West Virginia University

INFORMATION TECHNOLOGY SERVICES

Managing Course Evaluations

Information Technology Services

November 12, 2015

West Virginia University

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Contents

Overview

Faculty and course administrators can change course evaluation dates, opt courses or instructors in/out of evaluations, and set evaluations to manual mode in order to provide them during class. Once the evaluation is open to students, you can also view response rates to the survey.

This guide will show you how to do the following:

1. Log into the application.
2. View the task list.
3. Adjust the evaluation's status and timing.
4. View the response rate and tasks.
5. Finalize the evaluation.

Logging in

1. Log into your MIX account (not @mail.wvu.edu). You will receive an email from SEI@mail.wvu.edu with the link "Please click here to manage your courses and view response rates." Click the link.

Dear ▮▮▮▮▮▮▮▮,

West Virginia University is committed to ensuring the quality of its academic programs, its teaching, and the learning experiences of its students. Regular evaluation of courses by students is an important component of this process.

Faculty and course administrators can log in now to changes course evaluation dates, opt courses or instructors in or out of evaluations, and set evaluations to manual mode, where you can provide the survey during class using start and stop buttons. Once the evaluation is open to students, you may view response rates to the survey.

If you have difficulties accessing the link below, we also provided the direct link to the evaluation forms at the end of this email.

Please click here to manage your courses and view response rates.

If you have any problems accessing the survey, please submit a ticket at ITS Service Desk.

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2. The link will open a window in your default browser and take you to WVU's authentication page. Enter your LoginID (MyID) credentials and click Login.
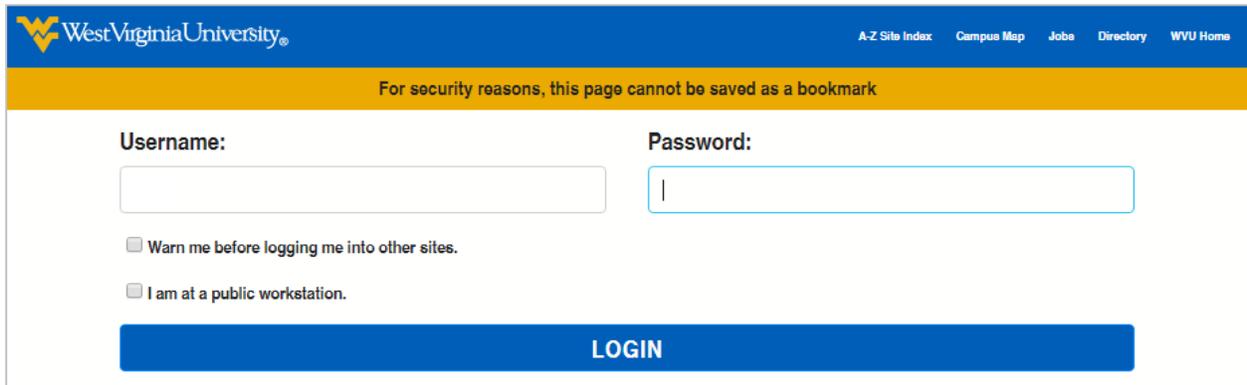
3. Check the details to verify their accuracy. Your name will be listed as the Task Owner, Category and Subcategory will match the current term and the current term's courses. Courses with multiple instructors will also display the other instructor's name(s).

Adjusting the Evaluation Status

1. Find a course with an "Open" status and click it.

Subject	Due date	Status
Accounting-201-T01	Monday, November 30, 2015	Open
Biochemistry-785-001	Monday, November 30, 2015	Open
Behavior Medicine & Psychiatry-741-004	Monday, November 30, 2015	Open
Behavior Medicine & Psychiatry-741-005	Monday, November 30, 2015	Open

2. To opt a course or instructor in or out, click "Opt in"/"Opt out" beside the course or instructor.

Adjusting the Evaluation Timing

1. Select the calendar to set Start and End dates and times.

2. To manually start and stop the evaluation in class, click "Switch to Manual." When you are ready to start, click "Start" to open the evaluation to students and "Stop" to close it.
   - **Note:** If you set your class to manual mode and then "start" and "stop" the class, the students will **not** receive an email notification. This works well if you want to provide the URL in class so they can take the evaluation at that time.

Viewing the Response Rate and Tasks

1. Go to the bottom and click the "My Tasks" tab to see the status of individual tasks related to the course. Clicking "Select" will take you to that task's area.

2. Click the "Response Rate" tab to see how many students have responded, how many students were invited to take the evaluation, and the response rate.

Finalizing the Evaluation

1. Clicking "Finalize" means you accept the evaluation's default schedule or have set your own schedule. It also turns off email reminders. To finalize the evaluation, click "Finalize" at the top.

2. If you return to the task list and refresh it, that course will now display as "Completed." This will also turn off the email reminders.

Additional Resources

If you experience difficulty or need assistance completing one or more of these tasks, please see the training page at http://its.wvu.edu/sei.