Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

How do I access the online IEQ site?

Go to: [https://webapps.berea.edu/ieqs/](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.
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.

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

Do you want to add questions for:

- All Classes With This Course Title
- This Class Only: Course
- Every Class You Teach (now and in the future)

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@berea.edu)
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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.
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).**
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.
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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.

![Table showing division aggregate scores](image)

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.

![Table showing department scores](image)

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

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)
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.
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. 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.
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.

<table>
<thead>
<tr>
<th>All Academic Years (September 1 - August 31)</th>
<th>CSC CSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>All courses</td>
<td>See all course levels / types</td>
</tr>
<tr>
<td>All sections of this course</td>
<td></td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>BIO BIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 - August 31)</td>
<td>See all instructors</td>
</tr>
<tr>
<td>BIO 100</td>
<td>See all course levels / types</td>
</tr>
<tr>
<td></td>
<td>See all course groups</td>
</tr>
</tbody>
</table>

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.”
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 *.
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 a CD or send through e-mail, etc.)

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

![PDF Report Generator and Emailer](image)

<table>
<thead>
<tr>
<th>this past semester(2017/fall)</th>
<th>All departments</th>
<th>See all instructors</th>
<th>See all course levels / types</th>
<th>See all course groups</th>
</tr>
</thead>
</table>

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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Revised May 2018
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.

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

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

![Course Dept. # Classes N Tot Pct Dynamic text 1 Dynamic text 2](image)

Total: 28 324 481 87%
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.
1. **To view an instructor’s complete history, you should choose the following options:**

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>All Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td>(specific instructor name)</td>
</tr>
<tr>
<td>All Courses</td>
<td>See all course levels/types</td>
</tr>
<tr>
<td></td>
<td>See all course groups</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>All Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td>(specific instructor name)</td>
</tr>
<tr>
<td>(specific course name)</td>
<td>See all course levels/types</td>
</tr>
<tr>
<td></td>
<td>See all course groups</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>(specific rubric)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td>See all instructors</td>
</tr>
<tr>
<td>All Courses</td>
<td>See all course levels/types</td>
</tr>
<tr>
<td></td>
<td>See all course groups</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>See mean scores for each question</td>
<td>All Departments</td>
</tr>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td>See all instructors</td>
</tr>
<tr>
<td>(specific course name)</td>
<td>See all course levels/types</td>
</tr>
<tr>
<td></td>
<td>See all course groups</td>
</tr>
</tbody>
</table>
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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.

Then choose “See Old Version (Survey Results)"

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

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>All departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 - August)</td>
<td>See all course levels / types</td>
</tr>
<tr>
<td>All courses</td>
<td></td>
</tr>
</tbody>
</table>

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
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bar and team taught courses (which you can tell by the icon and the type) will also show under a separate green average bar.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sec</th>
<th>Type</th>
<th>N</th>
<th>Tot</th>
<th>%</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus-Wide Average</td>
<td></td>
<td></td>
<td></td>
<td>2.2</td>
<td>3.0</td>
<td>4.2</td>
<td>4.1</td>
<td>4.3</td>
<td>4.3</td>
<td>4.1</td>
<td>4.2</td>
<td>4.1</td>
<td>4.4</td>
<td>4.2</td>
<td>4.3</td>
<td>4.1</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Overall</td>
<td>33718</td>
<td>47140</td>
<td>72%</td>
<td>2.8</td>
<td>3.0</td>
<td>4.1</td>
<td>4.1</td>
<td>4.4</td>
<td>4.3</td>
<td>4.0</td>
<td>4.3</td>
<td>4.1</td>
<td>4.3</td>
<td>4.2</td>
<td>4.3</td>
<td>4.1</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year of Fall 2017 - Sum 2018</td>
<td>116</td>
<td>122</td>
<td>95%</td>
<td>2.7</td>
<td>3.2</td>
<td>4.7</td>
<td>4.8</td>
<td>4.6</td>
<td>4.7</td>
<td>4.6</td>
<td>4.8</td>
<td>4.6</td>
<td>4.8</td>
<td>4.8</td>
<td>4.6</td>
<td>4.6</td>
<td>4.6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>All Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td></td>
</tr>
<tr>
<td>All Courses</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>All Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td></td>
</tr>
<tr>
<td>(specific course name)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>See mean scores for each question</th>
<th>(specific rubric)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Academic Years (September 1 – August 31)</td>
<td></td>
</tr>
<tr>
<td>All Courses</td>
<td></td>
</tr>
</tbody>
</table>