

# WSC SurveyDig User's Guide for Students



## Online Student Evaluations for DGCE courses instructions:

### Introduction:

The purpose of these evaluations is intended to measure your reactions to this instructor and course. Results will be compiled and reported to the instructor in summary form. Your individual responses will remain anonymous. Select the best response for each of the following statements. Leave a response blank only if it is clearly not relevant. Please make your choice by click on the appropriate radio button.

Log into Online Student Services as you would normally do to view your grades:

**Westfield State College Online Services**


**Students, Faculty and Staff:**

Please enter your College Wide ID below preceded by a capital A. For example, if your CWID is 10023877 you would enter, A10023877. Then, enter your Personal Identification Number (PIN). When finished, click Login.


Please note: your CWID with the capital A is your CWID for all online services.

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To protect your privacy, please Exit and close your browser when you are finished.

 Access to online services at Westfield State College will **not** be available from 2:30 a.m. - 5:30 a.m. daily. Please do not try to access the system during these times. Thank you.

While using this system, if you are inactive for more than 30 minutes, you will be automatically logged out.

 **On February 1, 2006 the college will use e-mail as a method for sending official communication to students. Click [here](#) for more information.**

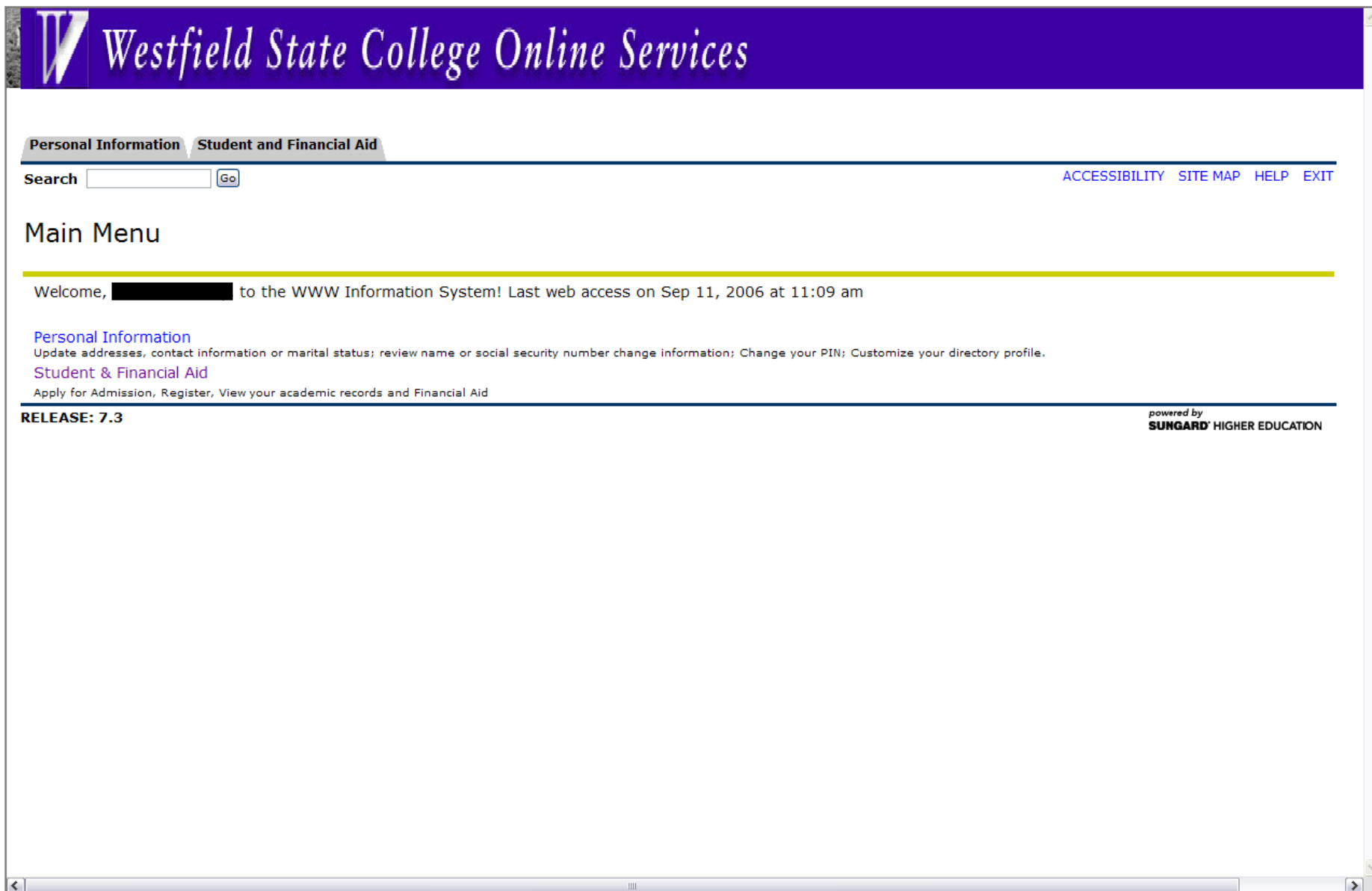
User ID:

PIN:

RELEASE: 7.3

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Click on Student & Financial Aid:



The screenshot shows the Westfield State College Online Services website. At the top is a purple banner with the college logo and the text "Westfield State College Online Services". Below the banner are two tabs: "Personal Information" and "Student and Financial Aid", with the latter being selected. A search bar with a "Go" button is on the left, and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT" are on the right. A "Main Menu" section follows, containing a welcome message and two menu items: "Personal Information" and "Student & Financial Aid". The "Student & Financial Aid" item is highlighted in purple. At the bottom left, it says "RELEASE: 7.3" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

**Westfield State College Online Services**

**Personal Information** **Student and Financial Aid**

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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Welcome, [REDACTED] to the WWW Information System! Last web access on Sep 11, 2006 at 11:09 am

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student & Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid

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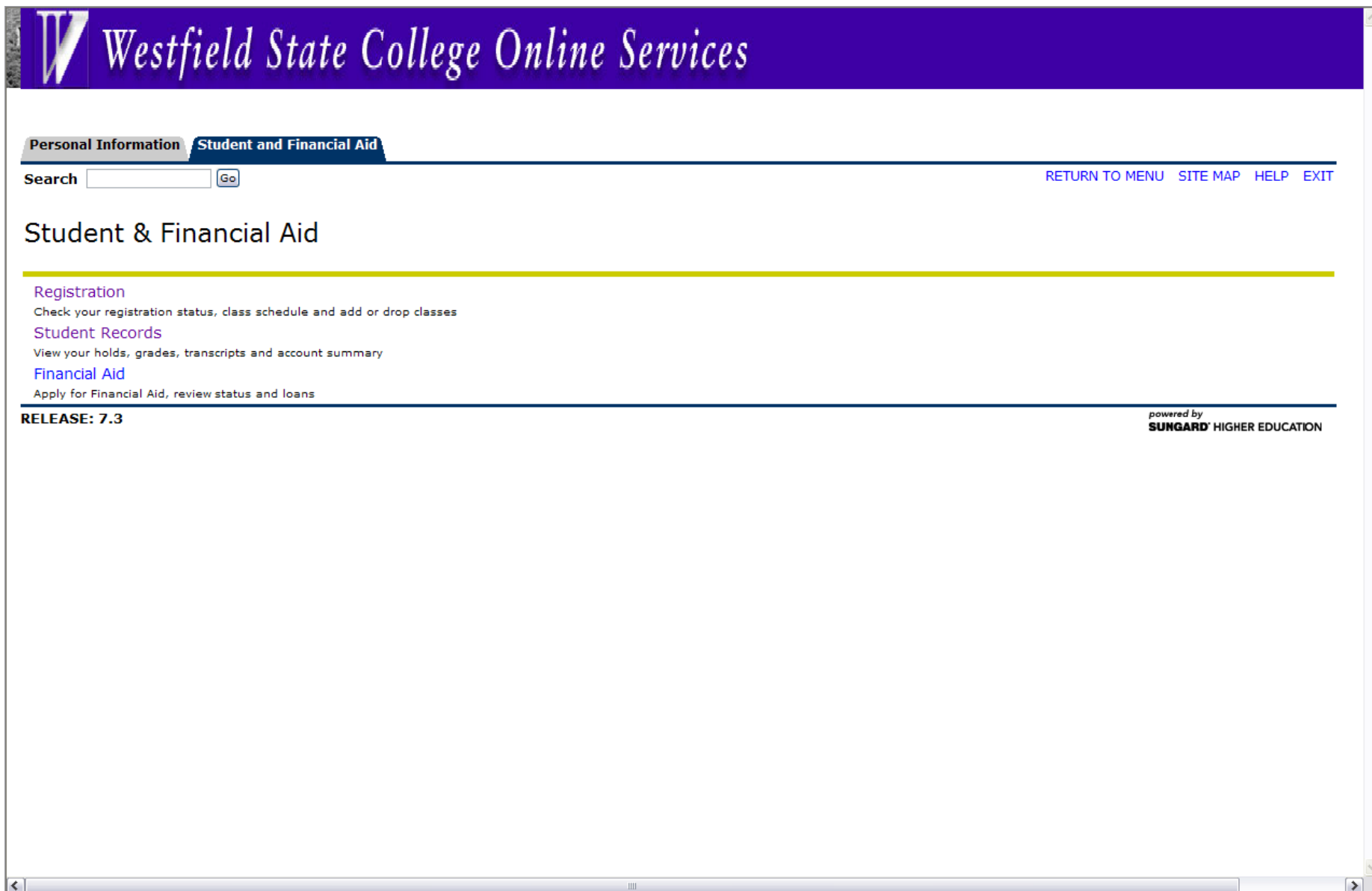
In order to evaluate before grades have been posted on the announced date for the end of the semester.

You should go to the Active Registration section of Online Student Services show below.

If the grades have been posted for the current semester then you must go the Student Records section and navigate to either the Academic Transcript or the Final Grades page to evaluate your courses.

See below for instructions on filling out your evaluation and then displaying your grade.

Click on Student Records or Registration:



**W** *Westfield State College Online Services*

**Personal Information** **Student and Financial Aid**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student & Financial Aid

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[Registration](#)  
Check your registration status, class schedule and add or drop classes

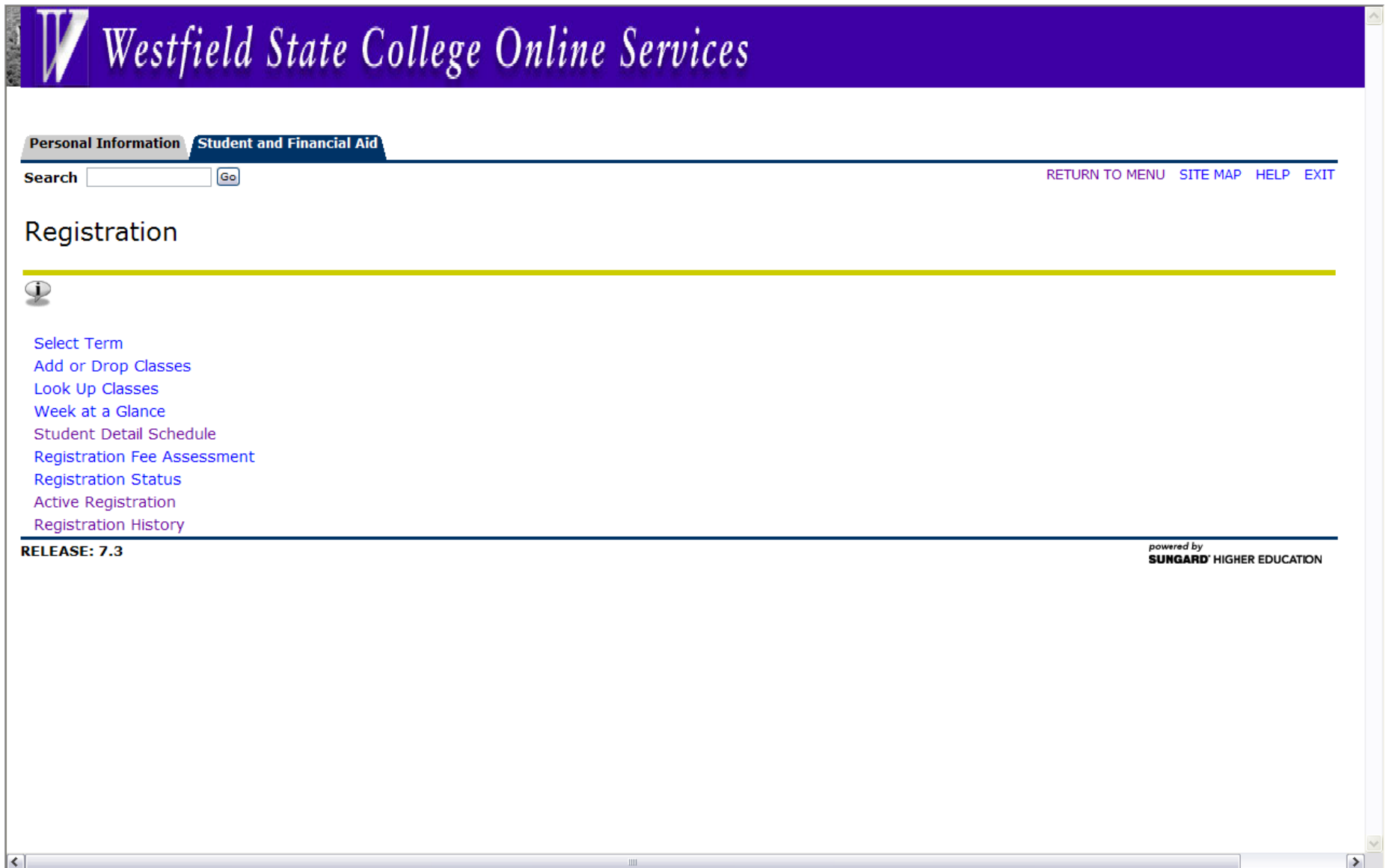
[Student Records](#)  
View your holds, grades, transcripts and account summary

[Financial Aid](#)  
Apply for Financial Aid, review status and loans

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Click on Active Registration:



The screenshot shows the Westfield State College Online Services website. At the top is a purple banner with the college logo and name. Below the banner are two tabs: 'Personal Information' and 'Student and Financial Aid'. A search bar with a 'Go' button is on the left, and navigation links 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Registration', followed by a yellow horizontal line and an information icon. A list of registration-related links is provided, with 'Active Registration' highlighted in purple. At the bottom, the version number 'RELEASE: 7.3' is on the left, and the text 'powered by SUNGARD HIGHER EDUCATION' is on the right.


**Westfield State College Online Services**

**Personal Information** **Student and Financial Aid**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

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- [Select Term](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)
- [Registration Status](#)
- [Active Registration](#)
- [Registration History](#)

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Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:

**Westfield State College Online Services**

Search   RETURN TO MENU SITE MAP HELP EXIT

Active Registrations A10019048 Joe Student  
Nov 30, 2006 10:25 am

The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

| <u>INTRO TO COBOL - CAIS 0205 - 501</u> |                             |                       |                    |
|---|-----------------------------|-----------------------|--------------------|
| Associated Term                         | Fall 2006                   | Credits               | 3.000              |
| CRN                                     | <a href="#">11326</a>       | Grade Mode            | Standard Letter    |
| Status                                  | **Registered** Nov 29, 2006 | Course Level          | Post Baccalaureate |
| Schedule Type                           | Lecture                     | Midterm Grade         |                    |
| Instructional Method                    | N/A                         | Grade Detail          |                    |
| Campus                                  | Westfield                   | Associated Instructor | James Carabetta    |
| Course Evaluation                       | <a href="#">Evaluate</a>    | Course URL            |                    |

| <u>CULTURAL GEOGRAPHY - GARP 0210 - 501</u> |                             |                       |                    |
|---|-----------------------------|-----------------------|--------------------|
| Associated Term                             | Fall 2006                   | Credits               | 3.000              |
| CRN   | <a href="#">11323</a>       | Grade Mode            | Standard Letter    |
| Status                                      | **Registered** Nov 29, 2006 | Course Level          | Post Baccalaureate |
| Schedule Type                               | Lecture                     | Midterm Grade         |                    |
| Instructional Method                        | N/A                         | Grade Detail          |                    |
| Campus                                      | Westfield                   | Associated Instructor | George Psychas     |
| Course Evaluation                           | <a href="#">Evaluate</a>    | Course URL            |                    |

| <u>WORLD CINEMA - MCOM 0213 - 001</u> |                             |              |                    |
|---------------------------------------|-----------------------------|--------------|--------------------|
| Associated Term                       | Fall 2006                   | Credits      | 3.000              |
| CRN                                   | <a href="#">10581</a>       | Grade Mode   | Standard Letter    |
| Status                                | **Registered** Nov 29, 2006 | Course Level | Post Baccalaureate |

Follow the instructions in **EVALUATE**



Click on Final Grades:

The screenshot shows the Westfield State College Online Services website. At the top is a purple banner with the college logo and the text "Westfield State College Online Services". Below the banner are two tabs: "Personal Information" and "Student and Financial Aid". A search bar with a "Go" button is on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The "Student Records" section is highlighted with a yellow horizontal line. A list of links is provided: View Holds, Final Grades, Grade Detail, Academic Transcript, Account Summary by Term, Account Summary, Select Tax Year, Tax Notification, Degree Evaluation, Course Catalog, View Student Information, and Class Schedule. At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

**Westfield State College Online Services**

**Personal Information** **Student and Financial Aid**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Records

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- [View Holds](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript](#)
- [Account Summary by Term](#)
- [Account Summary](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)

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Please Select Term:



The screenshot shows a web browser window displaying the 'Westfield State College Online Services' page. The page has a purple header with the college's logo and name. Below the header, there is a search bar with a 'Go' button and a navigation menu with links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Final Grades' and features a 'Select a Term:' dropdown menu currently set to 'Fall 2006', with a 'Submit' button below it. A '[View Holds]' link is centered on the page. The footer includes the text 'RELEASE: 7.3' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right. A blacked-out area in the top right corner of the page content obscures some information. The browser's address bar and scrollbar are visible at the bottom.

Westfield State College Online Services

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Final Grades

Select a Term: Fall 2006


Submit

[View Holds]

RELEASE: 7.3

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Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:



Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## Final Grades

Fall 2006  
Nov 01, 2006 12:03 pm

**Student Information**

|                             |                    |
|-----------------------------|--------------------|
| <b>Current Program</b>      |                    |
| Nondegree Program, Graduate |                    |
| <b>Level:</b>               | Post Baccalaureate |
| <b>Program:</b>             | NDGD in UND        |
| <b>Admit Term:</b>          | Fall 2001          |
| <b>Admit Type:</b>          | Quick Admit        |
| <b>Catalog Term:</b>        | Fall 2001          |
| <b>College:</b>             | Graduate (GCE)     |
| <b>Major:</b>               | Undeclared         |
| <b>Academic Standing:</b>   |                    |

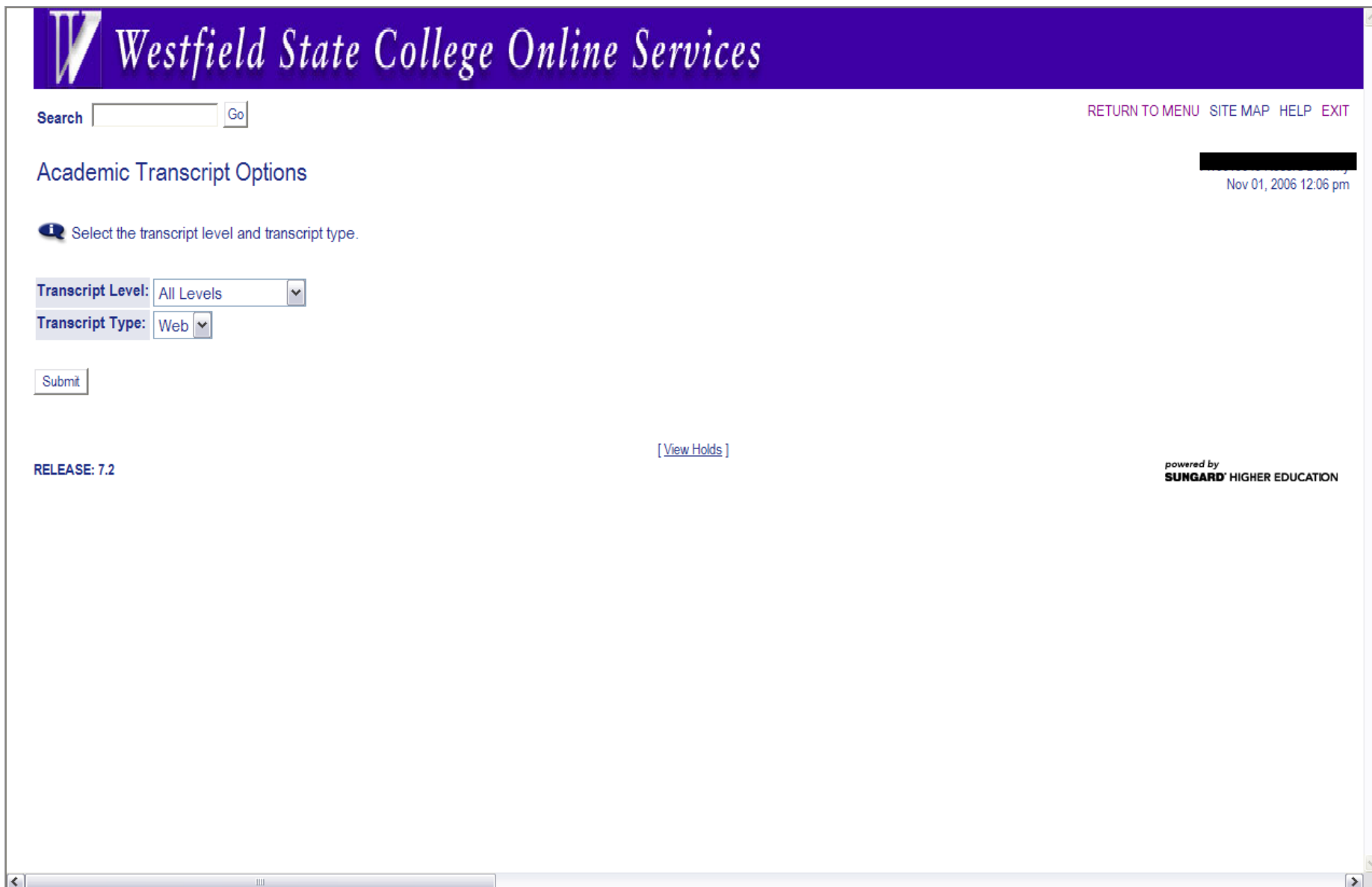
**Post Baccalaureate Course work**

| CRN   | Subject | Course | Section | Course Title                 | Campus                        | Final Grade              | Attempted | Earned | GPA Hours | Quality Points |
|-------|---------|--------|---------|------------------------------|-------------------------------|--------------------------|-----------|--------|-----------|----------------|
| 11586 | CRJU    | 0101   | E01     | INTRO TO CRIM JUSTICE        | Westfield                     | A                        | 3.000     | 3.000  | 3.000     | 12.000         |
| 11588 | CRJU    | 0310   | F01     | ORG WHITE COLLAR CRIME       | Post Matric Transfer Campus C | C                        | 3.000     | 3.000  | 3.000     | 6.000          |
| 11591 | CRJU    | 0333   | F01     | TERRORISM                    | Post Matric Transfer Campus   | <a href="#">Evaluate</a> | 3.000     | 3.000  | 3.000     |                |
| 11587 | EDUC    | 0212   | R01     | MGMT OF VOC ENVIRON          | Post Matric Transfer Campus A | A                        | 3.000     | 3.000  | 3.000     | 12.000         |
| 11592 | ENGL    | 0110   | 501     | ENGLISH COMP II(HONORS)      | Westfield                     | <a href="#">Evaluate</a> | 3.000     | 3.000  | 3.000     |                |
| 11123 | HIST    | 0101   | 501     | WESTERN EXPERIENCE 1         | Westfield                     | A                        | 3.000     | 3.000  | 3.000     | 12.000         |
| 11590 | MOVP    | 0211   | E01     | EMERGENCY MEDICAL TECHNICIAN | Westfield                     | <a href="#">Evaluate</a> | 4.000     | 4.000  | 4.000     |                |
| 11589 | MUSC    | 0101   | R01     | MUSIC APPRECIATION           | Post Matric Transfer Campus   | <a href="#">Evaluate</a> | 3.000     | 3.000  | 3.000     |                |

**Post Baccalaureate Summary**

| Attempted | Earned | GPA Hours | Quality Points | GPA |
|-----------|--------|-----------|----------------|-----|
|-----------|--------|-----------|----------------|-----|

If you are trying to view your grades through the Academic Transcript menu, please select level and type:



The screenshot shows the 'Academic Transcript Options' page on the Westfield State College Online Services website. The page has a purple header with the college logo and name. Below the header is a search bar with a 'Go' button. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Academic Transcript Options' and includes an information icon with the text 'Select the transcript level and transcript type.' Below this are two dropdown menus: 'Transcript Level:' set to 'All Levels' and 'Transcript Type:' set to 'Web'. A 'Submit' button is located below the dropdowns. At the bottom of the page, there is a link for '[ View Holds ]', the text 'RELEASE: 7.2', and the logo for 'powered by SUNGARD HIGHER EDUCATION'. The browser's scrollbar is visible at the bottom of the page.

Westfield State College Online Services

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Academic Transcript Options

Nov 01, 2006 12:06 pm

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Web

Submit

[ View Holds ]

RELEASE: 7.2

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Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:

| Summer II 2006                         |        |                             |       |                              |                          |              |                |                       |                |       |
|--|--------|-----------------------------|-------|------------------------------|--------------------------|--------------|----------------|-----------------------|----------------|-------|
| Subject                                | Course | Campus                      | Level | Title                        | Grade                    | Credit Hours | Quality Points |                       |                |       |
| CRJU                                   | 0341   | Westfield                   | PB    | ST:LAW AND SCIENCE IN CJ     | A                        | 3.000        | 12.000         |                       |                |       |
| EDUC                                   | 0540   | Westfield                   | PB    | STUDENTS WITH SPECIAL NEEDS  | A                        | 3.000        | 12.000         |                       |                |       |
| MGMT                                   | 0220   | Westfield                   | PB    | PROD-OPERATIONS MGMT         | A                        | 3.000        | 12.000         |                       |                |       |
| Term Totals (Post Baccalaureate)       |        |                             |       |                              |                          |              |                |                       |                |       |
|  |        |                             |       |                              | Attempt Hours            | Passed Hours | Earned Hours   | GPA Hours             | Quality Points | GPA   |
| <b>Current Term:</b>                   |        |                             |       |                              | 9.000                    | 9.000        | 9.000          | 9.000                 | 36.000         | 4.000 |
| <b>Cumulative:</b>                     |        |                             |       |                              | 12.000                   | 12.000       | 12.000         | 12.000                | 45.000         | 3.750 |
| Unofficial Transcript                  |        |                             |       |                              |                          |              |                |                       |                |       |
| Fall 2006                              |        |                             |       |                              |                          |              |                |                       |                |       |
| Subject                                | Course | Campus                      | Level | Title                        | Grade                    | Credit Hours | Quality Points |                       |                |       |
| CRJU                                   | 0101   | Westfield                   | PB    | INTRO TO CRIM JUSTICE        | A                        | 3.000        | 12.000         |                       |                |       |
| CRJU                                   | 0310   | Post Matric Transfer Campus | PB    | ORG WHITE COLLAR CRIME       | C                        | 3.000        | 6.000          |                       |                |       |
| CRJU                                   | 0333   | Post Matric Transfer Campus | PB    | TERRORISM                    | <a href="#">Evaluate</a> | 3.000        |                |                       |                |       |
| EDUC                                   | 0212   | Post Matric Transfer Campus | PB    | MGMT OF VOC ENVIRON          | A                        | 3.000        | 12.000         |                       |                |       |
| ENGL                                   | 0110   | Westfield                   | PB    | ENGLISH COMP II(HONORS)      | <a href="#">Evaluate</a> | 3.000        |                |                       |                |       |
| HIST                                   | 0101   | Westfield                   | PB    | WESTERN EXPERIENCE 1         | A                        | 3.000        | 12.000         |                       |                |       |
| MOVP                                   | 0211   | Westfield                   | PB    | EMERGENCY MEDICAL TECHNICIAN | <a href="#">Evaluate</a> | 4.000        |                |                       |                |       |
| MUSC                                   | 0101   | Post Matric Transfer Campus | PB    | MUSIC APPRECIATION           | <a href="#">Evaluate</a> | 3.000        |                |                       |                |       |
| Term Totals (Post Baccalaureate)       |        |                             |       |                              |                          |              |                |                       |                |       |
|  |        |                             |       |                              | Attempt Hours            | Passed Hours | Earned Hours   | GPA Hours             | Quality Points | GPA   |
| <b>Current Term:</b>                   |        |                             |       |                              | 25.000                   | 25.000       | 25.000         | 25.000                | 82.000         | 3.280 |
| <b>Cumulative:</b>                     |        |                             |       |                              | 37.000                   | 37.000       | 37.000         | 37.000                | 127.000        | 3.432 |
| Unofficial Transcript                  |        |                             |       |                              |                          |              |                |                       |                |       |
| TRANSCRIPT TOTALS (POST BACCALAUREATE) |        |                             |       |                              |                          |              |                |                       |                |       |
|  |        |                             |       |                              |                          |              |                | <a href="#">-Top-</a> |                |       |
|  |        |                             |       |                              | Attempt Hours            | Passed Hours | Earned Hours   | GPA Hours             | Quality Points | GPA   |

# EVALUATE

Once you click on the evaluate link, you may fill out the evaluation by clicking on the individual questions until you have finished.

## Instructor/Course Evaluation

### Student Evaluation:

Please indicate your level of agreement with the following statements by selecting the choice that is most applicable.

Please select:

SA - Strongly Agree

A - Agree

N - Neutral

D - Disagree

SD - Strongly Disagree

NA - Not Applicable

| Learning  | SA                    | A                     | N                     | D                     | SD                    | NA                               |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|
| 1. I found this course intellectually challenging and/or stimulating.               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 2. The teaching methods and techniques used contributed to my learning.             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 3. The readings, homework, and other assignments contributed to my understanding.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 4. The instructor contrasted the implications of various theories when appropriate. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 5. The instructor presented sufficient background for course concepts.              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 6. The instructor presented current developments in the field.                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Organization  | SA                    | A                     | N                     | D                     | SD                    | NA                               |
| 7. The course materials were well-prepared.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 8. The course objectives specified in the course were covered.                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 9. The instructor's presentations were well-organized.                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Click “Submit” to submit the evaluation:

If grades have not posted then you can close out and return to Online Student Services.

NOTE: If you complete and evaluate each course before grades have posted then your grade will automatically be visible on the Final Grades or Academic Transcript page when grades are available.

If you have waited until after grades have posted, then you may close the evaluation and click the refresh button on the “Final Grades” or “Academic Transcript” page for a particular course.