4.2	4.3	4.1	4.0
Year of Fall 2017 - Sum 2018			116	122	95%	2.7	3.2	4.7	4.8	4.6	4.7	4.6	4.8	4.6	4.8	4.8	4.6	4.6	4.6

How do I see a report (including comments) for a particular course?



Choose the icon beside the course and it will open a report for you.

How can I...

5. View my complete IEQ history
6. View my history for a specific course such as GSTR 110
7. View a rubric's history (all BIO courses for example)

5. To view your complete IEQ file, you should choose the following options:

See mean scores for each question	All Departments
All Academic Years (September 1 – August 31)	
All Courses	

6. To view your IEQs for a specific course such as GSTR 110, you should choose the following options:

See mean scores for each question	All Departments
All Academic Years (September 1 – August 31)	
(specific course name)	

7. To view a specific rubric's history (all BIO courses for example), you should choose the following options:

See mean scores for each question	(specific rubric)
All Academic Years (September 1 – August 31)	
All Courses	