

SEOF FACULTY GUIDE, FALL 2018

FALL 2018* Student Evaluation of Faculty Program (SEOF)

****updated to reflect that the Spigot will not be offered in Fall 2018***

Introduction: Raising Student Participation in the Online Evaluation Process and Incentivizing Student Participation

A. Faculty Instructions for Online Administration

B. How to Add the *MyClassEvaluation* link to Your Blackboard Course Site

C. How to Navigate Through Your *MyClassEvaluation* Account

D. FAQs regarding Online Student Evaluation

The Online Evaluation Challenge:

Raising Student Participation in the Student Evaluation Process

We know that our faculty are deeply concerned about rates of student response. No matter how straightforward and efficient online administration of these evaluations may be, there's just no point if students don't participate. Over the past semesters, Academic Affairs has actively explored best practices and strategies for raising student participation rates.

Based on faculty feedback, input from the College Council and its subcommittees, and focus groups held with faculty and students, we've identified the following best practices for raising student participation:

1. Tell your students that their participation is important -- and tell them why. Our focus groups strongly indicate that students believe that faculty “doesn't do anything” with these student evaluations, and so there's really no point in completing them. Share with them the ways in which their feedback shapes your pedagogy, your course construction, etc.

2. Make time to save time. Students tell us that they love doing their evaluations online, but have trouble finding the time to do them out of class.

- **As with prior paper administration, faculty are required to reserve 20 minutes of in-class time** during the evaluation period for students to pull out their Smartphones, laptops etc. and complete their evaluations on the spot.
- Reassure those students who don't have mobile devices in class that they have plenty of opportunities and venues to submit their evaluations outside of the classroom.
- If you use Blackboard as part of your course set-up, consider adding the *MyClassEvaluation* URL link (see section B, page 5).

3. Talk them through it.

- Share each step as outlined in the faculty administration instructions (see section A, page 3).
- Remind your students to check their John Jay email account regularly and to be on the lookout for student evaluation emails –and make sure your John Jay account is up and running as well.
- If students run into trouble when filling out the online evaluations, encourage them to use the Help Options on the *MyClassEvaluation* website.

A. Faculty Instructions for Student Evaluation Administration

All student evaluations of faculty will be conducted online through our online system,
MyClassEvaluation/IOTA Solutions.

Step 1. Be Aware of the Evaluation Period

The student evaluation period for any courses within a given semester will typically fall within one to two weeks before the last day of classes for that semester's academic session. For Fall 2018, the evaluation period for Main and 8-week 2 session courses is Wednesday 11/28/18 through Tuesday 12/11/18 (11:59 pm).

Step 2. Identify your in-class window

Determine at what point within the evaluation period you'll give your students 20 minutes of in-class time to complete their online evaluations.

Step 3. Communicate with Your Students

☒ Remind students of the evaluation period **Wednesday, November 28, 2018 (8:00 am) Tuesday, December 11, 2018 (11:59 pm)**, as well as the specific date and time you've set aside for completing their online evaluations in class. Encourage them to bring their mobile devices, laptops, tablets, etc., to class so that they can access their evaluations during this designated time. Be sure to reassure those who do not have access to these devices in class that they can easily complete their evaluations outside of class at any of the public computers available to JJ students throughout the campus.

☒ Remind students that in addition to the opportunity that you have provided them in class, they can access their online evaluations in a number of ways at any time during the evaluation period:

- Via visiting the Jay Stop site directly http://jstop.jjay.cuny.edu//my_classEvaluations.php
- Via the Jay Stop link embedded in the ongoing communications throughout the evaluation period sent to their JJ account.
- Via the link you (the instructor) have embedded in your Blackboard course site, if you've done so.
- Via the QR code they'll see on posters and postcards displayed and distributed around campus.

Using any of the above methods, all your students need to do is log in with their John Jay e-mail and password when prompted, select your course from their personalized course listing, and complete their evaluation.

☒ Please also remind your students that if they experience any difficulties in logging in to their evaluations, they should refer to the HELP and FAQ pages on the *MyClassEvaluation* web site, and/or contact the Student Evaluation of Faculty Coordinator at academicaffairs@jjay.cuny.edu

☒ **When the evaluation period begins**, remind your students that their feedback is

important to you and why.

Here is a suggestion on how to start that conversation:

“Student evaluations are important to our faculty; we take your comments seriously and value what you share with us about your learning experiences in the classroom. We use student feedback to strengthen our teaching practices and to help us design courses that are strong, interesting, and in support of your goals as a lifelong learner. I become a better teacher each time I hear from my students and take into account what they have to say.

Please complete these questionnaires thoughtfully and completely – and don’t forget to add your comments.”

Remember: In order to ensure that your students have time and space to complete evaluations, **you must reserve 20 minutes of in-class time during the evaluation period** for the completion of evaluations.

What Happens Next?

During the evaluation period, you (the instructor) may log on to the *MyClassEvaluation* site at any time to view your current response rates (the percentage of students that have filled out evaluation questionnaires in each of your courses to date). You can use these results to shape your conversations with students regarding your expectations for 100% participation.

Simply log on to the *MyClassEvaluation* site using the following information:

URL: <http://jjc.mce.cc/results>

Log-in: Your John Jay email address

Password: Your CUNYfirst EMPLID

Select “Active Evals,” then click the arrow next to the current evaluation session to view your courses currently under evaluation and see your response rates.

When the evaluation period is complete, and all final grades for a given semesters courses have been submitted, you will be able to directly access the results for your online evaluations. You’ll receive an e-mail from *MyClassEvaluation/IOTA Solutions* in about two weeks after all final grades have been submitted.

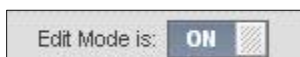
B. INSTRUCTIONS: ADDING THE *MYCLASSEVALUATION* LINK TO YOUR BLACKBOARD COURSE SITE

Adding Course Evaluation Links to Blackboard

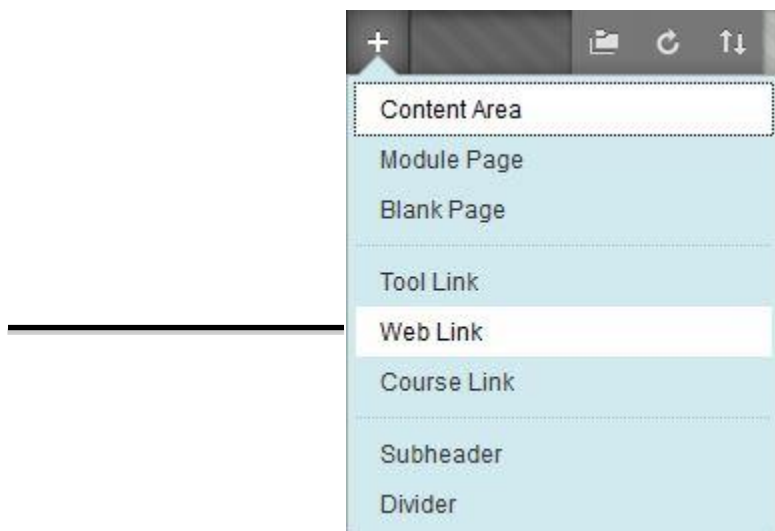
Using Blackboard's Web links feature will allow you to provide easy access to the online version of the Course Evaluation from within your Blackboard course. If you use Blackboard with your courses, we recommend adding a link to the Course Evaluation directly to your Course Menu to encourage responses. Please note that the link will also be available to students through the John Jay Students tab in Blackboard, on the Jay Stop, and via direct email.

To Add a Link to a Course Menu:

1. In Blackboard, access your course and enable Edit Mode.

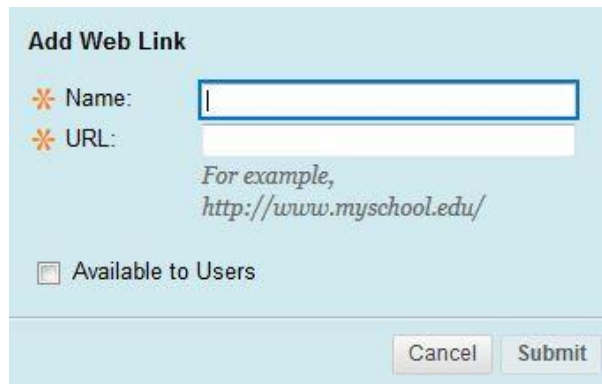


2. At the top of the course menu, click the Add button to launch the contextual editing menu. The Add button appears as a small plus sign. On the contextual editing menu, select Web Link.



(Continued on next page)

3. On the Add Web Link window, enter Course Evaluation as the name for the link and http://jstop.jjay.cuny.edu/my_classEvaluations.php as the URL in the entry fields provided.



Add Web Link

* Name:

* URL:

*For example,
http://www.myschool.edu/*

☐ Available to Users

Cancel Submit

In addition, select the Available to Users checkbox. Click Submit when done. The new link will appear as the last item in your course menu. We ask that you leave the link in this position so that it appears uniformly throughout all courses.

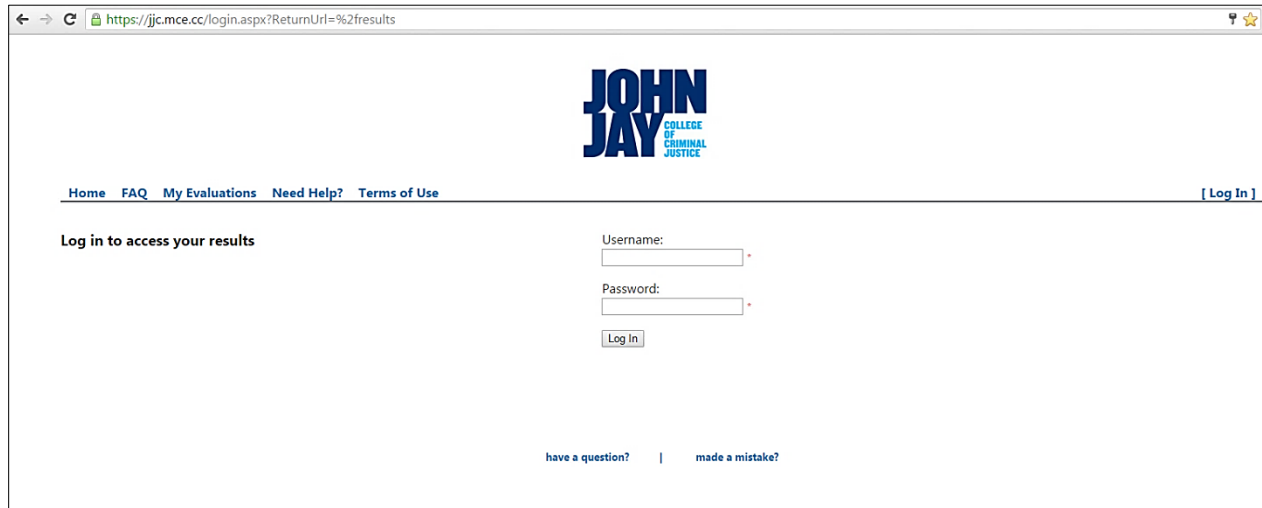
For more information or assistance, contact:

John Jay Online Support Center
212-484-1197
blackboard@jjay.cuny.edu
www.cuny.edu/blackboard

C. How to Navigate Through Your *MyClassEvaluation* Account

STEP 1: Go to the Results website at <http://jjc.mce.cc/results>

This is what you'll see:



The screenshot shows a web browser window with the address bar displaying <https://jjc.mce.cc/login.aspx?ReturnUrl=%2fresults>. The page features the John Jay College of Criminal Justice logo at the top center. Below the logo is a navigation bar with links: Home, FAQ, My Evaluations, Need Help?, and Terms of Use. On the right side of the navigation bar is a [Log In] link. The main content area has the heading "Log in to access your results". Below this heading are two input fields: "Username:" and "Password:", each followed by a small red asterisk. Below the password field is a "Log In" button. At the bottom of the page, there are two links: "have a question?" and "made a mistake?".

STEP 2: Log in as indicated.

- Your username is your full John Jay e-mail address.
- Your password is your CUNYfirst EMPLID. If you do not know your EMPLID, it can be found using the lookup tool on Inside John Jay:
<https://doitapps.jjay.cuny.edu/cunyfirst/empid/index.php>

STEP 3: Familiarize yourself with your *MyClassEvaluation* account.

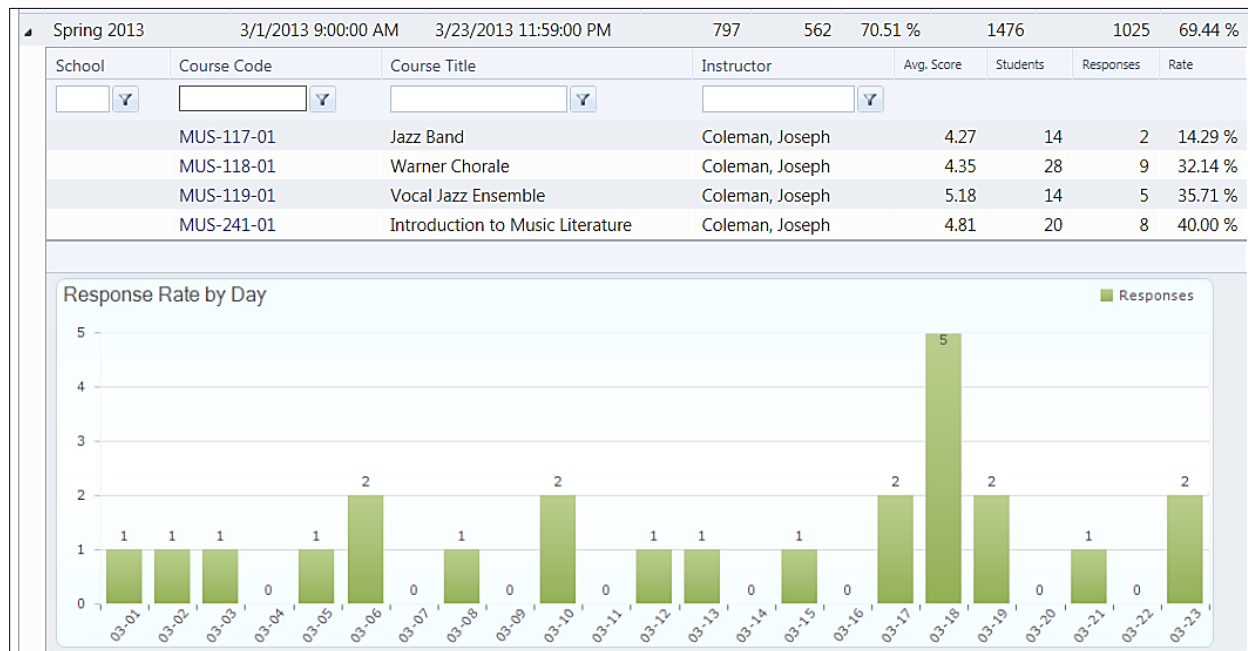
At the top of the page you will see a gray bar with the following tabs. Click on a tab to open that page or hover over it with your cursor to see the drop down menu.



- **Active Evaluations Tab** - Shows evaluations currently in progress.
- **Recent Evaluations Tab** - Shows results for evaluations within the past year.
- **Historical Evaluations Tab** - Shows results for evaluations that are over one year old.
- **Legacy Evaluations Tab** - _opens a new window with your prior course evaluation results/reports from the original *MyClassEvaluation* system.
- **Select Course** - Lists the courses that were evaluated this session. (This tab only appears **after** selecting a course or a Viewing/Printing Option)
- **Viewing/Printing Options Tab** - Displays a drop down menu that gives the following options:
 - Benchmark
 - View Graphs/Comments
 - Course Comparison
 - Browse Results
 - Search Comments
 - Print Page
 - Download Raw Data
 - Custom Reports

Below the gray bar you will also see Evaluation Sessions for the past year.

Click on the arrow ► to the left of a session name to expand it and see your individual courses and a graph of your response rates by date.



Step 4: View your Evaluation results*.

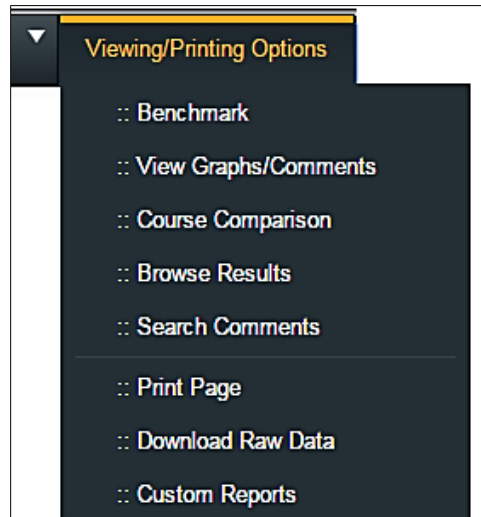
Just below the session information is a list of your evaluated courses with additional statistics. At the bottom of the page is a graph of the number of responses received for your courses by date.

Click on each [blue](#) Course Code to open a Benchmark report for that course and then select options from the Viewing/Printing Options drop down for additional views.

***If you are viewing your results for a semester for the first time, you must confirm receipt of results to continue beyond this point.**

Using the Viewing/Printing Options Tab

Use the Viewing/Printing Option tab to select an item from the drop down menu.



Benchmark

This report shows the selected course in comparison to all other evaluated courses on an Institutional or Departmental Level by choosing from the drop down menu under the report title.

myclass
evaluation

HANDS-FREE COURSE EVALUATION
FOR HIGHER EDUCATION

Active EvaluationsRecent EvaluationsHistorical EvaluationsSelect CourseViewing/Printing Options

Benchmarks: Coleman, Joseph, MUS-117-01 - Jazz Band

#	Question Text	Institution	Avg.	Diff.	Std. Dev.	Rating
1	My instructor presented the subject matter effectively		3.80	3.00 -0.80	0.50	
2	My instructor stimulated my interest in the subject.		3.77	3.00 -0.77	0.48	
3	My instructor answered questions thoroughly.		3.78	3.00 -0.78	0.46	
4	My instructor used effective examples to clarify concepts.		3.78	3.00 -0.78	0.48	

View Graphs/Comments

This option displays the evaluation for a course by question, providing statistics for each question beside a corresponding graph. Hover over the category name for a more detailed description. This view also includes student comments, if any, at the bottom of the report. You can click **View Comments** to jump directly to your comments. There is an **Instructor Comments** section available just below the student comments. This provides an opportunity for instructors to give their feedback regarding the results of an evaluation. Any comments entered are visible to your Department Chairperson and current Committee Members permitted to review your personnel files (Fall & Spring Regular Academic Sessions Only).

myclass
evaluation

HANDS-FREE COURSE EVALUATION
FOR HIGHER EDUCATION

Active EvaluationsRecent EvaluationsHistorical Evaluations

Select CourseViewing/Printing Options

Responses by Value: Coleman, Joseph, MUS-117-01 - Jazz Band

View Comments

1. My instructor presented the subject matter effectively

Course Average:3.00

Peer Average:3.80

Course Standard Deviation:1.05

Peer Standard Deviation:0.50

Minimum Value:1

Maximum Value:5

Low Response:2

High Response:4

Response Count:2

Strongly Agree0

Agree1

Neither Agree nor Disagree0

Disagree1

Strongly Disagree0

2. My instructor stimulated my interest in the subject.

Course Average:3.00

Peer Average:3.77

Course Standard Deviation:2.11

Peer Standard Deviation:0.48

Minimum Value:1

Maximum Value:5

Low Response:1

High Response:5

Response Count:2

Strongly Agree1

Agree0

Neither Agree nor Disagree0

Disagree0

Strongly Disagree1

Instructor Comment

Save Comment

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Course Comparison

This view displays the evaluation by question to directly compare the results from other courses taught by this instructor. Click on the arrow ► beside the instructor to view these comparisons. Hover over scores to view the question text.

myclass
evaluation

HANDS-FREE COURSE EVALUATION
FOR HIGHER EDUCATION

Active Evaluations

Recent Evaluations

Historical Evaluations

Viewing/Printing Options

Average Scores per Question by Course

Emp. ID

Name

Email

Y

Y

Y

I0000025

Coleman, Joseph

JColeman@iota.cc

		MUS-117-01	MUS-118-01	MUS-119-01	MUS-241-01	Question Avg.
▲ 0	1	3.00	4.11	4.60	4.13	4.13
	2	3.00	3.78	4.40	3.75	3.83
	3	3.00	3.78	4.20	4.13	3.92
	4	3.00	4.11	4.40	4.13	4.08
	5	3.00	3.89	4.20	4.00	3.92
	6	4.50	8.22	9.60	8.25	8.21
▲ 2	7	4.50	3.56	4.20	4.25	4.00
	8	4.50	3.56	4.20	4.25	4.00
	9	4.00	3.56	4.60	4.38	4.08
	10	4.50	3.44	4.80	4.00	4.00

Browse Results



This will allow you to view results from individual evaluations. Click the icon beside the course number to view student responses for this evaluation.

myclass
evaluation

HANDS-FREE COURSE EVALUATION
FOR HIGHER EDUCATION

Active EvaluationsRecent EvaluationsHistorical EvaluationsSelect CourseViewing/Printing Options

Browse Results: Jazz Band

	Section	Instructor	Response Date	Average Score	Std Comments	Instr Comments
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
	MUS-117-01	Coleman, Joseph	3/15/2013 12:00:00 AM	3.23	0	
	MUS-117-01	Coleman, Joseph	3/23/2013 12:00:00 AM	5.31	0	

Search Comments

This will allow you to search for a specific word in the student comments. Also, if you click on Tag Cloud, you will be presented with the most widely used words within student comments for the entire evaluation. The font size represents each word's frequency.

myclass
evaluation

HANDS-FREE COURSE EVALUATION
FOR HIGHER EDUCATION

Active Evaluations

Recent Evaluations

Historical Evaluations

Select Course

Viewing/Printing Options

Search for Comments

Containing:

▸ Tag Cloud

▼ Tag Cloud

able aids almost answering assign assignments attitude back better blah boring care case cause change charts clear clips comparisons concepts confusing cool couldnt coursework current darton deadlines didnt different difficult discussions down easy english enjoyed examples exams exercises experience explain fact fair fairly feel figure final find focus gave grade great group hands hard help helpful homework hours idea info informed interesting keep knew knowledgeable least lessons life like literature long loved matter maybe memorization minutes monotone more movie music never nice none notes office ones organized pass patient people perfect person personal perspective play pointless points practice prepared presented pretty process prof projects provide questions real right same seemed sense situation speak spend stop studies stuff supposed systems talked taught test text textbook theory thing think time took topics tricks trying understand update used visual waste whole willing wonderful words work writing

Print Report

This will send a copy of the report on your screen to the printer of your choice (or to PDF if that is one of your “printer” options).

Print

Total: 2 sheets of paper

Destination

KONICA MINOLTA 364E...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☐ Simplify page
☐ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Select a destination

Recent Destinations

KONICA MINOLTA 364E SeriesPCL

Local Destinations

Manage...

Save as PDF

KONICA MINOLTA 364E SeriesPCL

Send To OneNote 2010

Microsoft XPS Document Writer

Fax

Dell Color Laser 1320c

Adobe PDF

Print to Google Docs and other cloud destinations. [Sign in](#) to print to Google Cloud Print.

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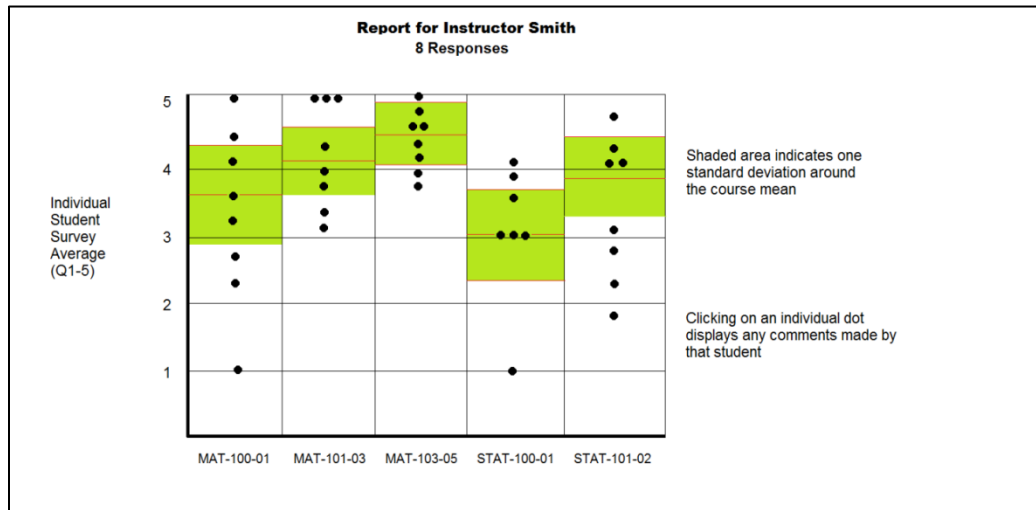
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Download Raw Data

This feature will download all your data from the selected evaluation session into an Excel spreadsheet. Responses to scored questions are represented numerically.

Custom Reports

This feature will open a scatter plot comparing each of your courses. Hovering over each dot will synchronize any student comments with their overall average evaluation score.



E. FAQS REGARDING ONLINE STUDENT EVALUATION

1. Is my class being evaluated online?

Yes. All courses are being evaluated online during the Fall/Spring semesters. There will be no paper evaluations distributed.

2. Why can't I set my Spigot Feature?

The Spigot feature is not being offered in Fall 2018. Your students will have the full two- week evaluation period to complete their evaluations.

3. How do my students access their course evaluations online?

Students access their online course evaluations via the Jay Stop/*MyClassEvaluation* URL: http://jstop.jjay.cuny.edu/my_classEvaluations.php

This link has been provided in a number of ways:

- On the Jay Stop webpage, under the MY JJC tab
- In the ongoing communications sent to their JJ account throughout the evaluation period
- On the Blackboard home tab
- Your Blackboard Course Site link, if you have added one (see section C, page 9).

4. How do I know if my students are completing their online evaluations?

You may log on to the *MyClassEvaluation* site at any time and view your current response rates (the percentage of students that have filled out evaluation questionnaires in each of your courses to date).

5. When can I have full access to my evaluation data reports?

The full data report for all your courses will be available around one to two weeks after all final grades for all courses are submitted. At that time, you'll receive an e-mail notification with log in information and instructions for accessing your results.

6. How will online evaluations factor into my personnel review process?

Online evaluations, like prior paper evaluations, will continue to be factored into the Faculty Personnel process as part – but not all – of the evidence regarding your sound pedagogy and teaching practices. Student evaluations are considered in conjunction with Peer Observations of Teaching and Chair's Annual Evaluation Memorandum, etcetera.

7. Why am I unable to log in/check results?

By default, your login information is your full John Jay College email for the username, and your EMPLID for the password. This information can be found on CUNYfirst, and there is also an EMPLID lookup tool on the John Jay College website.

Faculty and Staff EMPLID Lookup tool:

<https://doitapps.jjay.cuny.edu/cunyfirst/empid/index.php>

8. If a student withdraws from my class, will that student be able to evaluate my course?

At the start of the evaluation period, all students enrolled in courses at John Jay College automatically receive an email with a link to evaluate their courses online. If a student withdraws from a class, officially or unofficially, his or her name is added to a “withdrawal list” that is updated periodically throughout the semester. At the conclusion of the evaluation period, a final withdrawal list is compiled and sent to IOTA Solutions. If any of the students on the list filled out an evaluation, those students’ evaluations are deleted from the system before the evaluation results are released to faculty, and they will not count toward the total score.

For more assistance: Please direct any questions or concerns about Student Evaluation of Faculty to the Student Evaluation Coordinator at academicaffairs@jjay.cuny.edu