

WSC SurveyDig User's Guide for Students

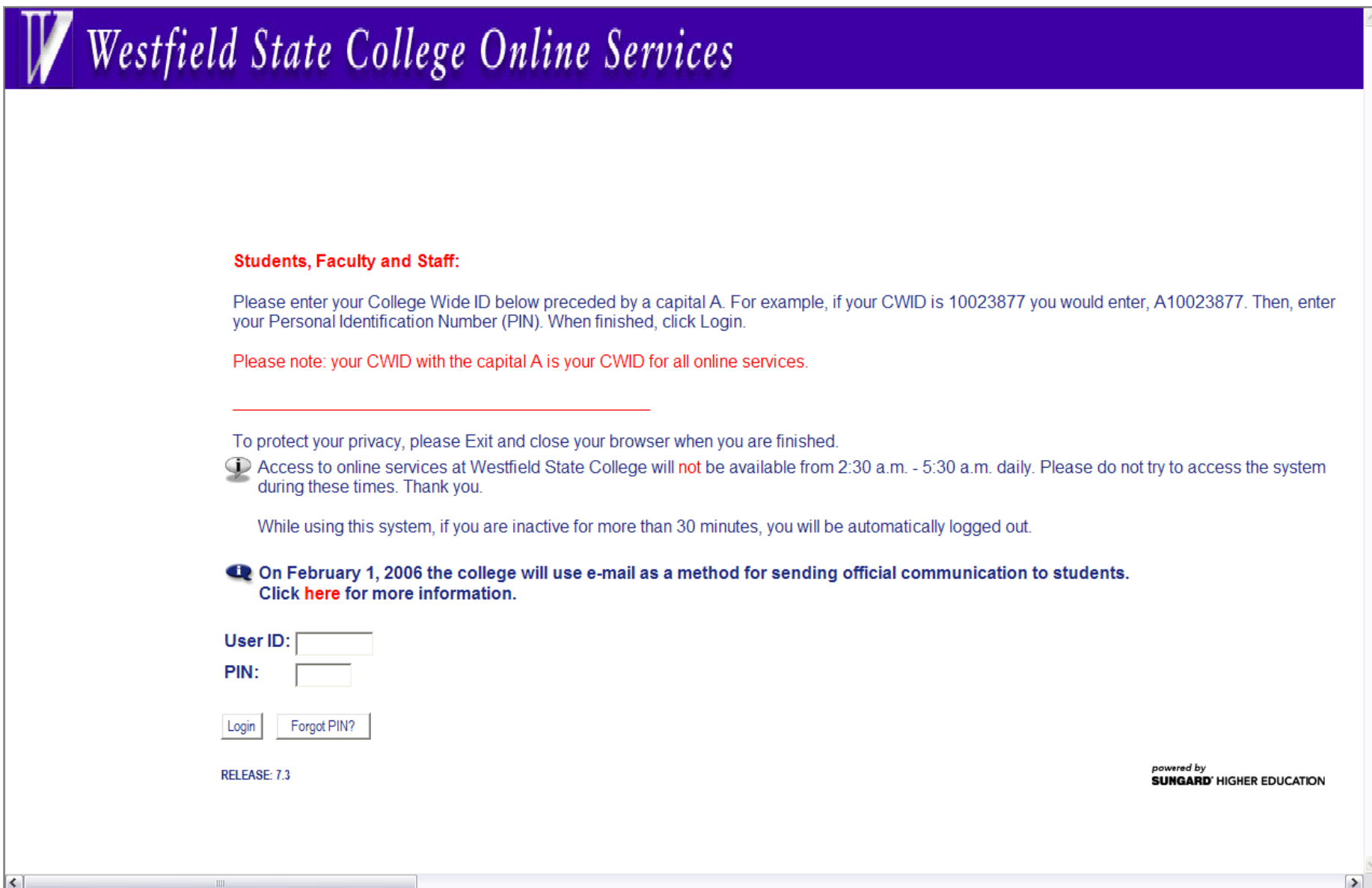


Online Student Evaluations for DGCE courses instructions:

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.

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.

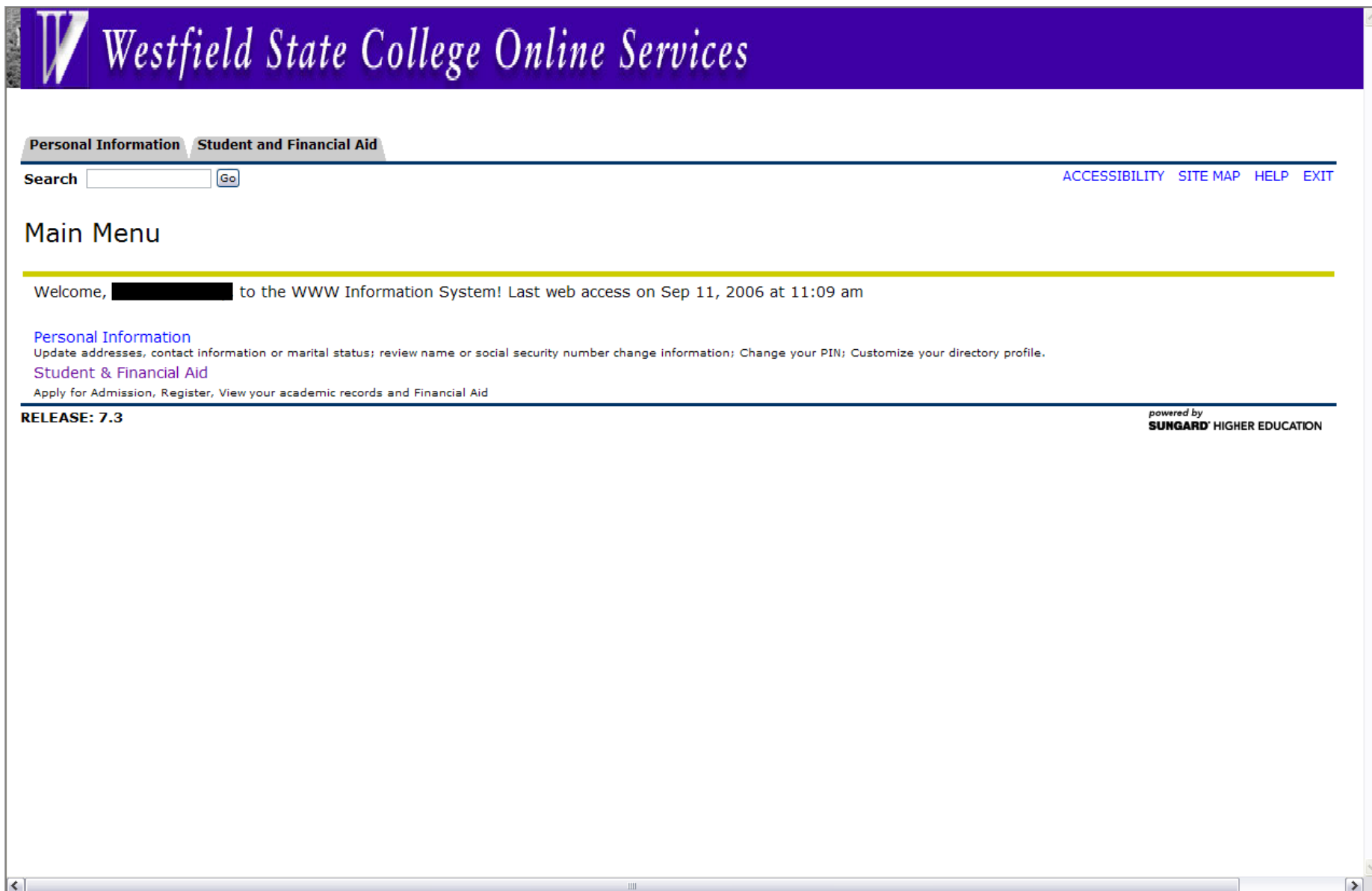
User ID:

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, a "Personal Information" link with a description, and a "Student & Financial Aid" link with a description. At the bottom left is the text "RELEASE: 7.3" and at the bottom right is the text "powered by SUNGARD HIGHER EDUCATION".

Westfield State College Online Services

Personal Information **Student and Financial Aid**

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

Main Menu

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:

The screenshot displays the 'Westfield State College Online Services' website. At the top, a purple banner features the college's logo and name. Below this, two navigation tabs are visible: 'Personal Information' and 'Student and Financial Aid', with the latter being the active tab. A search bar with a 'Go' button is positioned on the left, and a horizontal menu with links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' is on the right. The main content area is titled 'Student & Financial Aid' and contains three menu items: 'Registration' (with a sub-description: 'Check your registration status, class schedule and add or drop classes'), 'Student Records' (with a sub-description: 'View your holds, grades, transcripts and account summary'), and 'Financial Aid' (with a sub-description: 'Apply for Financial Aid, review status and loans'). At the bottom left, the text 'RELEASE: 7.3' is displayed, and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'. The browser's address bar and navigation buttons are visible at the very bottom of the image.

Westfield State College Online Services

Personal Information Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student & Financial Aid

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

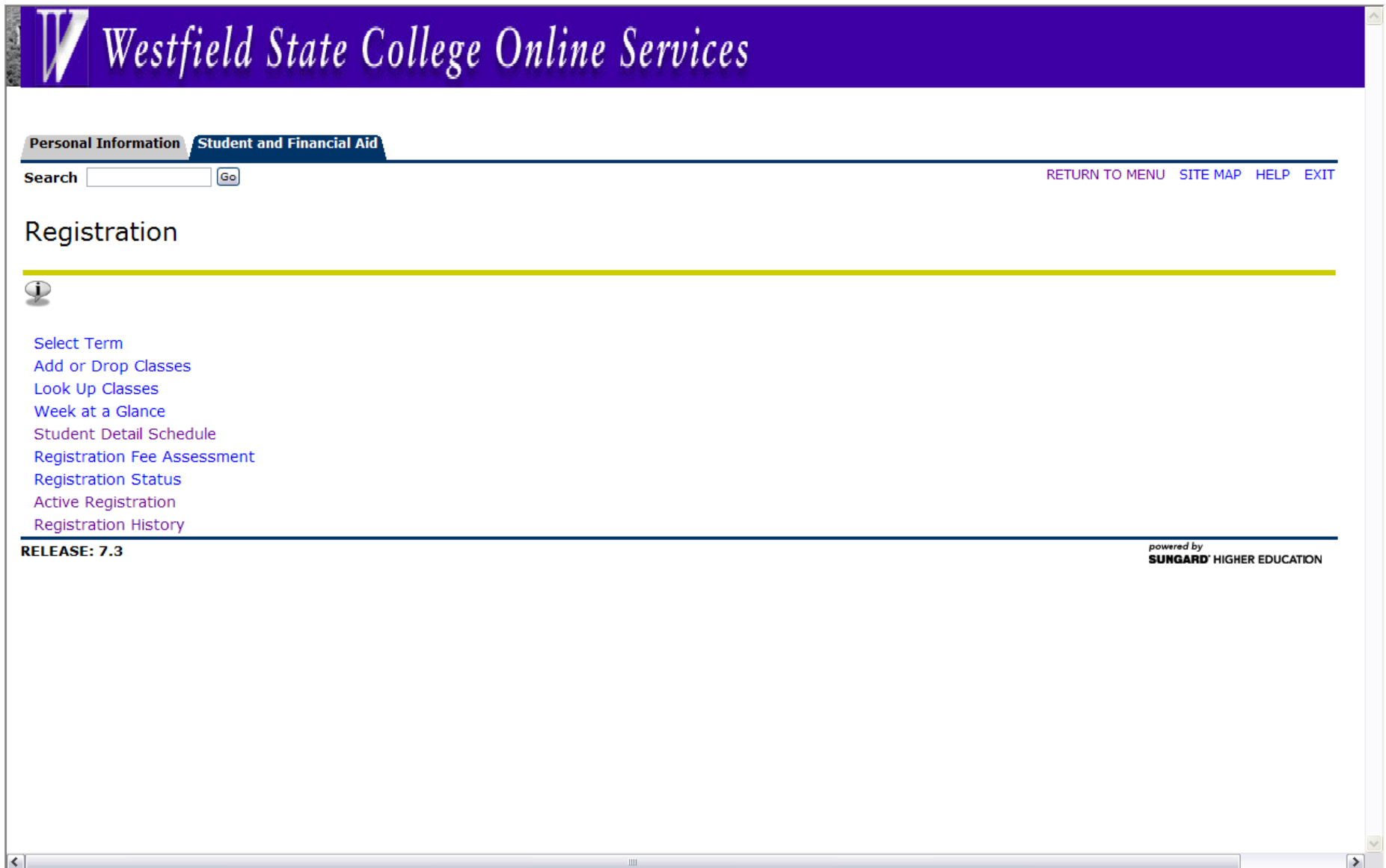
[Student Records](#)
View your holds, grades, transcripts and account summary

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

RELEASE: 7.3

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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 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 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: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Fee Assessment", "Registration Status", "Active Registration", and "Registration History". 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 Go

RETURN TO MENU SITE MAP HELP EXIT

Registration



- 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

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:

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	11326	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	Evaluate	Course URL	

<u>CULTURAL GEOGRAPHY - GARP 0210 - 501</u>			
Associated Term	Fall 2006	Credits	3.000
CRN	11323	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	Evaluate	Course URL	

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

Follow the instructions in **EVALUATE**

Click on Final Grades:

W Westfield State College Online Services

Personal Information Student and Financial Aid

Search

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

Student Records

- [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](#)

RELEASE: 7.3

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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 'RETURN TO MENU SITE MAP HELP EXIT' link. 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 bottom left corner shows 'RELEASE: 7.3' and the bottom right corner shows 'powered by SUNGARD HIGHER EDUCATION'. A black redaction box is present in the top right corner of the page content. 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

Nov 01, 2006 12:05 pm

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

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

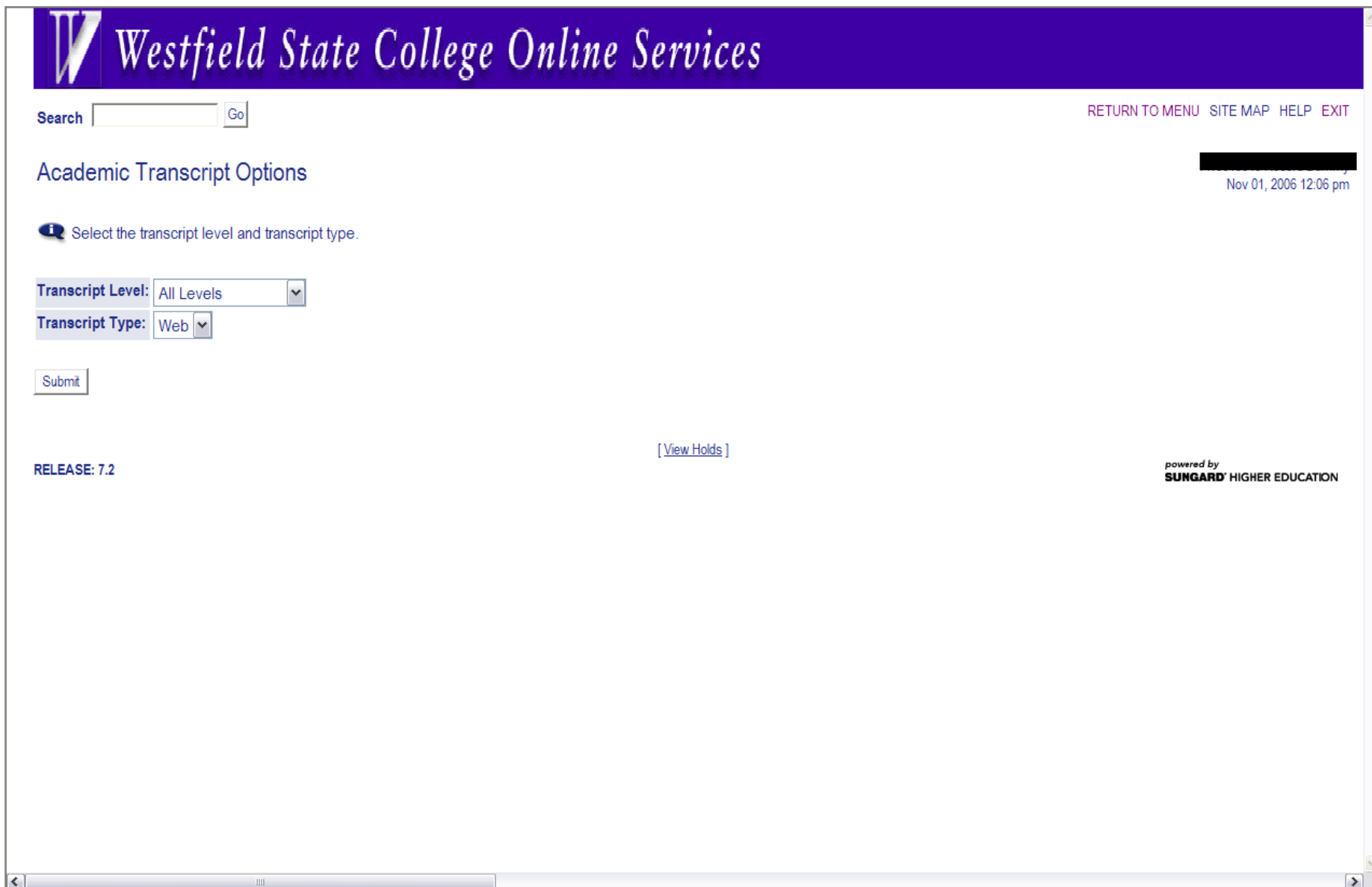
Post Baccalaureate Course work

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		3.000	3.000	3.000	6.000
11591	CRJU	0333	F01	TERRORISM	Post Matric Transfer Campus	Evaluate	3.000	3.000	3.000	
11587	EDUC	0212	R01	MGMT OF VOC ENVIRON	Post Matric Transfer Campus A		3.000	3.000	3.000	12.000
11592	ENGL	0110	501	ENGLISH COMP II(HONORS)	Westfield	Evaluate	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	Evaluate	4.000	4.000	4.000	
11589	MUSC	0101	R01	MUSIC APPRECIATION	Post Matric Transfer Campus	Evaluate	3.000	3.000	3.000	

Post Baccalaureate Summary

Attempted	Earned	GPA Hours	Quality Points	GPA
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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 heading is 'Academic Transcript Options'. Below this is an information icon and the instruction 'Select the transcript level and transcript type.' There are two dropdown menus: 'Transcript Level:' set to 'All Levels' and 'Transcript Type:' set to 'Web'. A 'Submit' button is located below the dropdowns. In the center of the page, there is a link for '[View Holds]'. At the bottom left, it says 'RELEASE: 7.2'. At the bottom right, it says '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
Current Term:					9.000	9.000	9.000	9.000	36.000	4.000
Cumulative:					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	Evaluate	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)	Evaluate	3.000				
HIST	0101	Westfield	PB	WESTERN EXPERIENCE 1	A	3.000	12.000			
MOVP	0211	Westfield	PB	EMERGENCY MEDICAL TECHNICIAN	Evaluate	4.000				
MUSC	0101	Post Matric Transfer Campus	PB	MUSIC APPRECIATION	Evaluate	3.000				
Term Totals (Post Baccalaureate)										
					Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:					25.000	25.000	25.000	25.000	82.000	3.280
Cumulative:					37.000	37.000	37.000	37.000	127.000	3.432
Unofficial Transcript										
TRANSCRIPT TOTALS (POST BACCALAUREATE)										
								-Top-		
					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.