



WITC STUDENT EVALUATION OF INSTRUCTION

The application is a web-based system developed for WITC to allow students to evaluate the course(s) they are enrolled in. Deans will manage the application to determine which faculty/courses will be evaluated and when surveys will be distributed.

Access to the survey site is: <https://e-witc.com/eval/login.asp>

Login is Employee or Student ID number

Password is: first 2 letters of first name + first 2 letters of last name + last 4 digits of SSN

1. Dean will identify a faculty/course to be evaluated.
2. Dean will log into the application, select the Faculty, and then select the course.
3. Dean will determine a timeframe to run the survey (start-end).
4. An email will be sent to the students email address (WITC address) on first date defined (start).
5. Student will click on URL within the email and log in with credentials to complete the survey.
6. Dean will use the application to manage the data and review reports.

Application is hosted by DCS Netlink and they will upload data files on a schedule similar to the e-time application.

Help Desk should only be needed when a student either does not know their student id or password.

We have no need to reset a password.

If any internal assistance is needed from WITC – contact Jim Dahlberg.

Full roll-out April-May 2008

The Student Evaluation of Instruction is an on-line application that allows students to evaluate their WITC instructional experience based on a defined set of questions. Academic Deans will then have the ability to compile the surveyed data and provide reports to analyze the results in an effort to provide a quality learning experience for our students.

The application is hosted and managed externally by [DCS Netlink](#). The survey is completely anonymous and although students are required to log into the application, they are not associated by no means to the data. The reason students are required to authenticate to the application is so the system can identify the courses they are registered in.



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Access to the Application

Access to the Student Evaluation of Instruction will be through the Internet and can be found at

<https://e-witc.com/eval/login.asp>

- Login details require you to authenticate into the application using your 8-digit Employee or Student ID
- Your password is made up of the first 2 letters of your first name + first 2 letters of your last name + the last 4 digits of your social security number. For example: Mary Smith's password would be "masm1234"

How the Process Works

1. The Academic Dean will identify the course and timeline to begin the survey.
2. Log into the system.
3. Click on "View/Select Courses to be Surveyed"



4. Click on the Faculty member of the course to be surveyed, and click on "continue".
5. A list of current term courses will be displayed for the selected faculty member.
6. Find the selected Term, Course # and Class # in which you want to begin a survey.
7. Enter the Open Date of the survey – when the survey will begin.
 - a. This will generate a WITC Student email to all students enrolled in the course.
 - b. The email will be sent based on the Open Date.
8. Enter the Close Date – when the survey will be completed and no access allowed following this date.

Select Courses To Be Surveyed
Instructor:

College	Campus	Division	Term	Course #	Class #	Course Name	Open Date	Close Date
WITCG	ASH	51000	1076	013881	62082	Professional Standards	<input type="text"/>	<input type="text"/>
WITCG	ASH	51000	1076	013881	62083	Professional Standards	<input type="text"/>	<input type="text"/>
WITCG	ASH	51000	1076	013881	62084	Professional Standards	<input type="text"/>	<input type="text"/>
WITCG	ASH	51000	1076	013881	62085	Professional Standards	<input type="text"/>	<input type="text"/>

Note: Red boxes and numbers 6, 7, and 8 are overlaid on the image to indicate the selection of Term, Course #, Class #, Open Date, and Close Date respectively.



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9. Student will be sent an email to their WITC Student email address asking them to complete the survey. The email will be addressed: WITCsurvey@dcsnetlink.com

From: WITCsurvey@dcsnetlink.com [mailto:WITCsurvey@dcsnetlink.com]
Sent: Thursday, December 13, 2007 1:43 PM
Subject: Please Reply: WITC Student Evaluation of Instruction survey

Welcome to WITC's electronic "Student Evaluation of Instruction" survey. The College has partnered with DCS Netlink to provide you with a completely anonymous method for you to evaluate your educational experience. Survey results will be compiled into a summary document and made available only to the instructor and his/her supervisor. Student identities are not attached in any way to the survey results.

This is a brief 15-question survey that will take just a few minutes of your time. Please complete the survey as soon as possible. You may access the survey at <https://e-witc.com/eval/login.asp>

You can log in with your Student Id and your password is (first 2 initials, first name + first 2 initials, last name + last 4 digits of your SSN) For example: Mary Smith's password would be "masm1234".

If you have any issues with logging in, please contact the WILM Help Desk at <http://www.witc.edu/helpdesk/>
Or call at (877)-469-9482

Thank you for your assistance!

(Please do not reply to this e-mail; this is an automated message.)

Sandy Sutter
Director, Human Resources

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10. The Academic Dean/Supervisor will ONLY have access to start and view survey results for faculty they supervise.
11. To begin viewing the survey results, log into the application.
12. Click on View Survey Results.
13. Using the dropdown list, select the faculty member to view survey results.
14. Select the appropriate Term.
15. A list of courses that are being surveyed will be displayed.



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Select A Course

College	Campus	Division	Term	Course #	Class #	Instructor	Course Name	Action	Action
WITCG	ASH	51000	1076	026108	61634	Boothe, Sharyn K	Activity Analysis & Apps	View Results	View Graph
WITCG	ASH	51000	1076	026108	61635	Boothe, Sharyn K	Activity Analysis & Apps	View Results	View Graph
WITCG	ASH	51000	1076	013881	62082	Boothe, Sharyn K	Professional Standards	View Results	View Graph
WITCG	ASH	51000	1076	013881	62083	Boothe, Sharyn K	Professional Standards	View Results	View Graph
WITCG	ASH	51000	1076	013881	62084	Boothe, Sharyn K	Professional Standards	View Results	View Graph

[View Results for all Courses](#)

[View Graph for all Courses](#)

16. Click on View Results to display the comments from the text-based questions.

1. At the beginning of the course, I was provided with the information needed to be successful (course syllabus, schedule, etc.)

Strongly Disagree	Disagree	Agree	Strongly Agree	Total
0.00%	0.00%	0.00%	100.00%	100.00%

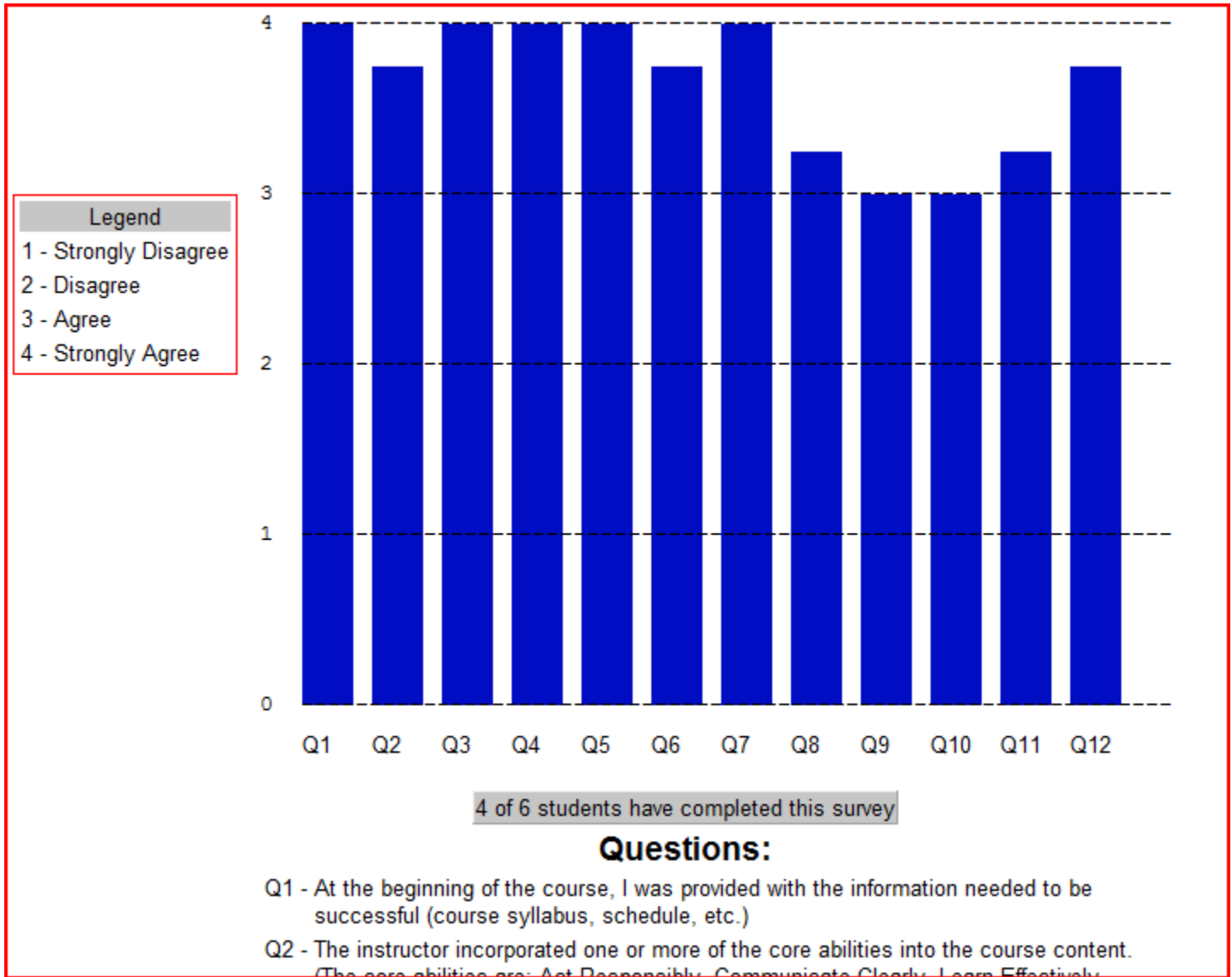
2. The instructor incorporated one or more of the core abilities into the course content. (The core abilities are: Act Responsibly, Communicate Clearly, Learn Effectively, Think Critically and Creatively, Value Self Positively, Work Cooperatively, Work Productively)

Strongly Disagree	Disagree	Agree	Strongly Agree	Total
0.00%	0.00%	25.00%	75.00%	100.00%



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17. Click on View Graph to display the results of the survey in graphical format.



PLEASE NOTE THAT THE ABOVE FORMAT OF THE SURVEY DATA HAS BEEN CHANGED FOLLOWING THE PILOT. SOME CONFUSION REGARDING THE ORDER OF THE RESPONSE DATA, SO IT WILL BE REVERSED (1-Strongly Agree, 2=Agree....) WHEN THE LIVE ROLL-OUT BEGINS, THESE CHANGES WILL BE IMPLEMENTED.