

Online Course Evaluation Surveys Setup instructions

Step 1 - Create Master Survey to be used for individual course section surveys.
Form: **GUASRVY** page 1. Define survey.

1. Name the master **Survey** in relationship to your department (i.e. Anthropology).
2. Do not check the **Display on Web** box.
3. The **One High** box should be checked if the first answer for each question should be weighted 5 points when calculating averages. If not checked, Question 1 = 1 point, Question 5 = 5 points.
4. **Heading Question #** - To over ride the default headings on the Response Summary Report, enter the question number in which you will supply your own responses on page 2 below. The responses to this question will become the heading titles for all questions in your survey. The default is 0 and the default headings are: 1=excellent, 2=above average, 3=average, 4=below average, 5=poor.
5. Enter **Display from:** and **Display to:** date fields. **Note:** the survey will end at 12:01am on the **Display to:** date. If you want the survey available, for example, on 19-May-2002, enter the **Display to:** date as 20-May-2002.
6. Leave the **Population Selection** boxes empty. It will be filled in automatically when an individual course section survey is activated.

The screenshot shows the Banner Survey Definition Form (GUASRVY 5.2H) with two survey configurations. The top configuration is for 'STUDENT EVALUATION' in the 'ANTHROPOLOGY' department. The bottom configuration is for 'Assoc. Student Body Spring 2002 election (Sample)' in the 'ASSOCSTUDELECT' department.

Survey	Title
ANTHROPOLOGY	STUDENT EVALUATION
ASSOCSTUDELECT	Assoc. Student Body Spring 2002 election (Sample)

Display on Web	One High	Headings Question #	Population Selection
<input type="checkbox"/>	<input type="checkbox"/>	0	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	

Display from	Display to	Dept	Information Text	Application	Selection	Creator	User
23-MAY-2001	14-JUN-2001	ANTH	This evaluation provides you with the opportunity				
01-JAN-2002	01-MAR-2002	ADMN	Spring 2002 election info goes here	PETERSTESTPOP	TESTSEL	PETERJDEV	PETERJDEV

The course evaluation survey report will use the responses for this question as the column heading on the report
Record: 1/? <OSC> <DBG>

Form: **GUASRVY** page 2. Create Questions.

1. Enter the **Question #**: and the response values you wish to use for this question.
Note: the responses you provide can become the headings on the Response Summary Report by entering the **Heading Question #** on the previous screen above.
2. Save the data and verify that it is correct by looking at the message in the bottom left corner of the screen.
3. Use the down arrow to go to the next question. Enter the data and save each question before going on to the next one.

PETERJDEV-Banner2000

File Edit Block Field Record Query Help Window

Survey Definition Form GUASRVY 4.2H (prod)05-31-01 09:27

Survey Questions GUASRVY 4.2H (prod)05-31-01 09:27

Survey	Title
CE200030_30142	Course Eval Living Myths-War&Peace&Best RS 300 CRN: 30142

Question #:

Question:

Allow Multiple Responses:

Response 1:

Response 2:

Response 3:

Response 4:

Response 5:

Allow Comments:

Comment Text:

Question Number, valid values are 1-999
Record: 1/?

Leave page 3 of this form blank.

Step 2 - Create surveys for individual courses.
Form: **SGASRV1**

1. Make sure the **Display from:** and **Display to:** fields on page 1 of the Master Survey (form **GUASRVY**) are correct before proceeding.
2. Enter **Term:** code, your department code in the **Subject:** field, and the name of your **Master Survey:** that you created in the previous step.
3. Press **Next Block**. A list of your courses for the specified term will be displayed.
4. If a survey has been created for a course, the **Survey Exists** button will show on the right. Select the **Create Survey** button next to the course you want to create a survey for.
5. Repeat for additional sections. The **Survey Exists** button will be updated when you exit and return to the form.
6. Once a survey is created, it will display on the web beginning on the date you entered as the **Display from:** date. You can turn it off by unchecking the **Display on Web:** box for that course from the **GUASRVY** form. You can also change the **Display to:** date using this form.

The screenshot shows the 'Section Comment Form SGASRV1 5.0' interface. At the top, there are input fields for 'Term: 200220', 'Subject: ANTH', and 'Master Survey: ANTHROPOLOGY'. Below these fields is a table listing various courses. The table has five columns: CRN, Subj, Crse #, Title, and a column for survey status. The first row is highlighted in yellow and shows '20021 ANTH 104 Cultural Anthropology' with a 'Survey Exists' button. The other rows show 'Create Survey' buttons. The status bar at the bottom indicates 'FRM-40100: At first record. Record: 1/?'.

CRN	Subj	Crse #	Title	
20021	ANTH	104	Cultural Anthropology	Survey Exists
20048	ANTH	104	Cultural Anthropology	Create Survey
20481	ANTH	499	Independent Study	Create Survey
20482	ANTH	499	Independent Study	Create Survey
20483	ANTH	499	Independent Study	Create Survey
20485	ANTH	699	Independent Study	Create Survey
20486	ANTH	699	Independent Study	Create Survey
20614	ANTH	690	Thesis	Create Survey
20633	ANTH	699	Independent Study	Create Survey
20912	ANTH	690	Thesis	Create Survey
21397	ANTH	104	Cultural Anthropology	Create Survey
21400	ANTH	690	Thesis	Create Survey

Step 3 – Print Survey Reports.
Form: **GUISRVS**

1. Have students fill out the survey following instructions in **Step 4** below.
2. Using GUISRVS, print a Responders List (who has or hasn't taken the survey) and a Survey Report using the buttons on the bottom of page 1. Note: a **Next Block** will show a non-printable version of the reports for viewing.

The screenshot shows the GUISRVS application window titled "Survey Summary Query Form GUISRVS 4.0H (prod)05-31-01 09:31". The window contains a table with the following data:

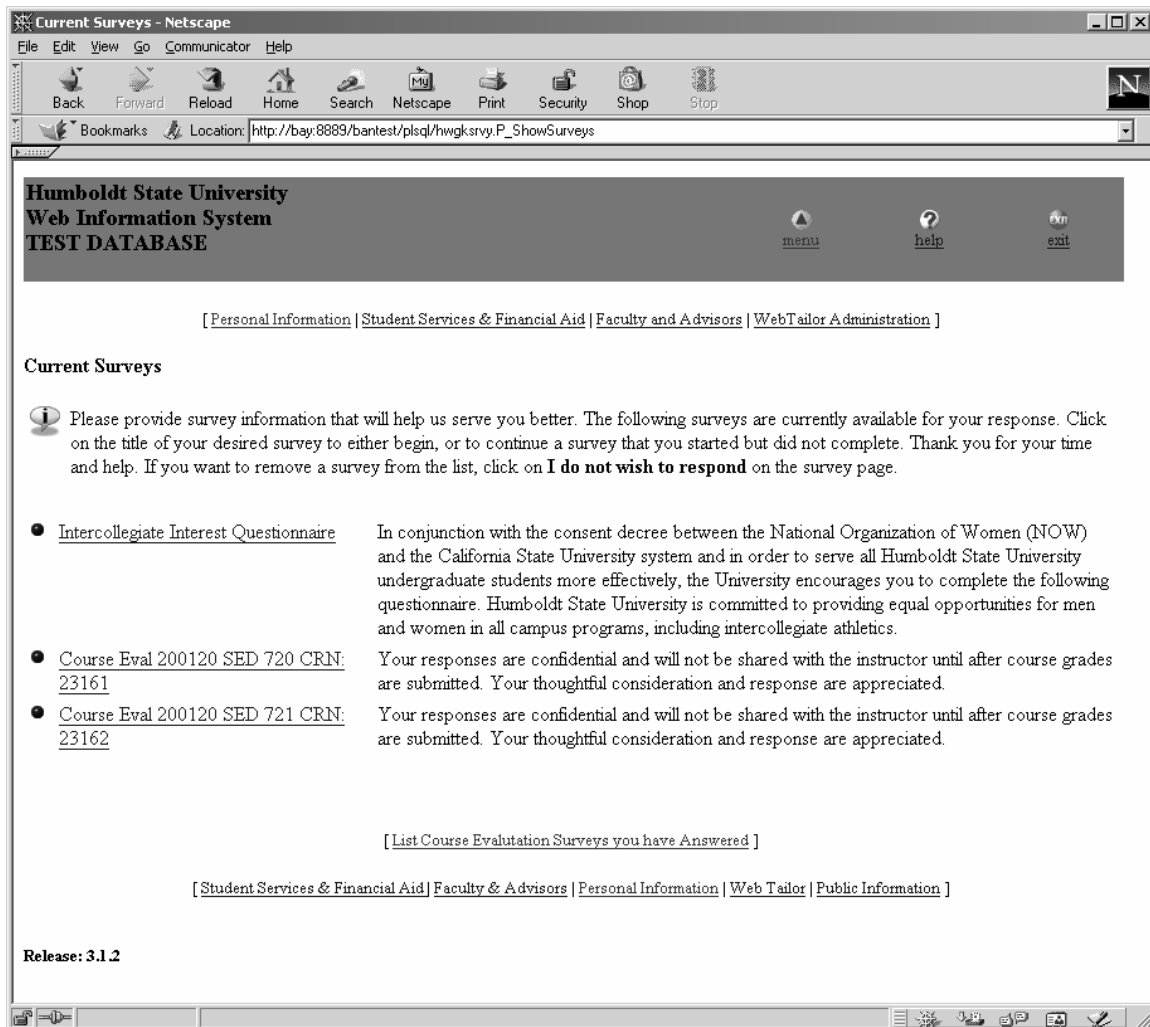
Survey	Title	End Date
CE200030_30139	Course Eval Environmental Ethics PHIL 302 CRN: 30139	07-JUL-2000
Responses: 5	Complete: 4	Incomplete: 0
Declined: 1		
CE200030_30140	Course Eval Theories of Ethics PHIL 303 CRN: 30140	07-JUL-2000
Responses: 5	Complete: 5	Incomplete: 0
Declined: 0		
CE200030_30141	Course Eval World Religions RS 105 CRN: 30141	23-DEC-2000
Responses: 29	Complete: 20	Incomplete: 1
Declined: 8		
CE200030_30142	Course Eval Living Myths-War&Peace&Best RS 300 CRN: 30142	23-DEC-2000
Responses: 19	Complete: 16	Incomplete: 0
Declined: 3		
CE200030_30144	Course Eval Rel. Studies in K-12 Classroom RS 390 CRN: 30144	23-DEC-2000
Responses: 0	Complete: 0	Incomplete: 0
Declined: 0		

At the bottom of the window, there are two buttons: "Display Selected Survey Report" and "Display list of Responders". The status bar at the bottom left indicates "Record: 7/?".

Step 4 – Student Instructions for Completing Course Evaluation Surveys.

1. Prepare instructions to hand out to students (see sample below). Students will access the surveys at the same HSU web site they use to register and see their grades.
2. After the student has logged in following the instructions, (see sample below) the following screen will appear and they can choose the survey.
3. If you want to include a direct link on your web site to the survey that will allow students to get to the survey without navigating through the HSU menus, use the following URL:

https://www.humboldt.edu/pls/banweb/twgkwbis.P_WWWLogin?ret_code=s




Humboldt State University
Web Information System
TEST DATABASE

[menu](#) [help](#) [exit](#)

[[Personal Information](#) | [Student Services & Financial Aid](#) | [Faculty and Advisors](#) | [WebTailor Administration](#)]

Current Surveys

 Please provide survey information that will help us serve you better. The following surveys are currently available for your response. Click on the title of your desired survey to either begin, or to continue a survey that you started but did not complete. Thank you for your time and help. If you want to remove a survey from the list, click on **I do not wish to respond** on the survey page.

- [Intercollegiate Interest Questionnaire](#) In conjunction with the consent decree between the National Organization of Women (NOW) and the California State University system and in order to serve all Humboldt State University undergraduate students more effectively, the University encourages you to complete the following questionnaire. Humboldt State University is committed to providing equal opportunities for men and women in all campus programs, including intercollegiate athletics.
- [Course Eval 200120 SED 720 CRN: 23161](#) Your responses are confidential and will not be shared with the instructor until after course grades are submitted. Your thoughtful consideration and response are appreciated.
- [Course Eval 200120 SED 721 CRN: 23162](#) Your responses are confidential and will not be shared with the instructor until after course grades are submitted. Your thoughtful consideration and response are appreciated.

[[List Course Evaluation Surveys you have Answered](#)]

[[Student Services & Financial Aid](#) | [Faculty & Advisors](#) | [Personal Information](#) | [Web Tailor](#) | [Public Information](#)]

Release: 3.1.2

- Once the student selects a survey, the first question will be displayed. The buttons at the bottom of the screen allow for navigation through the survey questions.
- Security and confidentiality: data is removed one month after the term ends; access to raw data is strictly limited.

Survey Questions - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: http://bay:8889/bantest/plsql/hwgksrvy.P_ShowQuestions?srvy_name=CE200120_23161&next_disp=

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Survey Questions

Please answer as many questions as you feel are appropriate. **Do NOT click on "I do not wish to respond" unless you want to remove the survey from the list.** Skip questions that you do not want to answer. You may begin the survey now, and return at a later date to finish the survey by clicking on **Finish Later** at the bottom of the survey. When finished, submit the survey by clicking on **Survey Complete** at the bottom of the survey.

Course Eval 200120 SED 720 CRN: 23161

Question 1: Ability to motivate students (Engaging and Supporting All Students in Learning)

Excellent

Above average

Average

Below average

Poor

Next Question Finish Later Survey Complete I do not wish to respond

Document: Done

Sample Student Instructions:

Instructions for On-line Class Evaluations

This questionnaire provides the opportunity to express your views anonymously about the effectiveness of the instructor in this course. After final grades are posted the instructor will receive a tabulation of the responses and also a printout of the written comments. The responses are completely anonymous. There will not be a way to link responses to you.

The Department of *Your Department* evaluations are available to take from *Month, Day - Month, Day, 2002*, 24 hours a day.

In order to complete the questionnaire please follow these instructions. You will need to know your USER ID and your PIN (these are the same USER ID and PIN you use to do web registration).

1. Go to Humboldt's home page (www.humboldt.edu).
2. Select "Records and Registration".
3. Click on "Humboldt Web Information System".
4. Login with your USER ID and PIN.
5. Click on "Personal Information".
6. Click on "Answer a Survey".
7. Click on the class you would like to evaluate (Note: the survey list will only include classes that (a) you are enrolled in and (b) have been selected by the instructor as one he/she would like to have evaluated).
8. At the end click on "Survey Complete" (Once you have completed a survey you may not go back in to make any changes in your answers).

Thank you for your participation.

These instructions are posted on the Department of *Your Department* website at: www.humboldt.edu/~yourwebsite.