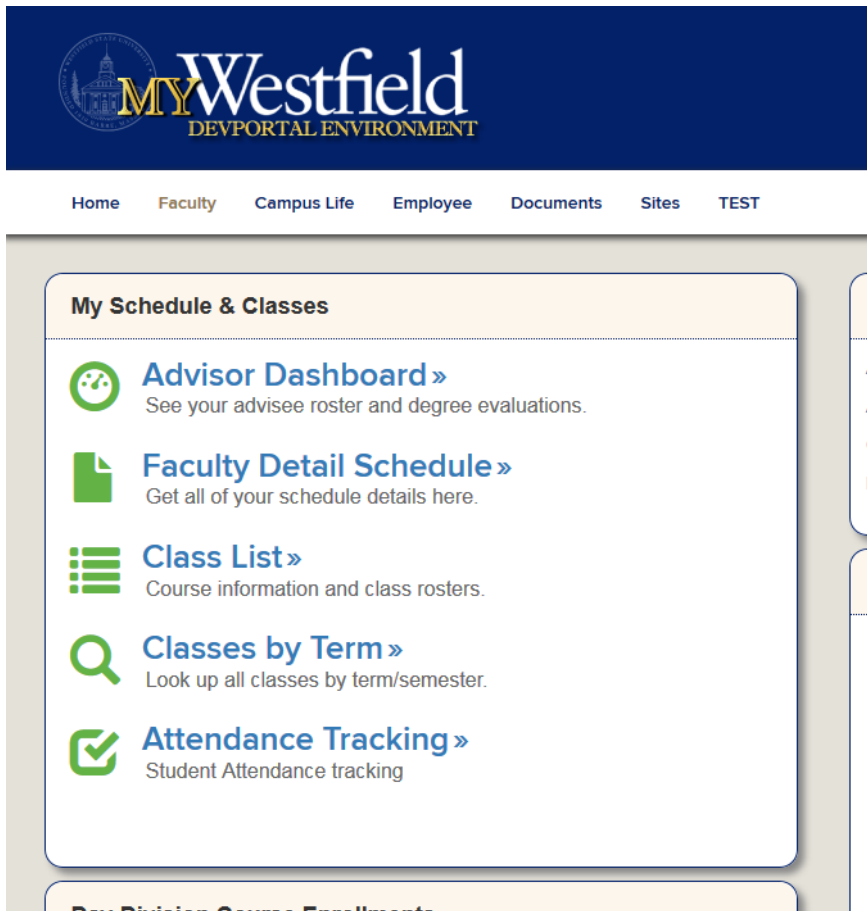


WSU SurveyDigi User's Guide for Faculty

Online Course Evaluations (Web for Faculty):

**Navigate to the Faculty Tab within myWestfield
Select 'Faculty Detail Schedule' in the My Schedule portlet.**



The screenshot displays the myWestfield web portal interface. At the top, there is a dark blue header with the myWestfield logo and the tagline "DEVPORAL ENVIRONMENT". Below the header is a navigation menu with the following items: Home, Faculty, Campus Life, Employee, Documents, Sites, and TEST. The main content area features a portlet titled "My Schedule & Classes" with a light orange background. This portlet contains five links, each with an icon and a brief description:

- Advisor Dashboard »**: See your advisee roster and degree evaluations.
- Faculty Detail Schedule »**: Get all of your schedule details here.
- Class List »**: Course information and class rosters.
- Classes by Term »**: Look up all classes by term/semester.
- Attendance Tracking »**: Student Attendance tracking

Below the "My Schedule & Classes" portlet, the beginning of another portlet titled "Dev Division Course Enrollments" is visible.

A new tab will open to Banner Self-Service – Faculty Services

Select a Term from the Drop-down menu.



The screenshot displays the Banner Self-Service Faculty Services interface. At the top, there are two tabs: "Personal Information" and "Faculty Services", with "Faculty Services" being the active tab. Below the tabs is a search bar with the label "Search" and a "Go" button. Underneath the search bar is the heading "Select Term". A horizontal yellow line separates the heading from the dropdown menu. The dropdown menu is labeled "Select a Term:" and currently shows "Fall 2016" with a downward arrow. Below the dropdown is a "Submit" button. At the bottom of the interface, there is a footer section containing the text "RELEASE: 8.7.1" and "© 2016 Ellucian Company L.P. and its affiliates."

On the Faculty Detail Schedule Page find the 'Course Evaluation Report' Links

<i>Enrollment Counts</i>			
	Maximum	Actual	Remaining
Enrollment:	30	30	0
Cross List:	0	0	0

<i>Scheduled Meeting Times</i>				
Type	Time	Days	Where	Schedule
Class	2:15 pm - 3:30 pm	TR	Wilson Hall 400	Sep 02, 2015 - Dec 17, 2015 Lecture

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Course Evaluations:	Course Evaluation Report
Status:	Active
Available for Registration:	Mar 30, 2015 - Dec 17, 2015
College:	Undergraduate Day School
Department:	Business Management/Economic
Part of Term:	F

You will be launched into a new window apart from Banner Web for Faculty.
 You can click on the number value under the “Surveys Taken” field, in this case “7” to view the results of the

Course Evaluation Reporting

Courses for

Course: %
 Term: Summer II 2006
 Department:

Sort By 1: Sort By 2: Output: Summary Records: 25

Only Courses **with** Surveys
 Only Courses **without** Surveys
 Show Number Response Counts
 Include Min / Max / Median
 Display Item Code

Term	Division	Department	Course ID	Course	Description	Primary Professor	Surveys Taken	Total Enrollment	% Complete
200670	UG						7	10	70
Total:							7	10	70%

Records: 1 Time: 0.11 Seconds

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evaluations.

You then can view the details of the evaluations taken by scrolling through the various categories.
 You can also print these results as you would any web page from your browser.
 After viewing your results click the red X to close the window and return to Banner Web for Faculty.

Course Evaluation Reporting

Courses for:

Course Term Department
 Sort By 1 Sort By 2 Output Records

- Only Courses **with** Surveys
- Only Courses **without** Surveys
- Show Number Response Counts
- Include Min / Max / Median
- Display Item Code

Term	Division	Department	Course ID	Course	Description	Primary Professor	Surveys Taken	Total Enrollment	% Complete
	UG						8	10	80
Total:							8	10	80%

Records: 1 Time: 0.02 Seconds

Learning

Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
8	52	45	3	0	0	0	4.48	0.51

Description	Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
You find the course intellectually challenging and stimulating	8	38	63					4.38	0.52
You have learned something which you consider valuable	8	50	50					4.50	0.53
Your interest in the subject was increased as a consequence of this course	8	63	25	13				4.50	0.76
You have learned and understood the subject materials for this course	7	57	43					4.57	0.53

Enthusiasm

Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
8	50	50	0	0	0	0	4.50	0.45

Description	Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
Instructor is enthusiastic about teaching the course	8	63	38					4.63	0.52
Instructor is dynamic and energetic in conducting the course	8	50	50					4.50	0.53
Instructor's style of presentation holds your interest during class	8	38	63					4.38	0.52

Orientation

Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
8	54	43	4	0	0	0	4.51	0.52

Description	Total	5 (%)	4 (%)	3 (%)	2 (%)	1 (%)	0 (%)	Avg	Std Dev
Instructor's explanations are clear	7	43	43	14				4.29	0.76
Course materials are well prepared and carefully explained	7	57	43					4.57	0.53
Proposed objectives agree with those actually taught so you know where the course is going	7	57	43					4.57	0.53
Instructor gives lectures that facilitate taking notes	7	57	43					4.57	0.53