

# Faculty and Dean User Document for Survey of Student Opinions

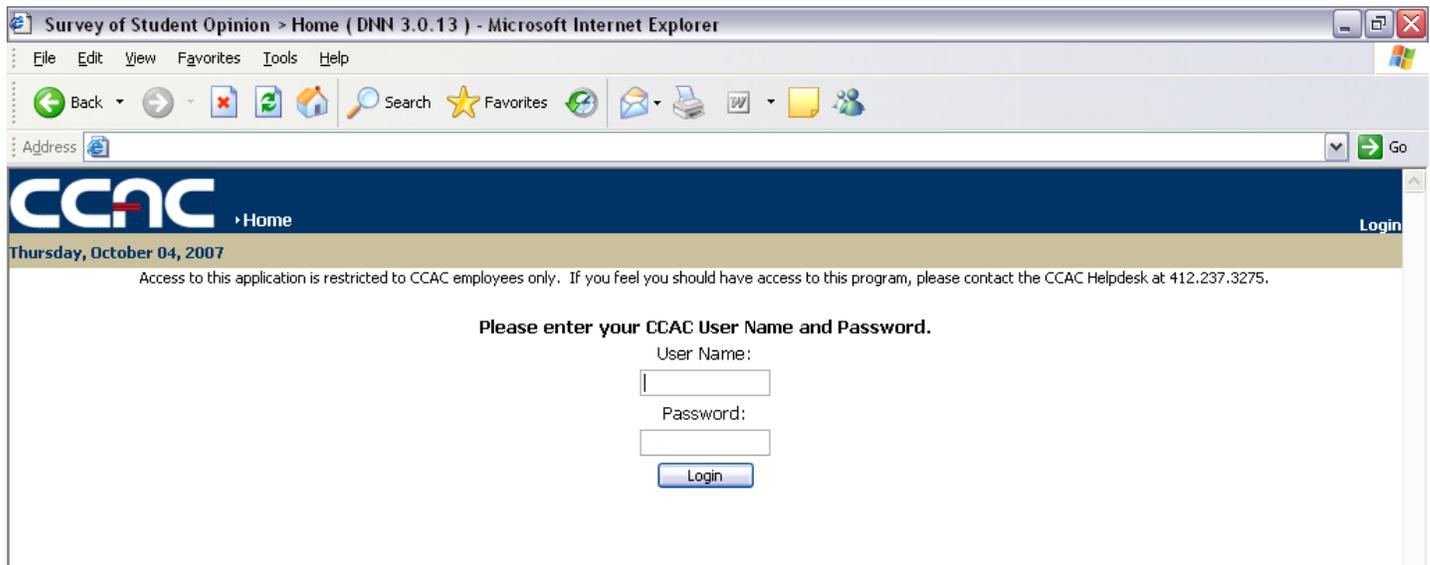


**March 2008**

## Introduction and Purpose

The Survey of Student Opinions application was created to allow faculty and administrators of the college to view student survey information easily and confidentially. Adjunct faculty will be able to see the student surveys, associated with the classes they teach, three (3) weeks after the class has ended. Deans and department heads will have access to the student surveys immediately.

## Gaining Access to the System

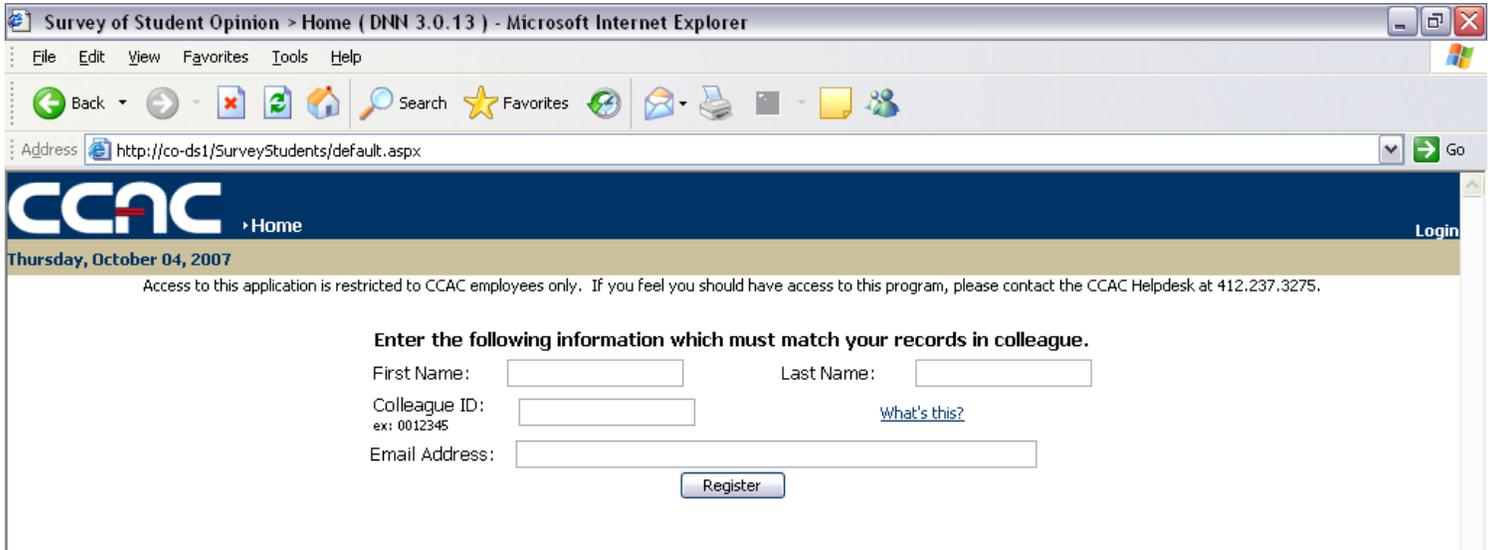


The screenshot shows a Microsoft Internet Explorer browser window titled "Survey of Student Opinion > Home ( DNN 3.0.13 ) - Microsoft Internet Explorer". The address bar shows the URL "http://webapps.ccac.edu/SurveyStudents". The page content includes the CCAC logo, the date "Thursday, October 04, 2007", and a message: "Access to this application is restricted to CCAC employees only. If you feel you should have access to this program, please contact the CCAC Helpdesk at 412.237.3275." Below this is a login form with the heading "Please enter your CCAC User Name and Password." and two input fields labeled "User Name:" and "Password:", followed by a "Login" button.

The application is located at <http://webapps.ccac.edu/SurveyStudents>. You must login to the system to use it, there is no public access to the information contained within. You login using your normal network Username and Password.

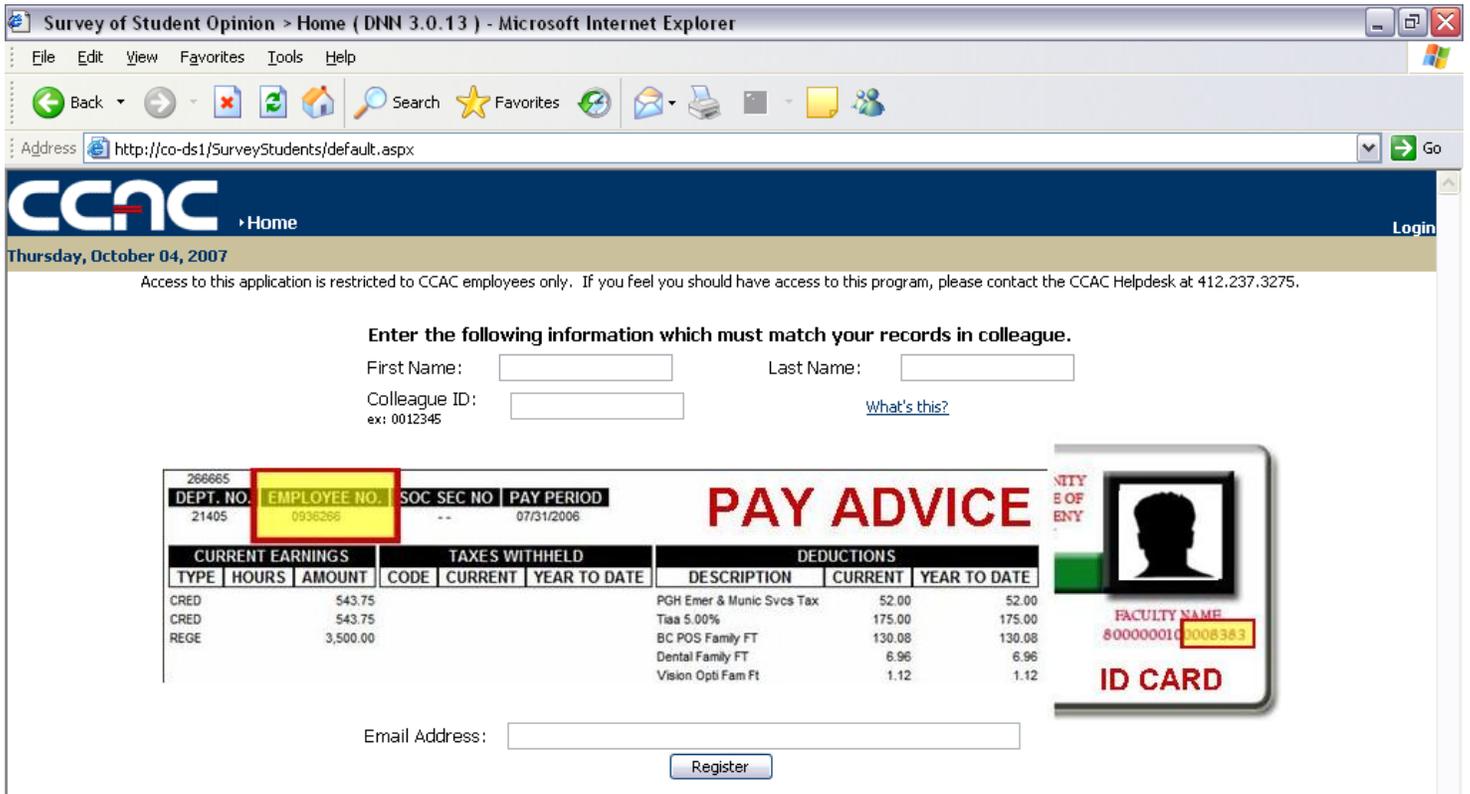
If you have not logged into the system previously, you will need to register. This is a simple process and can be completed in just a few moments. Start by entering your CCAC username and password. This is the same username and password that you use to log into the CCAC network. You must have a valid CCAC username and password to use and register with the application. Click Login to continue...

Note: If you have previous registered with this application, you will immediately be logged in after entering your CCAC username and password. You will not have to register with the application each time.

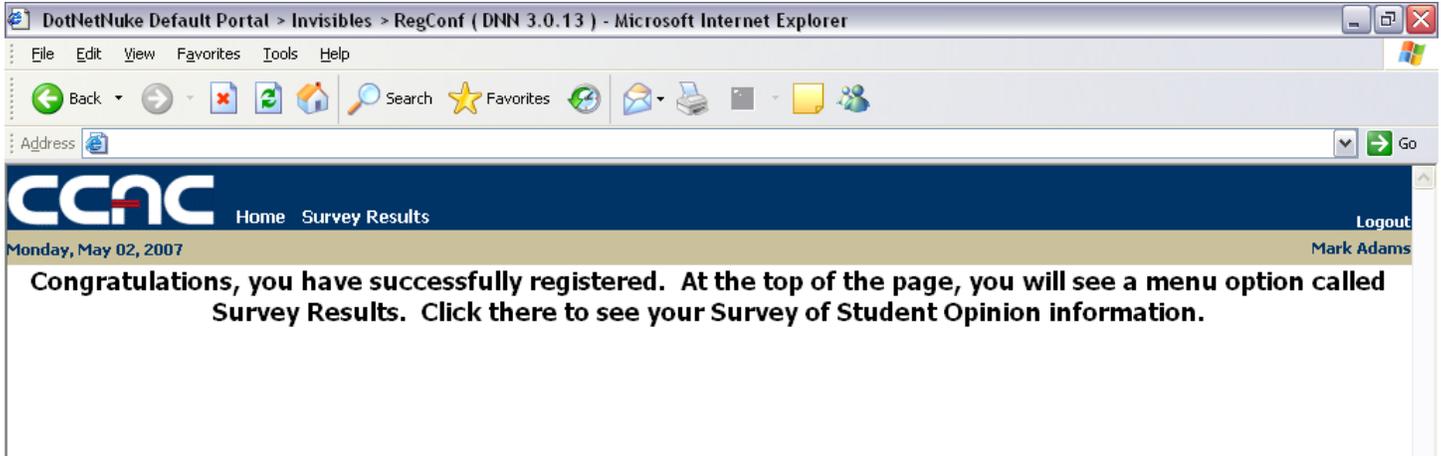


Now you will be asked to provide some information about yourself. This information is used to verify and register your credentials within the Survey Of Student Opinions software. Once you enter all the information, click the Register button to finish registering.

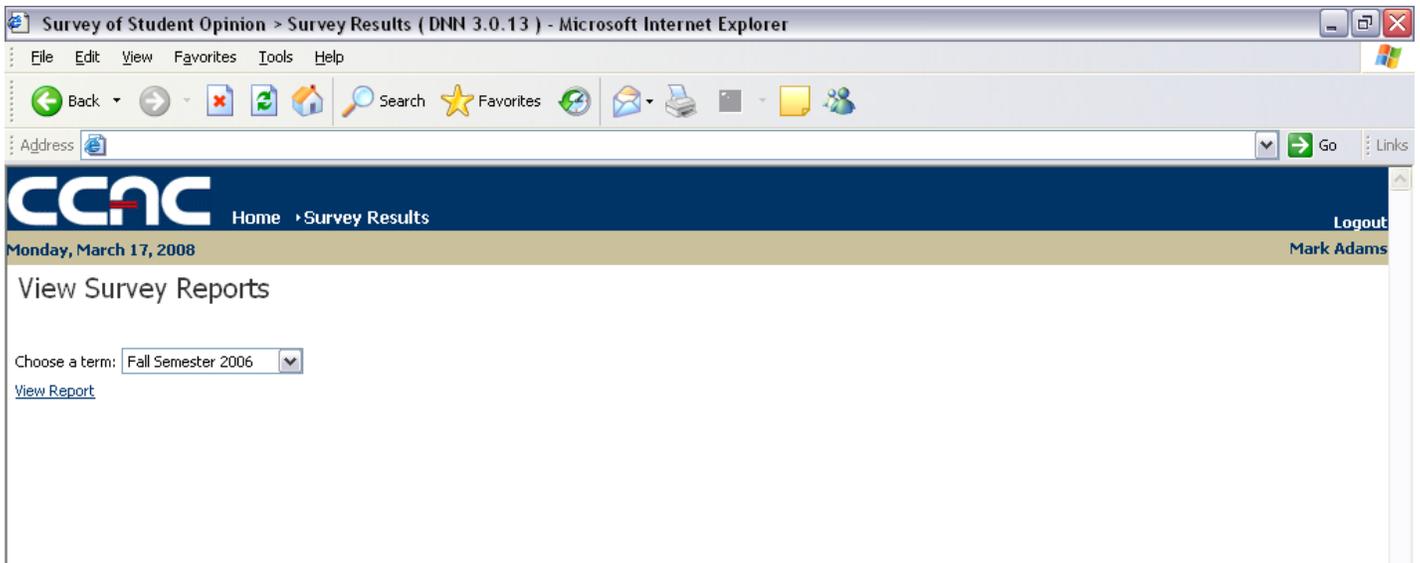
If you are unsure of your Colleague ID, you can press “What’s this?” and see an example:



When you successfully register, you will see a confirmation (shown below). At this point, you can begin to use the system, by clicking on the Survey Results tab near the top of the page. You will not need to register with the website the next time you wish to view your results. You can simply login to the system on the front page, using your regular username and password.



Once you click on the Survey Results tab (after successfully registering or logging in), you will see the following screen:



Note: Deans and Department Heads will have a different set of selections (see appendix A).

The Survey Results page will allow you to look at your Survey of Student Opinion results. Select the Term you wish to view. Once you have selected a Term, click on the View Report button to actually see your results. The results window will look similar to this:

Survey of Student Opinion > Invisibles > Crystal Viewer ( DNN 3.0.13 ) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links

CCAC Home Survey Results Logout  
Monday, March 17, 2008 Mark Adams

1 / 10 100%

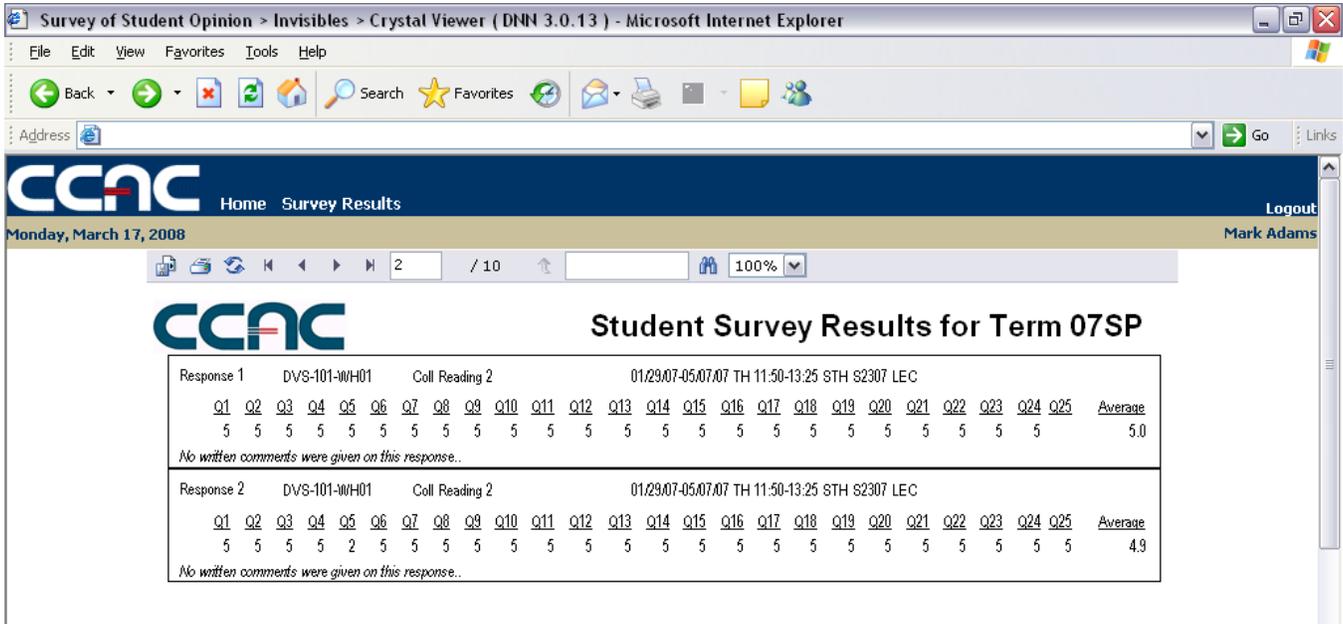
## CCAC Student Survey Results for Term 07SP

Summary of results for term 07SP for Adams, Mark (0000000)

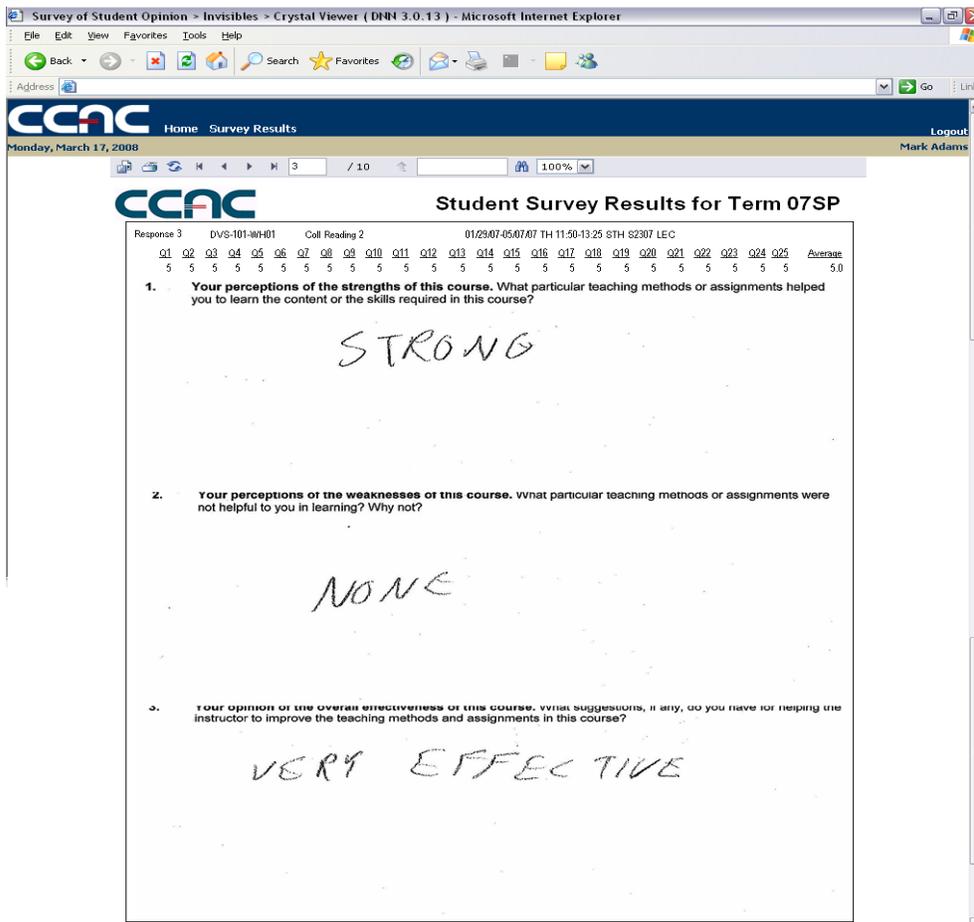
Averag	Question
4.9	1. Defines new or unfamiliar terms.
4.9	2. Answers student's questions thoroughly.
4.9	3. Explains important concepts by using techniques like the chalkboard, over-head screen, demonstration, handou
4.9	4. Explains subject matter and assignments in familiar, understandable language.
4.7	5. Teaches without reading too much from the book or from notes.
4.9	6. Encourages students' questions and comments during class.
4.9	7. Responds to student errors constructively.
4.9	8. Recognizes students for good ideas.
4.9	9. Presents questions to stimulate discussion.
4.9	10. Presents challenging ideas and assignments.
4.9	11. Uses a variety of activities in class.
4.9	12. Indicates transition from one topic to the next.
4.9	13. Gives an overview of the material to be covered.
4.9	14. Explains how topics taught fit into the class.
4.9	15. Stays on the major point or points of the lecture or topic to be discussed.
4.9	16. Asks if students understand before proceeding to the next topic.
4.9	17. States the objectives of each unit and of the course.
4.9	18. Tells students what areas will be covered on tests.
4.9	19. Tells students what is expected of them on assignments.
4.9	20. Informs students of test dates or assignments deadlines.
4.9	21. Speaks clearly.
4.9	22. Shows respect for students.
4.9	23. Available outside the classroom for individual discussions with students.
4.9	24. Offers to help students solve academic problems or suggest possible ways students may get necessary
4.9	25. Examinations and assignments are returned in a reasonable period of time.

Done Local intranet

The view you will first see is a summary of all of your results for the chosen term. Each question is listed and the average results for that question. You should notice, that you are looking at page 1 out of 10 in this case (noted by the 1 in the box above the lower CCAC logo). If you press on the arrow pointing right (without the line)  you will be taken to the next page.



You will see your results, and the comments associate with them. The image above has 2 responses at one time, since neither response has written comments associated with them (denoted by the line “No written comments were given on this response.”), while the image below shows a possible 3 out of 3 responses given.

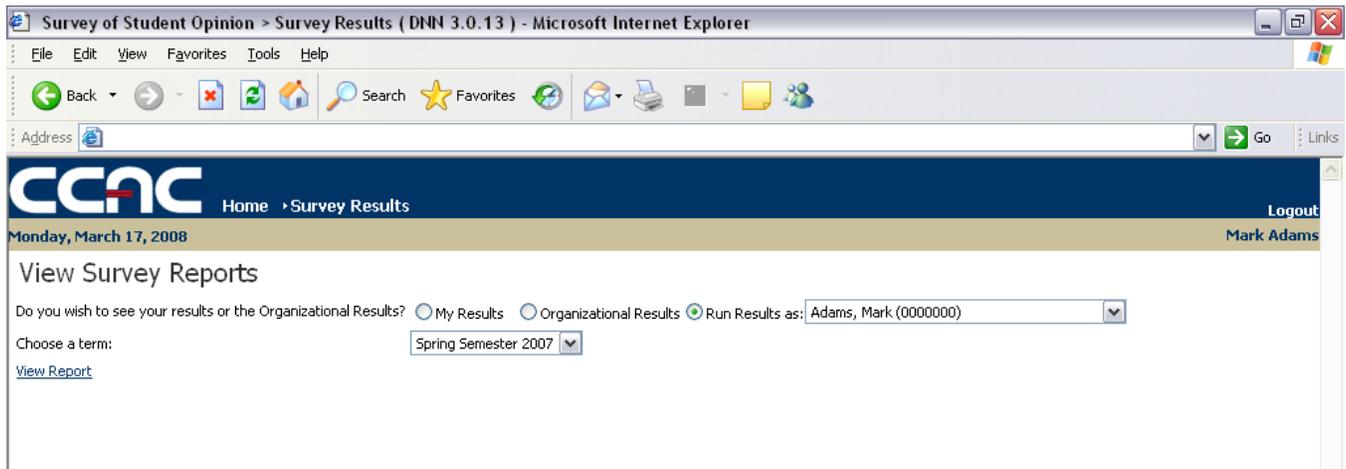


Each course you have taught for the chosen term, that had a student survey, will be shown. If you wish to print the report, click on the small printer icon .

Unless you are a Dean or a Department Head, you will only be able to see the results of the student surveys for your particular classes.

# Appendix A

Below you will see an image of what a Dean or Department head will view when they come to the Survey Results tab.

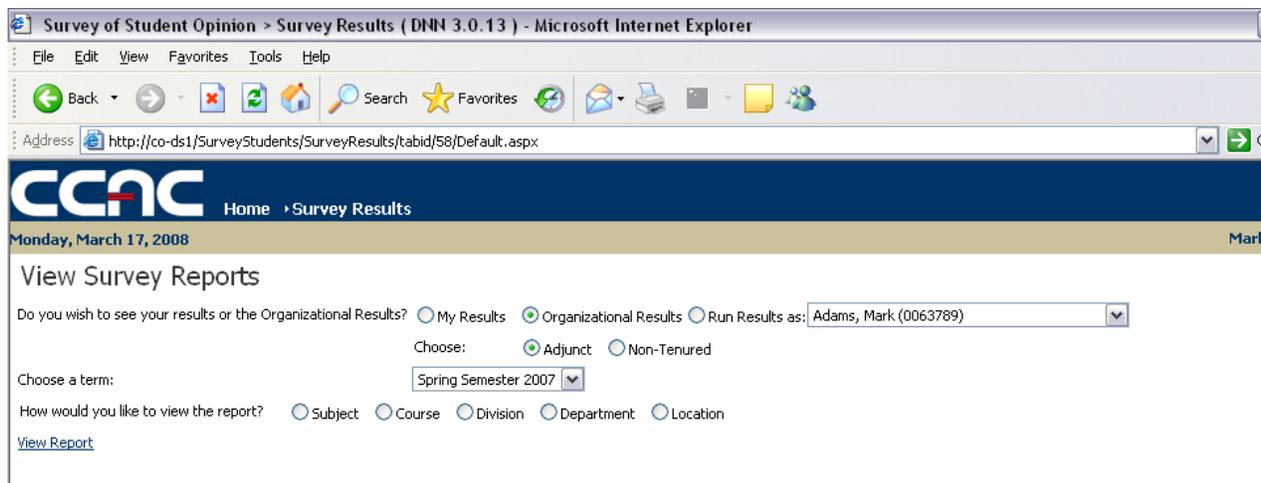


A Dean or Department Head has 3 possible options available:

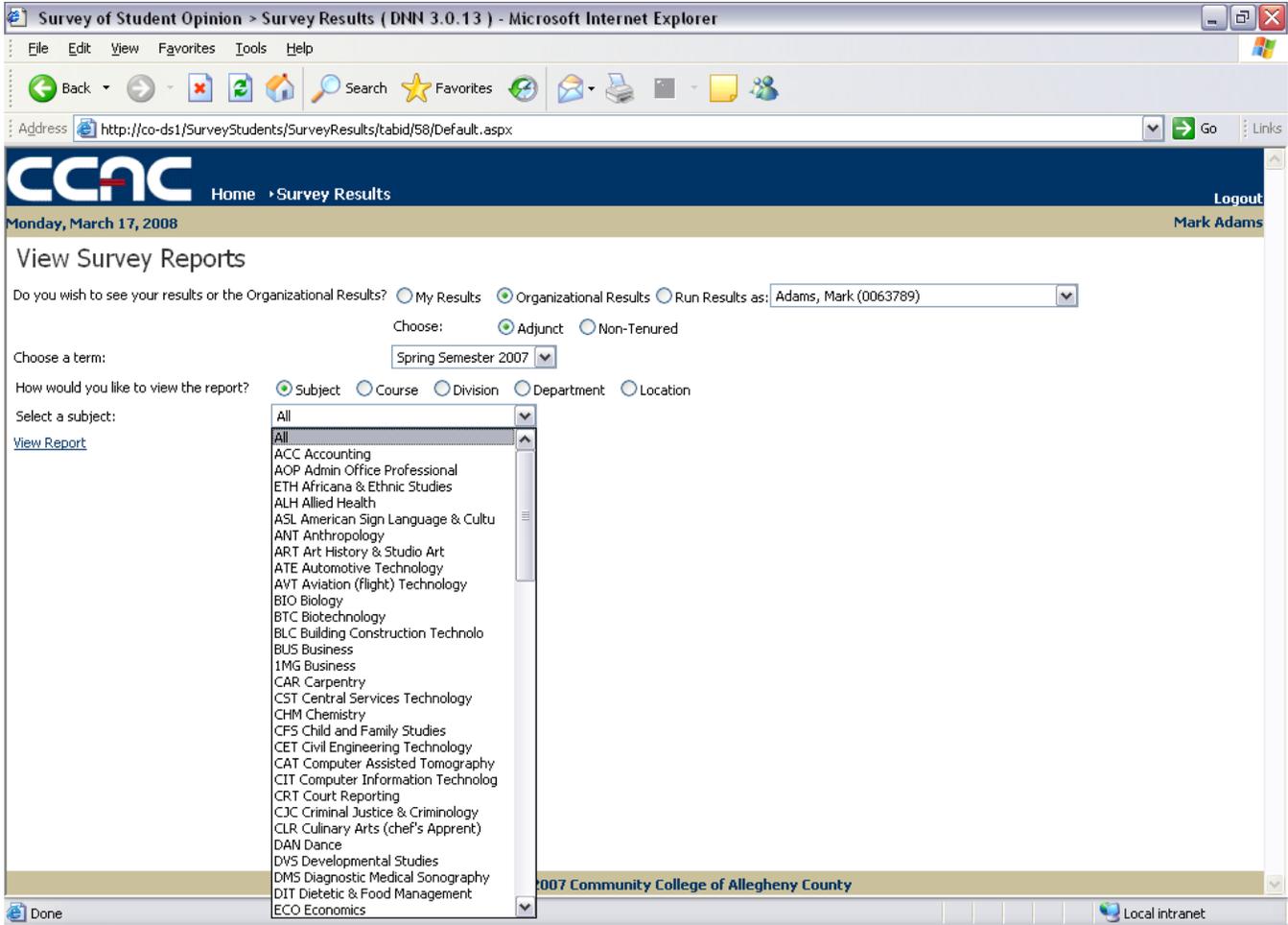
If he/she has taught any classes that have been surveyed, the “My Results” radio button will be available, otherwise it will be grayed out and not clickable.

The “Run Results As” radio button (with drop down box) is so a Dean or Department Head can run a “My Report” as a particular faculty member. This will allow him/her to see the exact same report that a faculty member sees, although he/she is still restricted to seeing only “Adjunct” and “Non-Tenured” faculty members.

The “Organization Results” radio button should be selected if the Dean or Department Head would like to see the normal organizational results report. When this radio button is clicked, additional choices are given, as shown here:



A Dean or Department head should then select if he/she would like to view “Adjunct” or “Non-Tenured” full time faculty member. The term is then selected as well as how he/she would like to view the report. Once the radio button is selected for how to view the report, a drop down will be given of choices, shown here:



A Dean or Department Head may then wish to further narrow his/her search down by selecting a specific Subject / Course / Division / Department / or Location.

Finally, the “View Report” is clicked.

If “My Results” or “Run Results as” has been selected, then the Dean or Department Head will see the same report as shown on page 5, otherwise, he/she will see the following report:

DotNetNuke Default Portal > Invisibles > Crystal Viewer ( DNN 3.0.13 ) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://co-ds1/SurveyStudents/Invisibles/CrystalViewer/tabid/56/Default.aspx Go

CCAC Home Survey Results

Tuesday, May 02, 2007

1 / 95 100%



### Student Survey Results for Term 07SP

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22	Q23	Q24	Q25	Average		
<b>Allegheny Campus</b>																												
<b>Name</b>																												
<b>Course</b>	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	<a href="#">Comments</a>
<b>Course</b>	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	<a href="#">Comments</a>
<b>Course</b>	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	<a href="#">Comments</a>
<b>Course</b>	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	<a href="#">Comments</a>
<b>Name</b>	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	