

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.

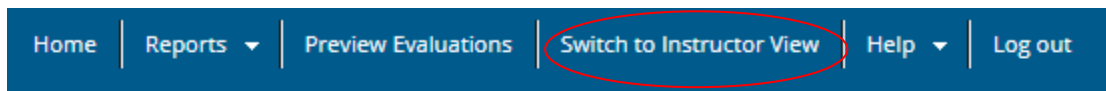
Can I access the IEQ system and reports from off-campus?

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 Home Page; (see screen shot below). You will then follow the instructions for all instructors.



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For all Instructors

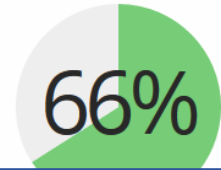
You will see a grey bar that is titled, "Surveys Waiting to be Opened" with each of your courses listed below. There is a big + bar that is labeled Add Questions. Choose that option.

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:

←

All Classes With This Course Title

Course

Add/Edit Questions

This Class Only:

Course

Add/Edit Questions

Every Class You Teach

(now and in the future)

Add/Edit Questions

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)

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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 MyEvalCenter 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 on the MyEvalCenter page.

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*

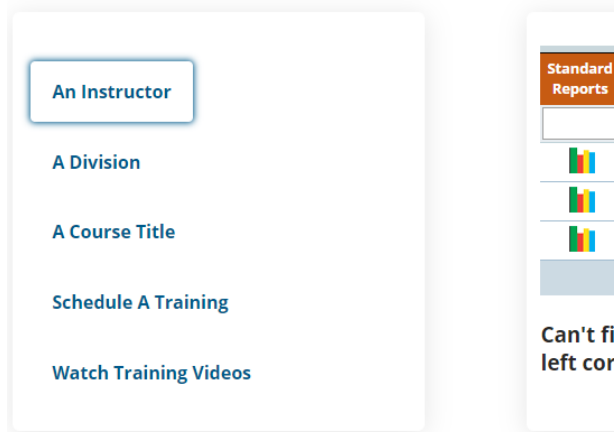
How do I view reports?

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

On the Home page, you have an option to view by Instructor, Division (in the system, this means all of Berea College (that you have access to)) or by Course Title. Once you choose an option, follow the on-screen instructions.

You can also choose the graph (under standard reports) next to the instructor's name.

Select:



The system 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 ▾	

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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?

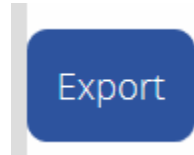
The School Standard Deviation is based on all Berea course average ratings since we began using the electronic system in Fall 2008. It is not term-specific.

What is “Winter” Term?

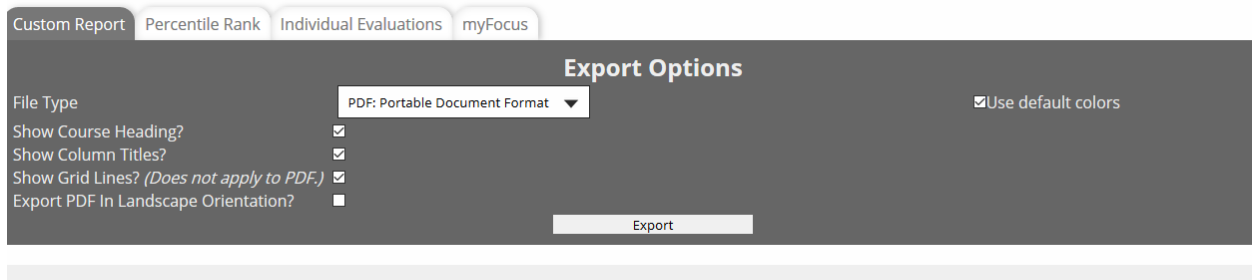
This is how our Short term was defined.

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*

How do I view the summary report used in the review process by the Faculty Status Council (FSC)? (This report allows you to look at course averages over time and specific courses.

For Department Heads: Choose “Survey Results - Custom” from the Reports Menu. Choose what you want to see.

For Individual Instructor: Choose “Historical Reporting” from the Reports Menu

You will then see the familiar drop-down menus at the top; individual instructor’s view will be slightly different.

See mean scores for each question	All departments
this past semester(2020/Fall)	See all instructors
All courses	See all course levels / types / traits

The list of courses has a few icons that provides 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.

Also, note that the “Type” will indicate if the course was taught remote.

You will see the following three colored lines at the top of the report. If you hover over the item number, the question text will be displayed.

- 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 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.

Please note that Spring 2020 IEQs are not in the system. Because of the COVID-19 Pandemic, the College shut down on-campus operations in March 2020. Courses were all abruptly moved online. IEQs were administered, but removed from the online system. Reports were sent via e-mail to faculty. They will not be included in the IEQ summaries.

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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 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)

1. To view an instructor's complete IEQ file, 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/traits

2. To view 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)	See all instructors
(specific course name)	See all course levels/types/traits

3. To view a specific rubric's history (all BIO courses for example), you should choose the following options. (NOTE: You will only see instructors that are assigned to your division/department.)

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/traits

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

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 MyEvalCenter (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 MyEvalCenter (home) and also include a “With *instructor name*”

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

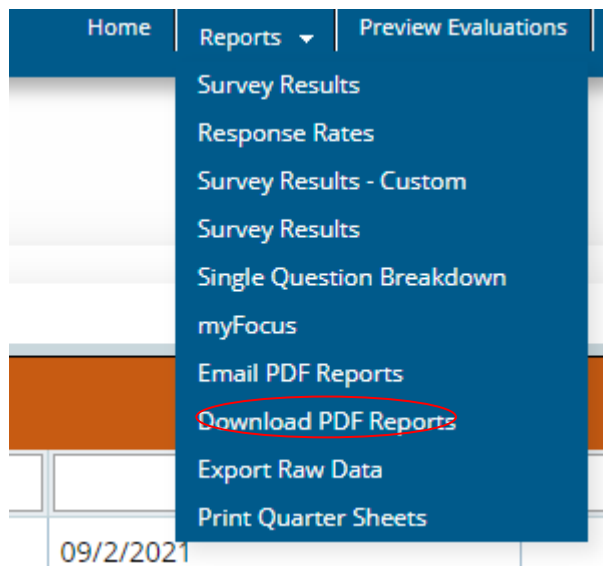
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For Division/Department Chairpersons (known as Department Chairs in the system)

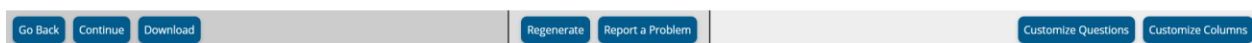
How can I easily export pdf reports for instructors in my department? (This would allow you to keep IEQ reports in a folder on your computer. This would provide a record at any time without Internet access, allow you to move the report to your computer or send through e-mail, etc.)

On your Home Screen, choose “Download PDF Reports” from the “Reports” menu.



This will bring up a preview of your most recent PDF and the menu (screenshot below). Choose “Continue.”

Here is a preview of your most recent PDF



That will bring you to the PDF Report Generator and Downloader. Choose what you want and select Download Reports.

this past semester(2020/Fall) All departments
See all instructors
See all course levels / types / traits


Report type: Both comments AND custom report
 Hide reports not shown for instructors
 For multiple reports, use separate PDFs for each report (stored in zip file)
[Setup Automated Exports for Custom Reports](#)

Generate missing reports (0) (only most recent 2 years)
Earliest report generated: 1/25/2013 7:48:00 PM
Delete ALL reports
Download reports
(Re)Generate Selected
Click on column header to change sort order.
All Instructor Course Generated

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

How do I download a report that I am currently viewing if there is no export button?



On many screens that you are reviewing, there will be an excel icon (). When you choose this, you will be able to download the report that you are currently viewing.