

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 will only be available for one week before the default evaluation period in a semester. When this tool becomes available, you will be notified via email from IOTA Solutions that you can now set your preferred evaluation dates/times. Once this window closes you will no longer be able to make changes to the selections you have made (see section B, page 6).

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.

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 approximately one - two weeks after all final grades for all courses have submitted to the Registrar. 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.

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7. Why aren't I getting e-mail reminders/notifications?

Email notifications and reminders are automatically sent to faculty and students periodically by IOTA Solutions. However, automatic reminders are turned off when the professor uses the Spigot feature. Once the Spigot tool is turned on, and the evaluation date is changed from default, students will no longer receive automatic e-mail reminders from IOTA Solutions; it becomes the instructor's responsibility to remind students to evaluate their courses on the date they specified.

8. 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>

9. 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.

10. Can students from another CUNY School evaluate me? How?

All students in your course will be able to evaluate you this semester. If your student is from a visiting CUNY School, please provide them the alternate method for logging into MyClassEvaluation below.

Link: <https://jjc.mce.cc/default.aspx>

Username: Listed as their preferred email in their CUNYFirst accounts

Password: Their 8-digit CUNYFirst Emplid

Need help? Please direct any questions or concerns about Student Evaluation of Faculty to the Student Evaluation Coordinator at academicaffairs@jjay.cuny.edu