

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How do I access the online IEQ site?

Go to: <https://www.berea.edu/ieqs> and enter your current network login information and then you will be directed to the online IEQs.

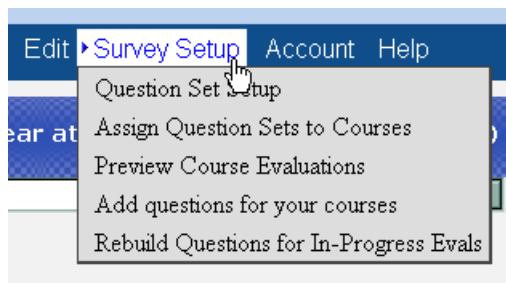
Can I access the IEQs from off-campus?

Yes, the IEQs are not stored on Berea's network. They are available from anywhere with Internet access.

How can I add personal additional questions to my IEQs?

For Department/Program Chairs:

Once you are logged in, go the "Survey Setup" menu and choose "Add questions for your courses"

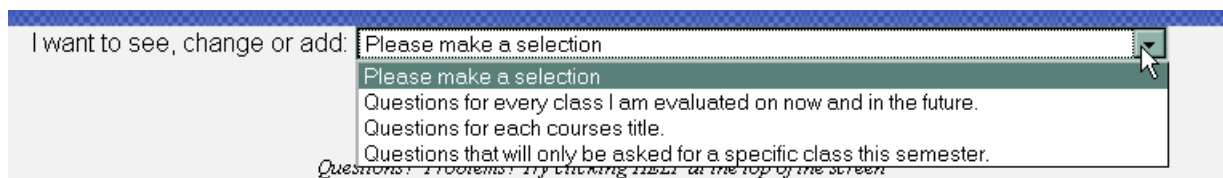


For all other instructors:

Go to the "Questions" menu.



You will then see the following options:



If you have questions about course-specific evaluations, please call Judith Weckman at extension 3791 or e-mail or call Megan Hoffman at the Learning Center (extension 3404).

Online Instructor Evaluation Questionnaires (IEQs)

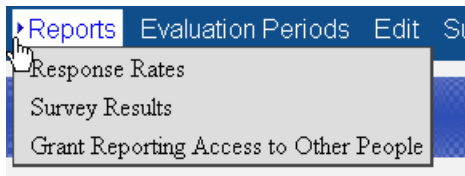
Frequently Asked Questions

How can I see my response rates?

You can monitor your response rates by logging into the system. During the time that IEQs are open for student responses, the response rate screen will be the first page you see.

When there is not a current administration in progress, you can still see response rates from the past by choosing:

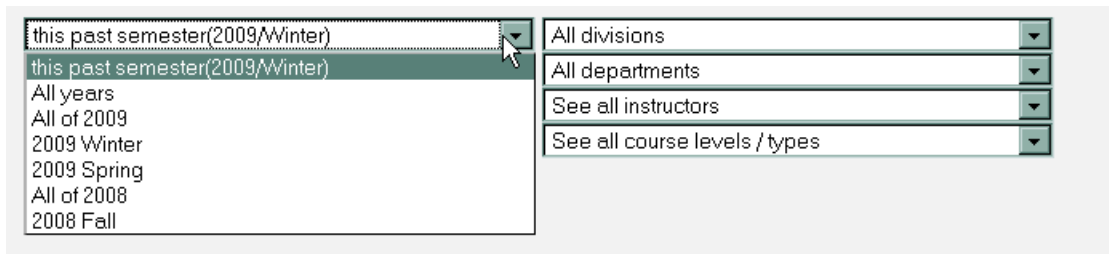
For Department/Program Chairs:



For all other instructors:



and then choosing the option that you want from the drop-down menus at the top of the screen.



Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

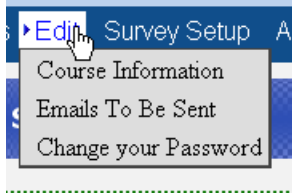
How do I send reminders to my students?

During the open administration, you can send reminders from your regular outlook account to all your students and include the website, <https://www.berea.edu/ieqs> in the e-mail.

If you want to only send reminders to those students who have not responded, you can use the online IEQ site to do so.

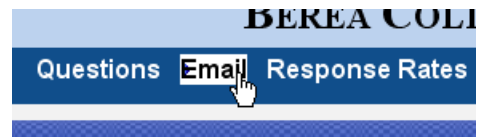
For Department/Program Chairs:

Choose “Emails To Be Sent” from the “Edit Menu” and follow the directions.



For all other instructors:

Choose “Email”



Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

Why is one of my courses missing?

About one month before the IEQ administration window will open, you will receive an e-mail that includes your courses that have been uploaded into the system. Courses with fewer than 3 students are not required to complete IEQs. If there is a course missing, check the list below to see if an IEQ is required. If you teach two sections (different CRNs, but the sections meet together most of the time) of a course and one section has a small enrollment (<3), please let Clara Chapman (ext. 3790) know so that the sections can be combined and both will be included.

Note that there are a few courses that do not need to be evaluated due to the nature of the course; these courses are:

- independent studies,
- field studies,
- sport teams,
- private music courses,
- directed teachings,
- directed readings,
- student teaching,
- special topics, and
- work learning experiences.

If you want to evaluate a course that is missing, please contact Clara Chapman at ext. 3790 to ask that the course be added.

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How are team-taught courses handled in the online IEQ system?

Faculty members often have questions about how to administer IEQs in team-taught courses. In Spring 2007, we asked the Faculty Status Council (FSC) to discuss this issue so we would know how to advise faculty members. This is what the FSC decided:

1. *In team-taught courses, **always use IEQs in a way that makes sense for each particular course**; you must decide between using one evaluation for multiple instructors versus one evaluation for each instructor. **FSC's preference is for each instructor to do a separate IEQ**, as this provides the most unambiguous information. FSC acknowledges that individual IEQs, especially for three or more professors, can become cumbersome for students so this option might not always be the best for each class situation.*
2. ***Use supplemental questions whenever appropriate**, not as substitutes for the IEQs, but to help clarify course-specific and/or instructor-specific issues. Note that the FSC considers these supplemental questions to be important forms of student feedback that are of significant use to the instructor, and that have great value to FSC in tenure and promotion considerations.*

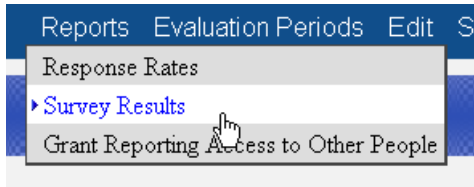
In the new online system, all team courses are set up so that a student in a team-taught course will answer items 1-4 once, and then items 5-19 for the first instructor, items 5-19 for the second instructor, and so forth before submitting the evaluation.

If you do not want your team-taught course evaluated like this (individual responses for items 5-19 for each instructor), please e-mail or call Clara Chapman (ext. 3790).

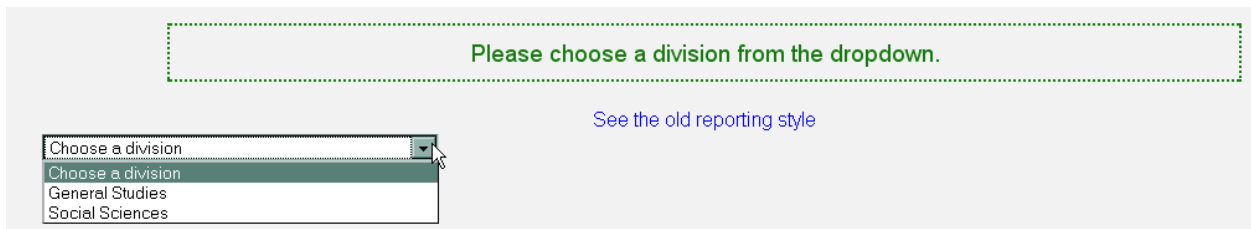
Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

How do I view reports?

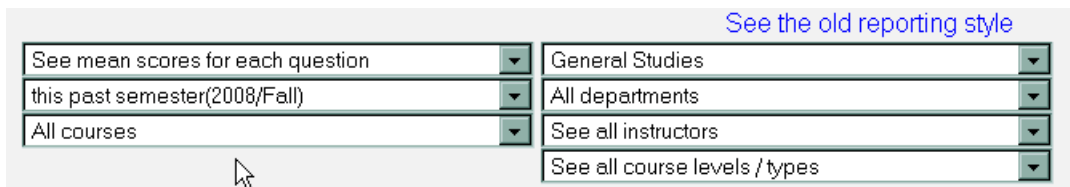
For Department/Program Chairs:



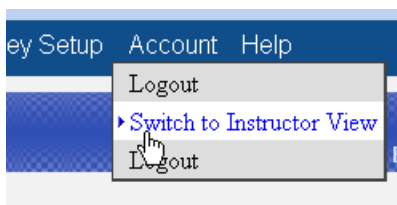
You will then be asked to choose a division (if any instructor in your department has taught under a rubric in a different division).



You will then see the familiar drop-down menus at the top that will allow you to access different terms, instructors, courses, etc.



If you only want to view your own IEQs, you can choose to switch to the “Instructor View”



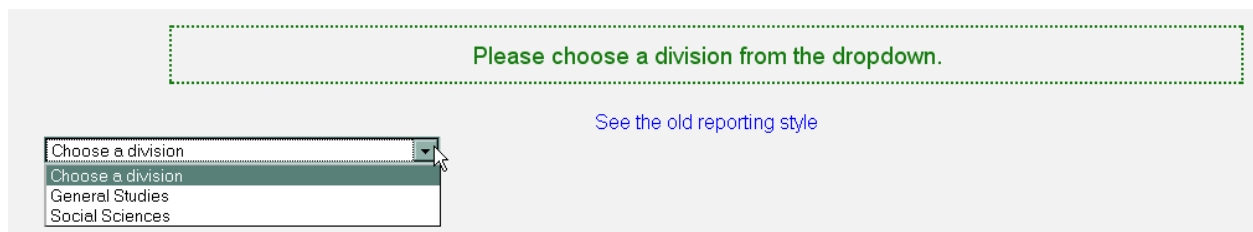
Online Instructor Evaluation Questionnaires (IEQs) Frequently Asked Questions

How do I view reports?, continued:

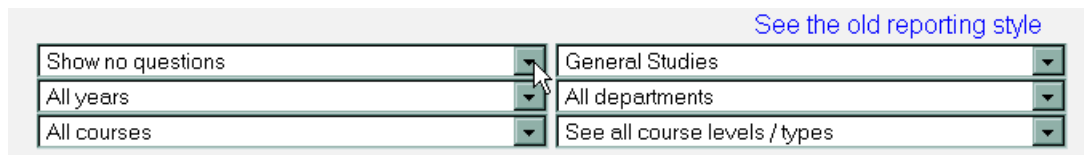
For all other instructors:



You will then be asked to choose a division (if you have taught under a rubric in a different division).



You will then see the familiar drop-down menus at the top that will allow you to access different terms, courses, etc.



Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

What does each report show me?

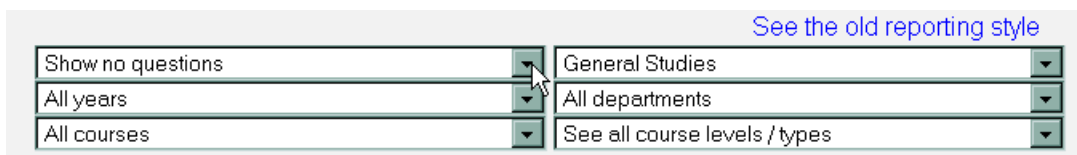
To get into each individual report, click the blue “Reports” next to that course:



You will then see the new reporting toolbar at the top of the page:



You will see the familiar drop-down menus that will allow you to access different terms, courses, etc.



The following are explanations of each report:

[Custom Report for Items 3-16 \(Report most like prior paper reports\)](#)

You will see the item number, abbreviated question text, number of respondents (N), the average (mean) of the item, the campus-wide mean, and the campus-wide standard deviation, and the percentage of students answering each item response. Also, the comments are included.

[Distribution](#)

In the chart, you will see the item number, abbreviated question text, number of respondents (N), the percent of students who answered the top two scale values for items 1-16, the average (mean) of the item (if applicable), and the frequency distribution for each item.

[Percentile Rank for Items 3-16](#)

You will see the item number at the far left of the chart, abbreviated question text, number of respondents, and your average (mean) for each item. Your mean score is located within the decile categories (compared to all other courses at Berea). Notice that if your scores are in green, your mean ranked in the top 30% of scores. If in pink, your mean score ranked in the bottom 30%.

[Graph \(Graphed Percentile Rank Analysis\) for Items 4-16.](#)

You will see the item number and the abbreviated question text. The 5 point scale is across the top. Your average (mean) is marked with a dot and the actual mean value. The campus average is marked with a vertical line. The brackets [] represent the range of all Berea courses. The area between the left bracket and the left-hand side of the rectangular box represents the lowest 25% of average scores.

[Individual Evaluation Forms for Items 3-16.](#)

This report allows you to see how each respondent completed the entire IEQ (excluding items 1 and 2)

Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

How is the “School Average” calculated in the online system and is this different from the paper system?

The School Average is a term average of all course averages here at Berea. This is different from prior reports that OIRA created where the campus average was a grand mean based on each student’s responses, that is, every student response was included in the grand mean rather than using the course average ratings.

How is the “School Standard Deviation (SD)” calculated in the online system?

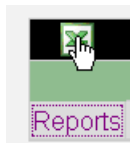
The School Standard Deviation is based on all Berea course average ratings since we began using the electronic system in Fall 2008. It is not term-specific.

What is “Winter” Term?

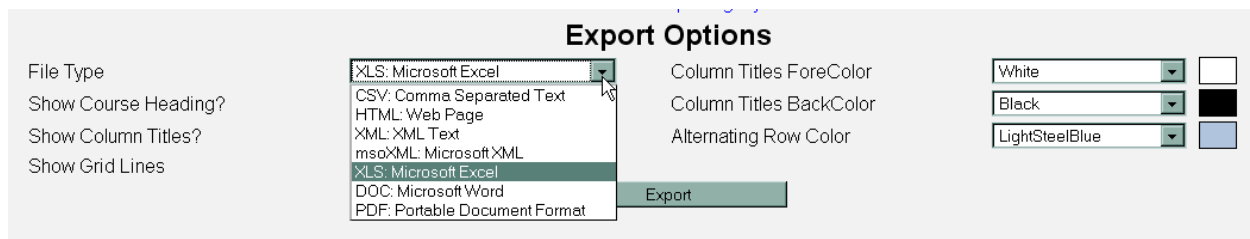
This is how our Short term will be defined.

How can I save/download reports to my computer?

Click the Excel icon at the upper left on any report page.



It will then open to a new window with the following export options. The best option is probably the pdf. Click the file type you prefer and then the export button.



Online Instructor Evaluation Questionnaires (IEQs)

Frequently Asked Questions

Can I look at my course over time?

If you teach a course each term and want to look at a cumulative report for that term, you will choose "All sections of this course" from the drop-down menus.



Unfortunately, for now, there is not a way to view a course IEQ history in this system. If this is something that you are interested in, please let Clara know.

How are cross-listed course reports compiled?

Cross-listed course reports are compiled together and will only show as one report. It will show in the course name as listed below:



At the top of each report, you will see one of the following options:

There were: 26 possible respondents.
Has child course(s) HIS 165([included](#))

or

There were: 26 possible respondents
Co-taught with: AFR 165([included](#))

Online Instructor Evaluation Questionnaires (IEQs) *Frequently Asked Questions*

How are team-taught course reports compiled?

If the instructors were evaluated separately, there will be separate reports for each instructor for items 5-19 and the same report for items 1 – 4 which students were asked only once.

You can tell a course was team-taught by looking at the type field. See example below:



For Department/Program Chairs:

When you first login to the site, the first page where you see results for team-taught courses, those means are a total course mean (both instructors' data combined).

Can I see all of an instructor's results on one page?

No, not if an instructor taught in rubrics under more than one division.