

Welcome to Training for Class Climate

- Course Evaluation Feedback System -

Brian McCarthy

(mccarthy@ohio.edu)

30/31-OCT-2012



Class Climate

Caveats up Front

1. Learning curve for this program is somewhat steep
2. Official vendor training (14 hours) to CAS:
 - Brian McCarthy (mccarthy@ohio.edu)
 - Tom Scanlan (scanlant@ohio.edu)
3. On-campus technical support is limited to:
 - Kim McClain (user accounts, system admin)
 - Jay Beam (XML data loading via Registrar)
4. Use each other as a resource
5. Use online technical manual (PDF)
6. Subscribe and use local LISTSERV
classclimate-users@listserv.ohio.edu

Class Climate

- Six Simple Steps to a Survey -

1. Create Subunit
2. Create Users*
3. Create Courses*
4. Create Questionnaire*
5. Generate Survey
 1. Paper
 1. Print questionnaire
 2. Complete forms
 3. Scan
 2. Online
 1. Print or Send PSWDs
 2. Respond online
6. Access reports

BLUE STEPS = Uploaded by OU

ORANGE STEP = Dept. edit/create

BLACK STEPS = Dept. generates

* May require additional dept input

Class Climate

Organization of Training Session

09:00-10:00 Introduction to Class Climate (**BLUE STEPS**)

10:00-10:15 Break

10:15-11:15 Constructing Questionnaires (**ORANGE STEP**)

11:15-11:30 Break

11:30-12:30 Generating Surveys (**BLACK STEPS**)

12:30-13:00 Questions & Discussion

Class Climate – Part I

Introduction & Background

GOALS:

1. Login to OU-CC website
2. Navigation
3. Getting Help (User Guide PDF)
4. Menus
5. Subunits, Users, Courses
6. Creating/Editing Users & Courses

Class Climate

oit-course-eval.ohio.edu/classclimate/indexeva.php

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Ohio University Course Evaluation Feedback System

SCANTRON[®]

Version 5.0

Login

User name: mccarthy

Password:

OK

* CAS will request Usernames and Passwords for all departmental users

Subunit Administrator - Class x

oit-course-eval.ohio.edu/classclimate/oadmin.php?mode=show&PHPSESSID=703796c391ab72b690349d2e87ef3...

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Informat Search Fall 2012

Brian McCarthy
Subunit Administrator

List of all Subunits ?

Subunit	User	Edit	Delete
A&S-AAS	6		
A&S-BIOS	37		
A&S-CHEM	26		
A&S-CLWR	11		
A&S-ECON	21		
A&S-ENG	123		
A&S-GEOG	16		
A&S-GEOL	13		
A&S-HIST	30		
A&S-LING	30		
A&S-MATH	67		
A&S-ML	66		
A&S-PBIO	13		
A&S-PHIL	20		
A&S-PHYS	28		
A&S-POLS	21		
A&S-PSY	58		
A&S-REG	2		
A&S-SOC	34		
A&S-WGS	9		
CAS - Dean	2		

Subunits

- Overview
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users


Logged in: 3
Online Surveys: 1

Log Off

Show subunit administrators

Opening screen of Class Climate

FIRST, download User Guide (PDF):
Look for pale blue "?" and click. *

Note: Help is also available via 

Search for "Class Climate" (include quotes).

* http://oit-course-eval.ohio.edu/classclimate/doc/Administrator_Manual_en_E.pdf#MENUSUBUNITS



Class Climate®
COURSE EVALUATION FEEDBACK SYSTEM

User Guide

v5.0

User Guide

536 pages (!)

Good organization

Searchable

Fully indexed

Screen captures

Subunit Administrator - Cla: X

oit-course-eval.ohio.edu/classclimate/oadmin.php?mode=show&PHPSESSID=8a46ebc71a5f6443d3e75dbf7e26b8c7

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Information Search Fall 2012

Brian McCarthy
Subunit Administrator

Subunits

Overview

- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 1
Online Surveys: 0

Log Off

List of all Subunits ?

Subunit	User	Edit	Delete
A&S-AAS	6		
A&S-BIOS	37		
A&S-CHEM	26		
A&S-CLWR	11		
A&S-ECON	21		
A&S-ENG	123		
A&S-GEOG	16		
A&S-GEOL	13		
A&S-HIST	30		
A&S-LING	30		
A&S-MATH	67		
A&S-ML	66		
A&S-PBIO	13		
A&S-PHIL	20		
A&S-PHYS	28		
A&S-POLS	21		
A&S-PSY	58		
A&S-REG	2		
A&S-SOC	34		
A&S-WGS	9		
CAS - Dean	2		

Show subunit administrators


Opening screen of Class Climate (CC)

A “Subunit” in CC is an administrative unit—typically a **department**.

A “User” in CC is typically an **instructor** of record. The # shown is how many instructors are currently in that Subunit.

Two menus:

- Main Menu (top)
- Context Menu (left)

The edit icon () permits editing of the Subunit info.



Subunit details ?

Subunit

Name

Dept. No

Logo File

Phone

Fax

Street Address

ZIP Code City

Email

Subunit visibility

Show the subunit in the context menu "Subunits".

User licenses assigned 13 / unlimited

Handling of handwritten texts

Direct display (default setting)

Display after manual collection (note customizable threshold (System settings / Class Climate Settings / Surveys))

Never display

OK

Cancel

Fill in contact information for Subunit.

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Informat Search Fall 2012

Brian McCarthy
Subunit Administrator

List of all Subunits ?

Subunit	User	Edit	Delete
A&S-AAS	6		
A&S-BIOS	37		
A&S-CHEM	26		
A&S-CLWR	11		
A&S-ECON	21		
A&S-ENG	123		
A&S-GEOG	16		
A&S-GEOL	13		
A&S-HIST	30		
A&S-LING	30		
A&S-MATH	67		
A&S-ML	66		
A&S-PBIO	13		
A&S-PHIL	20		
A&S-PHYS	28		
A&S-POLS	21		
A&S-PSY	58		
A&S-REG	2		
A&S-SOC	34		
A&S-WGS	9		
CAS - Dean	2		

Subunits

- Overview
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 2
Online Surveys: 6

Log Off

Show subunit administrators

Note-1: you can return to the main screen multiple ways:

Click on logo

Click on Subunit

Click on

Note-2: Confirm who you are logged in as, what your role is, and what term it is.

Let's look at a typical subunit by clicking on hyperlink...

Subunit Administrator - Cla: X

oit-course-eval.ohio.edu/classclimate/fadmin.php?fbid=194&mode=show&PHPSESSID=8a46ebc71...

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Search

Brian McCarthy
Subunit Administrator

Users in subunit A&S-PBIO ?

Name	CO	Surveys	Created	Actions
HARVEY BALLARD	[5]	0 / 0	08/02/2012	
MARTHA BISHOP	[3]	0 / 0	08/02/2012	
HAROLD BLAZIER	[1]	0 / 0	09/18/2012	
BETSY BRIJU	[6]	0 / 0	09/18/2012	
JARED DEFOREST	[2]	0 / 0	09/18/2012	
STEFAN GLEISSBERG	[9]	0 / 0	09/18/2012	
MARY GRIFFIN	[3]	0 / 0	08/02/2012	
GLENN MATLACK	[6]	0 / 0	08/02/2012	
BRIAN MCCARTHY	[1]	0 / 0	09/18/2012	
ALLAN SHOWALTER	[3]	0 / 0	09/18/2012	
ARTHUR TRESE	[7]	0 / 0	08/02/2012	
MORGAN VIS-CHIASSON	[4]	0 / 0	09/18/2012	
SARAH WYATT	[2]	0 / 0	08/02/2012	

Select all

Move selected to

Import instructors from CSV File:

No file chosen

CSV file contains a column with information whether the course has secondary instructors

Subunits

- Overview
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 1
Online Surveys: 0

Licensed to OHIO UNIV - Class Climate V5.0 (1902) - Scantron Corporation, All rights reserved. Copyright © 2011 Electric Paper GmbH

Users in subunit

Name = Instructor

CO = Courses

Surveys = what's in play

Created = when added to subunit

= User settings

= Send email

= Delete user

NOTE-1: Never delete anything unless you are absolutely sure (may be a lot of work to recover)!

NOTE-2: When in CC, do not navigate using back/forward buttons on browser!

Subunit Administrator - Class

oit-course-eval.ohio.edu/classclimate/fadmin.php?fbid=194&mode=show&PHPSESSID=fbf25dd1a...

Class Climate[®] COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Search Fall 2012

Brian McCarthy
Subunit Administrator

Users in subunit A&S-PBIO ?

Name	CO	Surveys	Created	Actions
HARVEY BALLARD	[5]	0 / 0	08/02/2012	[Icons]
MARTHA BISHOP	[3]	0 / 0	08/02/2012	[Icons]
HAROLD BLAZIER	[1]	0 / 0	09/18/2012	[Icons]
BETSY BRIJU	[6]	0 / 0	09/18/2012	[Icons]
JARED DEFOREST	[2]	0 / 0	09/18/2012	[Icons]
STEFAN GLEISSBERG	[9]	0 / 0	09/18/2012	[Icons]
MARY GRIFFIN	[3]	0 / 0	08/02/2012	[Icons]
GLENN MATLACK	[6]	0 / 0	08/02/2012	[Icons]
BRIAN MCCARTHY	[1]	0 / 0	09/18/2012	[Icons]
ALLAN SHOWALTER	[3]	0 / 0	09/18/2012	[Icons]
ARTHUR TRESE	[7]	0 / 0	08/02/2012	[Icons]
MORGAN VIS-CHIASSON	[4]	0 / 0	09/18/2012	[Icons]
SARAH WYATT	[2]	0 / 0	08/02/2012	[Icons]

Select all

Move selected to A&S-A&S Move

Create New User

Import instructors from CSV File:

Choose File No file chosen

CSV file contains a column with information whether the course has secondary instructors

Import

Back

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 3
Online Surveys: 0

Log Off

YT.gif download.html UserGuideClassClimate.pdf Show All

Class Climate[®] COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Information Search Fall 2012

Brian McCarthy
Subunit Administrator

Subunits

Overview

Additional filters 1&2

Show

Back

Courses of GLENN MATLACK ?

Number	Course name	Program of study	Course-ID	Evaluation period	Course Type	Location	Participants	Secondary instructors	Actions
3887	PBIO		PBIO109100	continuous	LEC		24		[Icons]
5733	PBIO		PBIO4350100	2131	LEC		7		[Icons]
5734	PBIO		PBIO1090100	2131	LEC		77		[Icons]
5735	PBIO		PBIO5350100	2131	LEC		4		[Icons]
5736	PBIO		PBIO5350101	2131	Lab		4		[Icons]
5737	PBIO		PBIO4350102	2131	Lab		7		[Icons]

Create new course Back

NOTE: 2131 is VERY important!
(This is the code for Fall 2012)

Class Climate only brings in official courses and the associated instructor of record (1 course, 1 instructor).

How do you evaluate TAs? Recitation instructors? Co-instructors?... That may be affiliated with that course?

Let's use TAs as an example. First, all department TAs must be manually entered into the system as a "user" (instructor).

Next, each user must be assigned a course (many labs have their own ID, if not, one can be made up).

Once a course (lab) has been tied to an instructor (TA), it must be populated with student emails (I will demonstrate 2 ways to do this in section-III)...

The screenshot shows a web browser window with the URL `oit-course-eval.ohio.edu/classclimate/fadmin.php?mode=show&fbid=423&PHPSESSID=fbf...`. The page title is "Subunit Administrator - Clas". The main header includes the "Class Climate" logo and navigation tabs for "Subunits", "Questionnaires", "System Settings", and "System". A search bar is also present. On the left, a sidebar shows the user "Brian McCarthy" as "Subunit Administrator" and a list of subunits, with "A&S-Dean" selected. The main content area is titled "Users in subunit A&S-Dean" and features a table with columns: Name, CO, Surveys, Created, and Actions. Below the table is a "Create New User" button, which is highlighted with a red arrow. At the bottom of the main area, there is an "Import instructors from CSV File" section with a "Choose File" button, a checkbox for "CSV file contains a column with information whether the course has secondary instructors", and an "Import" button. A "Back" button is located at the very bottom of the main content area.

Only a **System Administrator** can create a new subunit.

However, **Subunit Administrators** (you) can create new users, courses, etc.



Brian McCarthy

Subunit Administrator

1 - 2 - 3

Subunits

Overview

-  A&S-A&S
-  A&S-AAS
-  A&S-BIOS
-  A&S-CHEM
-  A&S-CLWR
-  A&S-Dean
-  A&S-ECON
-  A&S-ENG
-  A&S-GEOG
-  A&S-GEOL
-  A&S-HIST
-  A&S-LING
-  A&S-MATH
-  A&S-ML
-  A&S-PBIO
-  A&S-PHIL
-  A&S-PHYS
-  A&S-PSYC



Please choose a user type ?

- Instructor
- Dean (See utilization statistics for the subunit)
- Module
- Report Creator
- Data Entry Assistant (Handwritten comments)
- Verifier

Cancel

<< Back

Next >>

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/fadmin.php

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Search

Brian McCarthy
Subunit Administrator

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

1 - 2 - 3

Please define the attributes of this user ?

neutral

Title: TA

First name: Brian

Last name: * McCarthy

Phone: 7405931615

Email: mccarthy@ohio.edu

Inform user about profile creation via email

Address:

Language: Default language

Login name: * 20121023125320929816

New password: *

Confirm new password: *

Cancel << Back Next >>

Central Evaluation

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/fadmin.php?fbid=423&mode=show&PHPSESSID=fbf25...

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Search

Brian McCarthy
Subunit Administrator

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY

Users in subunit A&S-Dean ?

Add courses for Brian McCarthy here.

Name	CO	Surveys	Created	Actions
Brian McCarthy	[0]	0 / 0	10/23/2012	

Select all

Move selected to

Import instructors from CSV File:

No file chosen

CSV file contains a column with information whether the course has secondary instructors

Note: if you have a large number of TAs, bring them all in at one time via CSV import!

Brian McCarthy

Subunit Administrator

Subunits

Overview

- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events

Edit course of Brian McCarthy

Course name *

Program of study

Course-ID

Evaluation period

Course Type

Location

Enrollment

Participants * data Anonymous survey participants
 Non anonymous survey participants (panel)

Administrate participants

Further report recipients (secondary instructors)

exist for this course

Add



Remove

OK

Cancel



Courses of Brian McCarthy ?

Number	Course name	Program of study	Course-ID	Evaluation period	Course Type	Location	Participants	Secondary instructors	Actions
11704	Test Course	PBIO	9999-L	2131	Lab		2		 

Create new course

Back

A new course has been created under Brian McCarthy in subunit A&S-Dean. There are already 11,703 courses in the system, so this was given the next available Number.

NOTE: Be VERY careful when deleting courses, instructors, subunits, etc. (action = red-X) as you will not only delete the element of interest but all surveys and previous data connected with them!

Class Climate – Part II

Creating a Questionnaire

GOALS:

1. View all questionnaires university-wide
2. Create a questionnaire using VividForms & Wizard
3. Editor-Control panel
4. Creating Question Groups
5. Adding Questions
6. Viewing questionnaires
7. CAS Policies & Procedures

Subunit Administrator - Class x

oit-course-eval.ohio.edu/classclimate/index.php?mca=default/Form/index&mode=form_index&PHPSESSID=...

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits **Questionnaires** System Settings System Search Fall 2012

Brian McCarthy
Subunit Administrator

Questionnaires
Questionnaire List
Create Questionnaire
Question Library

Current Users
Logged in: 2
Online Surveys: 2
Log Off

Show deactivated questionnaires at the end of the listing (including module questionnaires).

Class Climate Admin

ID	Name	Description	Date	Engine	Status	Action
262	CAS-course	College of Arts & Sciences Class Evaluation Form (VFD) (VFD)	05/16/2012	VF Editor	🟡🔒	Select... ↓
259	CHE_sp12	Counseling & Higher Education Course Evaluation	05/16/2012	VF Editor	🟡🔒	Select... ↓
257	COMS_01	School of Communication Studies - Student Course Evaluation	05/16/2012	VF Editor	🟢🔒	Select... ↓
273	COMS_01	School of Communication Studies - Student Course Evaluation (VFD)	05/17/2012	VF Editor	🟡🔒	Select... ↓
284	COMS_2	School of Communication Studies - Student Course Evaluation [Copy]	05/30/2012	VF Editor	🟡🔒	Select... ↓
210	CRS2PLE3	Course Evaluation, sample questionnaire, 2 pages, Legal tri-fold, Class Climate green design	11/04/2011	VF Designer	🟡🔒	
208	CRS2PLP	Course Evaluation, sample questionnaire, 2 pages, Letter portrait, Class Climate green design	11/04/2011	VF Designer	🟡🔒	
260	dmDANC	DANCE DRAFT	05/16/2012	VF Editor	🟢🔒	Select... ↓
147	election	AND THE NOMINEES ARE . . .	07/16/2007	VF Editor	🟢🔒	Select... ↓
205	Employee	Employee Satisfaction Survey	03/18/2011	VF Editor	🟡🔒	Select... ↓
215	EntEval	Russ College of Engineering and Technology Class Evaluation	11/07/2011	VF Editor	🟢🔒	Select... ↓
219	EntEval3	Russ College of Engineering and Technology Class Evaluation [Copy]	11/09/2011	VF Editor	🟡🔒	Select... ↓
255	HSP-DirRev	College of Health Sciences and Professions - Chair/Director Annual Review	05/16/2012	VF Editor	🟡🔒	Select... ↓
272	HSP2012	Course Evaluation (VFD) (VFD) (VFD)	05/17/2012	VF Editor	🟡🔒	Select... ↓
270	HSP2013	Course Evaluation (VFD) (VFD) [Copy]	05/17/2012	VF Editor	🟡🔒	Select... ↓
271	HSP2014	Course Evaluation (VFD) (VFD) [Copy]	05/17/2012	VF Editor	🟡🔒	Select... ↓
256	L2_jb_test		05/16/2012	VF Editor	🟢🔒	Select... ↓
268	Management	Management Survey	05/17/2012	VF Editor	🟢🔒	Select... ↓
180	Patient	Patient Satisfaction Survey	03/18/2011	VF Editor	🟡🔒	Select... ↓
7	Sample	Sample Evaluation Form	04/10/2011	VF Editor	🟡🔒	Select... ↓
1	SAT1PLE1	Satisfaction survey, sample questionnaire, 1 page, Legal portrait, Class Climate green design	11/04/2011	VF Designer	🟢🔒	
267	speakers	Parking Speakers	05/17/2012	VF Editor	🟢🔒	Select... ↓
261	THAREVAL	INSTRUCTOR EVALUATION	05/16/2012	VF Editor	🟢🔒	Select... ↓
204	VMSurvey	Vending Machines Survey	11/07/2008	VF Editor	🟢🔒	Select... ↓

Questionnaires

To create a questionnaire, select that element from the Main Menu (top bar).

This shows all of the questionnaires currently in use throughout the university.

These are fully transparent and available for examination and possible use (e.g., under Action, select copy).

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/index.php?mca=default/Form/editselector&PHPSESSID=fbf25dd1ad6...

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits **Questionnaires** System Settings System Inf [] Search Fall 2012

Brian McCarthy
Subunit Administrator

Questionnaires

- Questionnaire List
- Create Questionnaire**
- Question Library

Current Users

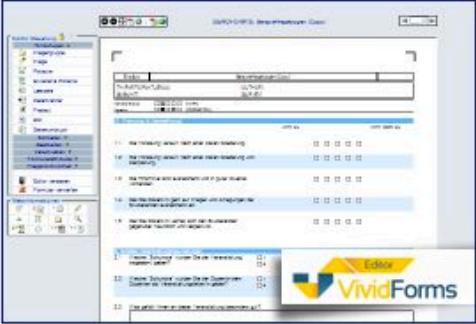
Logged in: 2
Online Surveys: 2

Log Off

Create Questionnaire

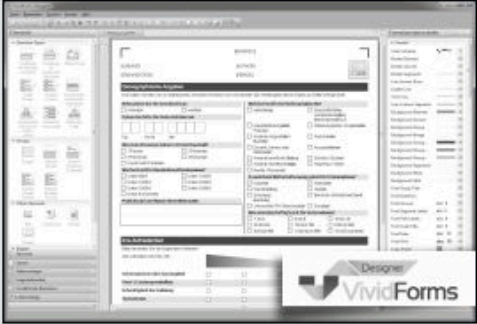
Please choose between the VividForms Editor and the VividForms Designer:

VividForms Editor



Web-based questionnaire editor for quick and easy design of questionnaires with limited layout options.

VividForms Designer



A professional questionnaire designer offering multiple layout options. When first executed, the application will be transferred to your local system. This may take a few minutes. Should your browser present a file, open that file to start the designer.

Note: Please note that questionnaires created with the VividForms Designer cannot currently be used for module evaluation or the instructor's optional questions process.

Class Climate - VividForms E X

oit-course-eval.ohio.edu/classclimate/editor.php?firstload=1&PHPSESSID=fbf25dd1ad68d391ac72cf08d214816c

Standard

Editor Control

- Add
- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture (library is empty)
- Page Break
- Edit
- Clipboard
- Move
- Form Properties
- Question Library
- Save form and exit editor
- Delete form and exit editor

Form Properties

Letter	2	1		
0	1/2	1.1	1.1	

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Version

PSWD:

OK

Form-Wizard

Form creation information ?

Abbreviation:

Title: **B I U** |

Template:

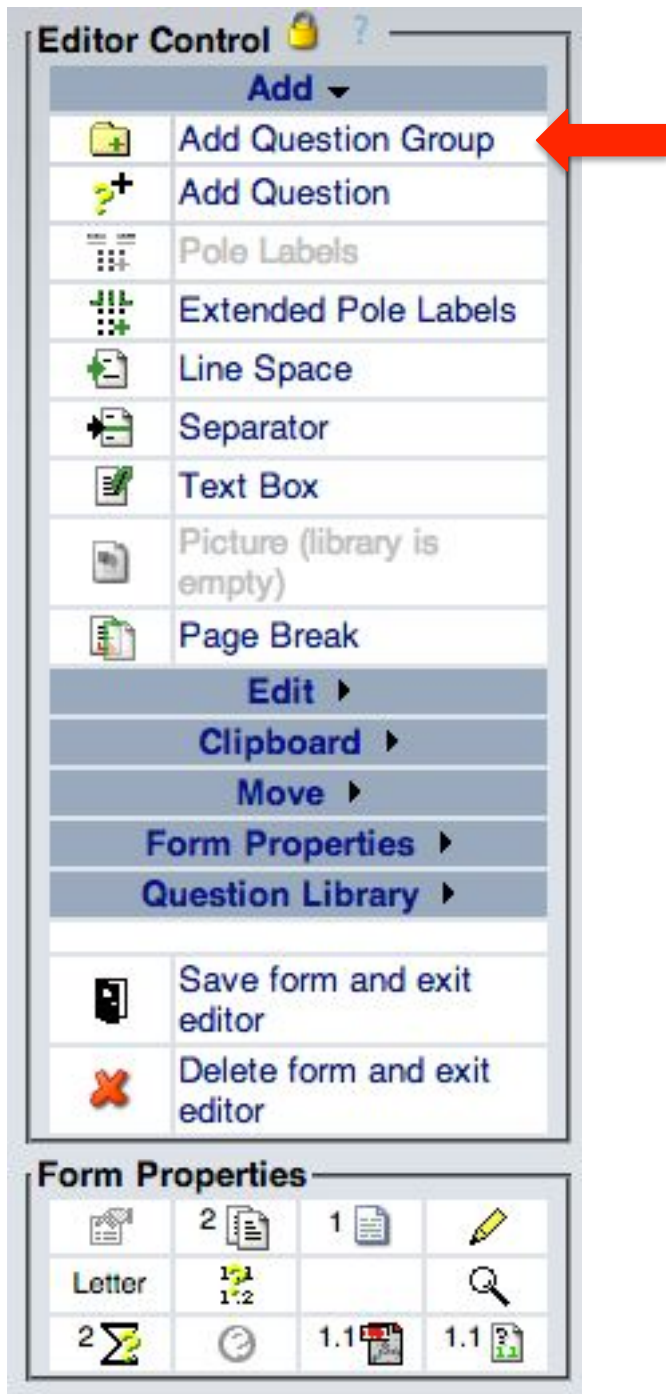
- Activate/deactivate template mode
- New items can only be added at the end.

Max. Pages:

Max. Items:

Apply Cancel

Form-Wizard is launched automatically.
First, name your new questionnaire. Apply. Next window appears...



After a questionnaire has been created, use the **Editor-Control-Menu** at left to construct the questionnaire.

Begin by **Add Question Group**.

The first question group is usually the Instructions (there is no option to turn the numbering feature off).

Editor Control

- Add ▾
 - Add Question Group
 - Add Question
 - Pole Labels
 - Extended Pole Labels
 - Line Space
 - Separator
 - Text Box
 - Picture (library is empty)
 - Page Break
- Edit ▾
- Clipboard ▾
- Move ▾
- Form Properties ▾
- Question Library ▾
- Save form and exit editor
- Delete form and exit editor

Form Properties

Letter	2	1		
0	1.1	1.1		



[ORGANIZATION]
[SUBUNIT]

[AUTHOR]

Question group Wizard

New question group (Page: 1)

Title:

Instructions:


Presentation Slide Text:

Indicator:










Font Size:

Text Element:

Apply Cancel

Editor Control  ?

Add ▾

	Add Question Group
	Add Question
	Pole Labels
	Extended Pole Labels
	Line Space
	Separator
	Text Box
	Picture (library is empty)
	Page Break



Edit ▸

Clipboard ▸











Move ▸

Form Properties ▸

Question Library ▸

	Save form and exit editor
	Delete form and exit editor

Form Properties

	2 	1 	
Letter	 1:2		
2 		1.1 	1.1 

Because the first section does not contain questions, but rather instructions, select Add **Text Box** and type in instructions.

Then Apply and move on.

The screenshot shows the Class Climate editor interface. The browser address bar displays the URL: `oit-course-eval.ohio.edu/classclimate/editor.php?PHPSESSID=fbf25dd1ad68d391ac72cf08d214816c&frmId=363`. The page title is "[PBIO-TA]: Teaching Assistant Evaluation for PBIO".

The interface includes an "Editor Control" sidebar on the left with the following options:

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture (library is empty)
- Page Break
- Edit
- Clipboard
- Move
- Form Properties
- Question Library
- Save form and exit editor
- Delete form and exit editor

The "Form Properties" section at the bottom left shows a grid of icons for various form elements, including a "Letter" property set to "1:2".

The main editing area contains a "Text Wizard" dialog box with the following content:

Text Wizard

Edit Text

Left Right Center Adjusted

B I U [undo] [redo]

By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.

Apply Cancel

The background text in the editor includes the following visible portions:

[ORGANIZATION] [AUTHOR]
[SUBUNIT] [SURVEY]

1 Instructions


By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.










Part-II has questions of the following categories: STRONGLY AGREE, AGREE, DISAGREE, and STRONGLY DISAGREE. Part-III contains a free response question.

Licensed to OHIO UNIVERSITY. Copyright © 2011 Electric Paper GmbH

Note: Background periodically updates so you can see what you are doing.

Editor Control  ?

Add ▾

	Add Question Group
	Add Question
	Pole Labels
	Extended Pole Labels
	Line Space
	Separator
	Text Box
	Picture (library is empty)
	Page Break


Edit ▸


Clipboard ▸

Move ▸











Form Properties ▸

Question Library ▸

 Save form and exit editor

 Delete form and exit editor

Form Properties

	2 	1 	
Letter			
2 		1.1 	1.1 

After Section-1 is completed,
Add a **Separator**.

Then, **Add a Question Group**,
and sequentially **Add Questions**
as appropriate.

The next few slides provide
examples used on a typical
5-point response scale.

Question group Wizard ✕

Question group Wizard

New question group (Page: 1)

Title: **B** *I* U | ↶ ↷
Evaluation Questions

Presentation Slide Text:

Indicator: Scaled questions with 5 options

Font Size: 12 pt

Text Element:

Apply Cancel

Question Wizard

Question Wizard

Please choose a question type:

- Scaled Question
- Open Question
- Single Choice
- Multiple Choice
- Matrix Field
- Grade Value

Please note that the VividForms Editor does not hyphenation rules to the texts entered (question text boxes etc.). Please place line breaks accordingly.

Back Next

Use simple declarative statements.

Question Wizard

Question text

B I U [undo] [redo]

TA was well prepared and organized.

Back Next Apply

Question Wizard

Define Options

Abstention: deactivated

Checkboxes: 5

Individualize pole labels

Left Pole: STRONGLY AGREE

Right Pole: STRONGLY DISAGREE

Abstention:

Type of Diagram: Histogram

Use these settings as default for scaled questions.

Set this scaled question as mirrored question

Apply settings to all other scaled questions

Define settings

Back Next Apply Cancel

Rookie mistake: Always make disagree the left pole and agree the right. This way *better* instructors have *higher* scores—not vice versa!

Question Wizard

Please choose a question type:

- Scaled Question
- Open Question
- Single Choice
- Multiple Choice
- Matrix Field
- Grade Value

Please note that the VividForms Editor does not apply the English hyphenation rules to the texts entered (question texts, pole labels, text boxes etc.). Please place line breaks accordingly.

Back Next Apply Cancel

Open responses are strongly encouraged with every evaluation.

Question Wizard

Define Options

Box Size: 10
4 lines left on this page.

Max. number of characters (Online Survey): 500

Handwriting recognition:

Characters: Alphabetical

Language: English

Segmented

Format:

New format:

Style of segmented box: Closed

Display in report: Like open questions

Verification display*: From low to middle reading reliab

* Settings are only valid if verification is activated when the survey is created.

Back Next Apply Cancel

Class Climate - VividForms Editor

oit-course-eval.ohio.edu/classclimate/editor.php?frmId=363&PHPSESSID=fbf25dd1ad68d391ac72cf08d214816c&action=menu&value=swi...

[PBIO-TA]: Teaching Assistant Evaluation for PBIO

Standard

Editor Control

- Add
 - Add Question Group
 - Add Question
 - Pole Labels
 - Extended Pole Labels
 - Line Space
 - Separator
 - Text Box
 - Picture (library is empty)
 - Page Break
- Edit
 - Edit Question Group
 - Edit Question
 - Edit Pole Labels
 - Extended Pole Labels
 - Edit Text Box
 - Picture
- Clipboard
- Move
 - Up
 - Down
- Form Properties
 - Form Properties
 - Layout settings
 - Repair form
 - Disable numbering
 - Edit Pole Template
 - Filter settings, Validation, Required questions, Cross tabulation
 - Change color scheme
 - Picture Library
 - Online survey templates
 - Class Climate Online Surveys
 - Display
 - Complete
 - Question Library
 - Save form and exit editor
 - Delete form and exit editor
- Form Properties
 - 3
 - 2
 - Letter
 - 1.1
 - 1.1

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

[ORGANIZATION]
[SUBUNIT]

[AUTHOR]
[SURVEY]

1 Instructions

By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.

Part-II has questions on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY AGREE, AGREE, NEUTRAL, DISAGREE, STRONGLY DISAGREE. Part-III contains a free response section where you may provide more detailed written comments.

2 Evaluation Questions

2.1	TA was well prepared and organized.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.2	TA was enthusiastic for course material.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.3	Oral delivery by TA was clear.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.4	TA was actively involved in helping students learn.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.5	TA was open to student ideas, viewpoints, and opinions.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.6	TA clearly stated objectives and goals for each lab.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.7	TA provide clear grading criteria.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.8	There was a strong correlation between quizzes and lab content.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.9	Usefulness of TAs comments on graded student work.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.10	This TA is of higher quality than others I have encountered in other classes at Ohio University.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE

3 Open Response

Licensed to OHIO UNIV - Class Climate V5.0 (1902) - Scantron Corporation, All rights reserved. Copy

This material in gray brackets is auto-populated at the time the questionnaire is distributed.

Now that you have created a questionnaire, it is important to see how it will appear to recipients:




PDF/Paper



Online

DRAFT

Class Climate	Teaching Assistant Evaluation for PBIO	SCANTON
		

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructions

By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.

Part-II has questions on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY AGREE, AGREE, NEUTRAL, DISAGREE, STRONGLY DISAGREE. Part-III contains a free response section where you may provide more detailed written comments.

2. Evaluation Questions

2.1	TA was well prepared and organized.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.2	TA was enthusiastic for course material.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.3	Oral delivery by TA was clear.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.4	TA was actively involved in helping students learn.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.5	TA was open to student ideas, viewpoints, and opinions.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.6	TA clearly stated objectives and goals for each lab.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.7	TA provide clear grading criteria.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.8	There was a strong correlation between quizzes and lab content.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.9	Usefulness of TAs comments on graded student work.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.10	This TA is of higher quality than others I have encountered in other classes at Ohio University.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE

DRAFT

How 1st page of a paper PDF would appear.

Open response section would appear on p. 2 (not shown).

The screenshot shows the Class Climate editor interface. At the top, the browser address bar displays the URL: `oit-course-eval.ohio.edu/classclimate/editor.php?frmid=363&action=swi...`. The page title is "[PBIO-TA]: Teaching Assistant Evaluation for PBIO". A dropdown menu in the top right corner is set to "Mobile Device - small".

On the left side, there is an "Editor Control" panel with various options: Add Question Group, Add Question, Pole Labels, Extended Pole Labels, Line Space, Separator, Text Box, Picture (library is empty), Page Break, Edit, Clipboard, Move, Form Properties, and Question Library. Below this is a "Form Properties" section with icons for Letter, 12, 1.1, and 1.1.

The main content area displays the "Class Climate" logo and a form with the following text: [ORGANIZATION], [AUTHOR], [SUBUNIT], [SURVEY]. Below this is a navigation bar with three tabs: 1, 2, and 3. Tab 2 is highlighted in red. Below the tabs is a section titled "1 Instructions" with the following text: "By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course." Below this is another paragraph: "This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time." Below that is a paragraph: "Part-II has questions on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY AGREE, AGREE, NEUTRAL, DISAGREE, STRONGLY DISAGREE. Part-III contains a free response section where you may provide more detailed written comments." At the bottom of the form are two buttons: "<< Previous" and "Next >>".

At the very bottom of the page, there is a license notice: "Licensed to OHIO UNIV - Class Climate V5.0 (1902) - Scantron Corporation, All rights reserved. Copyright © 2011 Electric Paper GmbH".

How online would appear.

Note-1: I selected "Mobile Device – Small" to see how my questionnaire would appear on an iPhone.

Check all permutations.

Note-2: By inserting separators after each section, my questionnaire will appear as three windows (noted in red boxes).

Class Climate - VividForms E X

oit-course-eval.ohio.edu/classclimate/editor.php?frmid=363&ac...

[PBIO-TA]: Teaching Assistant Evaluation for PBIO

Mobile Device - small

Editor Control

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture (library is empty)
- Page Break
- Edit
- Clipboard
- Move
- Form Properties
- Question Library
- Save form and exit editor
- Delete form and exit editor

Form Properties

Letter 12

1 2 3

2 Evaluation Questions

2.1 TA was well prepared and organized.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.2 TA was enthusiastic for course material.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.3 Oral delivery by TA was clear.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.4 TA was actively involved in helping students learn.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.5 TA was open to student ideas, viewpoints, and opinions.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.6 TA clearly stated objectives and goals for each lab.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.7 TA provide clear grading criteria.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

2.8 There was a strong correlation between quizzes and lab content.
STRONGLY AGREE STRONGLY DISAGREE
○ ○ ○ ○ ○

Class Climate - VividForms E X

oit-course-eval.ohio.edu/classclimate/editor.php?frmid=363&ac...

[PBIO-TA]: Teaching Assistant Evaluation for PBIO

Mobile Device - small

Editor Control

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture (library is empty)
- Page Break
- Edit
- Clipboard
- Move
- Form Properties
- Question Library
- Save form and exit editor
- Delete form and exit editor

Form Properties

Letter 12

1 2 3

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

[ORGANIZATION]
[AUTHOR]
[SUBUNIT]
[SURVEY]

3 Open Response

3.1 What do you consider the strengths of the Teaching Assistant?
[Text Area]

3.2 What do you consider the weaknesses of the teaching assistant, and what suggestions do you have for improving the TAs performance in the laboratory or classroom?
[Text Area]

<< Previous

Licensed to OHIO UNIV - Class Climate V5.0 (1902) - Scantron Corporation, All rights reserved. Copyright © 2011 Electric Paper GmbH

Brian McCarthy
 Subunit Administrator

Questionnaires

- Questionnaire List
- Create Questionnaire
- Question Library

Current Users

Logged in: 2
 Online Surveys: 0

Log Off

Details for questionnaire PBIO-TA ?

PBIO-TA (Teaching Assistant Evaluation for PBIO)

- VividForms Editor
- PDF Sample (Show)
- In the recognition set of the VividForms Reader (Add)
- Copy and open the questionnaire in the VividForms Designer.
- PDF paper survey (Show)
- Preview online survey

Advanced settings

Text Templates

Questionnaire

Usage

Form
 Activated

Survey Type
 ALL

Procedure
 ALL

Reporting Options

- Mirrored scale values
- Allow Summary Reports

Evaluation for participants

- Allow result access
- Display answers to open questions

Online Design

- Show the header of the survey
- Enable temporary save
- Show print option

Design

Certificate of participation

Advanced configuration

Subunits

ALL
 A&S-A&S
 A&S-AAS
 A&S-BIOS
 A&S-CHEM
 A&S-CLWR
 A&S-Dean
 A&S-ECON

Course Type

ALL
 Lecture
 Seminar
 Tutorial
 Lab
 Working Group
 Others
 General Surveys

Period


ALL
 (Fall 2012)
 2131
 Fall 2012
 Summer II 2012
 Full Summer 2012
 Summer I 2012
 (Spr 2012)

CAS Policies and Procedures

1. CAS has a committee-approved BASE evaluation form for all instructors of record.
2. The BASE form has 4 sections:
 1. Section-1 Instructions (must remain unaltered)
 2. Section-2 Instructor Eval (must remain unaltered)
 3. Section-3 Course Eval (must remain unaltered)
 4. Section-4 Open Response (must be included in some form, but may be edited)
3. Departments are free to add additional sections (numbered 5 and above) as they see fit. These sections shall only be used internally, and not for P&T.
4. Departments will need to create additional instruments for lab TAs, recitation instructors, etc. (these need not be CAS approved).

CAS Approved Base Evaluation Form

DRAFT

Class Climate	College of Arts & Sciences Class Evaluation Form	SCANTON
		

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
 Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructions

Read each question below and select whichever choice best reflects your experience in the class. Most questions are on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY DISAGREE, DISAGREE, NEUTRAL, AGREE, STRONGLY AGREE. A free response section is provided at the end where you may provide written comments.

Your instructor will use your responses to this evaluation to improve the course. In addition, the department uses this information in considering tenure, promotion, and salary considerations. Your honest, careful responses are important to make the evaluation results informative and useful.

2. Instructor Evaluation

2.1	Instructor created an environment that was conducive to learning.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.2	Instructor gave clear explanations.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.3	Instructor used helpful examples and illustrations.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.4	Instructor consistently followed grading criteria.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.5	Instructor provided useful feedback.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.6	Instructor provided timely feedback.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
2.7	Instructor made herself or himself available for assistance outside of class.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE

3. Course Evaluation

3.1	Outside class activities (readings, assignments, homework, problem sets, etc.) helped me to understand the subject.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
3.2	In-class activities (lecture, discussion, handouts, group-work, etc.) contributed to my understanding of the subject.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
3.3	This course challenged me intellectually.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
3.4	Course grading criteria were communicated clearly.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE
3.5	Course objectives were met.	STRONGLY DISAGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY AGREE

4. Open Response

DRAFT

DRAFT

Class Climate	College of Arts & Sciences Class Evaluation Form	SCANTON
---------------	--	---------

4. Open Response [Continue]

4.1 What do you consider to be the greatest **STRENGTH** of the **INSTRUCTOR**?

4.2 What do you consider to be the greatest **WEAKNESS** of the **INSTRUCTOR**? Suggestions for improvement?

4.3 What do you consider to be the greatest **STRENGTH** of the **COURSE** (texts, content, etc.)?

4.4 What do you consider to be the greatest **WEAKNESS** of the **COURSE**? Suggestions for improvement?

4.5 Specifically, what assignments, readings, problem sets, etc. did you find most helpful and why?

DRAFT

Class Climate – Part III

Conducting Surveys & Generating Reports

GOALS:

1. Implementing surveys
2. Conducting a *paper* survey
3. Conducting an *online* survey
4. Parameterizing online surveys
5. Generating Reports

Class Climate

CC permits several forms of surveys:

1. Hard copy
2. Electronic with *paper* PSWD
3. Electronic with *online* PSWD

Option #1 is costly, slow, and results in loss of free responses.

Option #2 is inexpensive, fast, and retains all data in database.

Option #3 is cheapest, fastest, and retains all data in database.

Option #3 is being strongly encouraged by CAS for all class evaluations.

There may be occasions when the other forms might be useful (e.g., tests or other instruments).

Subunit Administrator - Class

oit-course-eval.ohio.edu/classclimate/oadmin.php?mode=show...

CAS OHIO PBIO OHIO Biostats Bing Google LS LS Other Bookmarks

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System

Brian McCarthy
Subunit Administrator

List of all Subunits ?

Subunit	User	Edit	Delete
A&S-A&S	2		
A&S-AAS	6		
A&S-BIOS	37		
A&S-CHEM	26		
A&S-CLWR	11		
A&S-Dean	1		
A&S-ECON	21		
A&S-ENG	123		
A&S-GEOG	16		
A&S-GEOL	13		
A&S-HIST	30		
A&S-LING	30		
A&S-MATH	67		
A&S-ML	66		
A&S-PBIO	13		
A&S-PHIL	20		
A&S-PHYS	28		
A&S-POLS	21		
A&S-PSY	58		
A&S-REG	2		
A&S-SOC	34		
A&S-WGS	9		

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 2
Online Surveys: 1

Log Off

Conducting a Paper Survey

From the context menu, click on **Generate Surveys**.

On the Generate Surveys screen you will need to define 5 options:

- Subunit
- Survey period
- Course Type
- Questionnaire
- Courses

And then select either “paper” or “online” survey.

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/fadmin.php?mode=show_zentgen&task=create&PHPSESSID=c66d31f35b8fb0689...

CAS OHIO PBIO Biostats Bing Google LS LS McMoto Chronicle Weather PeerTrack Other Bookmarks

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Information Search Fall 2012

Brian McCarthy
Subunit Administrator

Generate Surveys ?

1. Subunit

- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG

Select program of study
 Switch to Module Surveys

2. Survey Period

2131

3. Course Type

Lab

4. Questionnaire

- HSP2012.3
- HSP2012.4
- HSP2013
- HSP2014
- L2_jb_test
- Management
- PBIO-TA
- SAT1PLE1
- speakers

5. Course(s)

Brian McCarthy
Test Course (9999-L)

Paper survey

- Hard Copy Procedure
- Cover Sheet Procedure
- Web Verification

Online

- Online Survey
- Use Time Control

Generate Surveys

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/index.php?mca=default/surveylist/index&mode=show_zentview&subunits=423&...

CAS OHIO PBIO Biostats Bing Google LS LS McMoto Chronicle Weather PeerTrack Other Bookmarks

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Information Search Fall 2012

Brian McCarthy
Subunit Administrator

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
	Test Course (9999-L)	In Progress			PBIO-TA	Show Questionnaire		

Additional filters 1&2

ALL

ALL

Show

A&S-Dean: Brian McCarthy ?

2131

Back

Survey Details can be checked by clicking on Course Name.

Subunit Administrator - Clas x

oit-course-eval.ohio.edu/classclimate/fadmin.php?mode=show_surveydetails&umfid=18063&fbid=423&dozid=4270&P...

CAS OHIO PBIO Biostats Bing Google LS LS McMoto Chronicle Weather PeerTrack Other Bookmarks

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Information Search Fall 2012

Brian McCarthy
Subunit Administrator

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys

Survey Details

Survey	Test Course
Instructor	Brian McCarthy
Course	Test Course
Survey Period	2131
Type	Paper survey (hard copy)
Questionnaire	PBIO-TA
Status	In progress (ready for data)
Survey Created on	10/24/2012 at 09:29:38 am

Actions

- Show copy sheet/form in browser
- Number of participants for calculating response rate:
- Finish Data Collection, Close Survey
- Delete Survey
- Assign survey to substitute instructor
- Edit/Show notes

Click on **Show** to view what student will view (paper copy)

+

Subunit Administrator - Clas x oit-course-eval.ohio.edu/cle x

oit-course-eval.ohio.edu/classclimate/data/tmp/tmp_c66d31f35b8fb06892c3fde0eb6e717d_5087ee4bd...

Class Climate	Teaching Assistant Evaluation for P BIO	SCANTON
Ohio University A&S-Dean	Brian McCarthy Test Course	

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructions

By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.

Part-II has questions on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY AGREE, AGREE, NEUTRAL, DISAGREE, STRONGLY DISAGREE. Part-III contains a free response section where you may provide more detailed written comments.

2. Evaluation Questions

2.1 TA was well prepared and organized.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.2 TA was enthusiastic for course material.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.3 Oral delivery by TA was clear.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.4 TA was actively involved in helping students learn.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.5 TA was open to student ideas, viewpoints, and opinions.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.6 TA clearly stated objectives and goals for each lab.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.7 TA provide clear grading criteria.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.8 There was a strong correlation between quizzes and lab content.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.9 Usefulness of TAs comments on graded student work.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE
2.10 This TA is of higher quality than others I have encountered in other classes at Ohio University.	STRONGLY AGREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRONGLY DISAGREE

F363U18063P1PL0V0

10/24/2012, Page 1/2

Corner marks precisely define where scanner will read.

Note that grayed out text in brackets is auto-populated with university, subunit, user, and course (same will occur w/online).

Students must be alerted to what type of marks will be read and what type will not be read by scanner (problem w/paper).

Scrub code (barcode) at bottom-center uniquely IDs user and course.

Subunit Administrator - Clas x oit-course-eval.ohio.edu/cla x

oit-course-eval.ohio.edu/classclimate/fadmin.php?mode=show_surveydetails&umfid=18063&fbid=423...

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System Search

Fall 2012

Brian McCarthy
Subunit Administrator

Survey Details

Survey	Test Course
Instructor	Brian McCarthy
Course	Test Course
Survey Period	2131
Type	Paper survey (hard copy)
Questionnaire	PBIO-TA
Status	In progress (ready for data)
Survey Created on	10/24/2012 at 09:29:38 am

Actions

Show cover sheet/form in browser

Number of participants for calculating response rate:

Other useful options here, esp. "Close Survey."

Central Evaluation
Tree Structure

Hardcopy Procedure:

In the example we just did, you will note that we did not need to import any student information via a CSV class list.







Each questionnaire is uniquely identified to the user and course only (barcode at bottom).

Sheets are then fed through a special Scantron Scanner which enables the system to identify, assign, and process forms after scanning via the barcode.

This is analogous to the old method of evaluation where there was an envelope with a unique course ID, but now data are dumped back onto the Class Climate database.


Users in subunit A&S-Dean ?





	Name	CO	Surveys	Created	Actions
	Brian McCarthy	[1]	 0 / 1	10/23/2012	   <input type="checkbox"/>
					Select all <input type="checkbox"/>
				Move selected to	A&S-A&S <input type="button" value="Move"/>


Viewing Reports:

Notice that under Surveys, it now says "0/1" indicating that there is an active survey in process. If you click on that, it will show the current status. After the survey is closed and fed through a scanner, a PDF file will show up with results.

 A&S-Dean

 ALL
Brian McCarthy


 ALL
2131


 ALL
PBIO-TA






Additional filters 1&2

ALL

ALL

 A&S-Dean: Brian McCarthy ?

 2131

Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
	Test Course (9999-L)	In Progress			 PBIO-TA	Show Questionnaire		 

Subunit Administrator - Class

oit-course-eval.ohio.edu/classclimate/oadmin.php?mode=show...

CAS OHIO PBIO OHIO Biostats Bing Google LS LS Other Bookmarks

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Subunits Questionnaires System Settings System

Brian McCarthy
Subunit Administrator

List of all Subunits ?

Subunit	User	Edit	Delete
A&S-A&S	2		
A&S-AAS	6		
A&S-BIOS	37		
A&S-CHEM	26		
A&S-CLWR	11		
A&S-Dean	1		
A&S-ECON	21		
A&S-ENG	123		
A&S-GEOG	16		
A&S-GEOL	13		
A&S-HIST	30		
A&S-LING	30		
A&S-MATH	67		
A&S-ML	66		
A&S-PBIO	13		
A&S-PHIL	20		
A&S-PHYS	28		
A&S-POLS	21		
A&S-PSY	58		
A&S-REG	2		
A&S-SOC	34		
A&S-WGS	9		

Subunits

- Overview
- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Batch Export
- Participation Tracking

Current Users

Logged in: 2
Online Surveys: 1

Log Off

Conducting an Online Survey

Executed largely the same way as paper survey, but with a few small modifications.

On the **Generate Surveys** screen you will need to define 5 options:

- Subunit
- Survey period
- Course Type
- Questionnaire
- Courses

And then select “online” survey.

Brian McCarthy

Subunit Administrator

Generate Surveys ?

Subunits

Overview

- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG
- A&S-GEOL
- A&S-HIST
- A&S-LING
- A&S-MATH
- A&S-ML
- A&S-PBIO
- A&S-PHIL
- A&S-PHYS
- A&S-POLS
- A&S-PSY
- A&S-REG
- A&S-SOC
- A&S-WGS
- CAS - Dean

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys

1. Subunit

- A&S-A&S
- A&S-AAS
- A&S-BIOS
- A&S-CHEM
- A&S-CLWR
- A&S-Dean
- A&S-ECON
- A&S-ENG
- A&S-GEOG

Select program of study

Switch to Module Surveys

2. Survey Period

2131

3. Course Type

Lab

4. Questionnaire

- HSP2012.3
- HSP2012.4
- HSP2013
- HSP2014
- L2_jb_test
- Management
- PBIO-TA
- SAT1PLE1
- speakers

5. Course(s)

- Brian McCarthy
- Test Course (9999-L)

- Paper survey**
 - Hard Copy Procedure
 - Cover Sheet Procedure
 - Web Verification
- Online**
 - Online Survey
 - Use Time Control



Generate Surveys

Brian McCarthy
Subunit Administrator

Information
1 surveys have been added

- Subunits
- Overview
 - A&S-A&S
 - A&S-AAS
 - A&S-BIOS
 - A&S-CHEM
 - A&S-CLWR
 - A&S-Dean
 - A&S-ECON
 - A&S-ENG
 - A&S-GEOG
 - A&S-GEOL
 - A&S-HIST
 - A&S-LING
 - A&S-MATH
 - A&S-ML
 - A&S-PBIO
 - A&S-PHIL
 - A&S-PHYS
 - A&S-POLS
 - A&S-PSY
 - A&S-REG
 - A&S-SOC
 - A&S-WGS
 - CAS - Dean
- Central Evaluation
- Tree Structure
 - Generate Surveys
 - Display Surveys

A&S-Dean	ALL Brian McCarthy	ALL 2131	ALL PBIO-TA	Additional filters 1&2 ALL ALL Show
----------	-----------------------	-------------	----------------	--

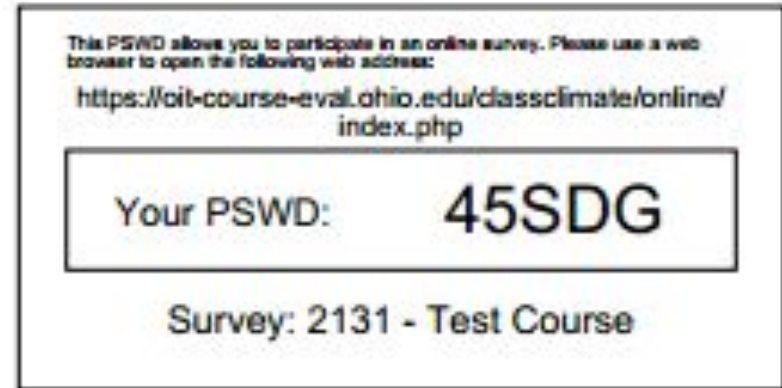
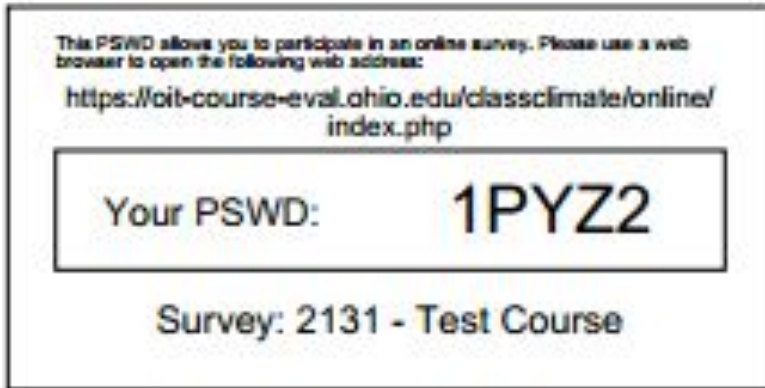
A&S-Dean: Brian McCarthy ?

2131

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
Test Course (9999-L)		In Progress			PBIO-TA	Show PSWDs		

Back





By clicking on **show PSWDs**, we get a hardcopy of 2 password tickets (printed), each with a web address and unique Password.

When we set up this course, we indicated that there were 2 students registered, hence why only two tickets printed (if there were a designated class size of 24 students, then 24 would print, etc.).

These can be handed out to students who then login at another time/place to conduct their evaluation. **CONS:** these tend to get lost; **PROS:** provide a physical reminder to do the evaluation, instructor has something to hand out and reinforces process.

It is also possible to do an electronic survey using *online* PSWDs (as opposed to the paper ticket approach just demonstrated).

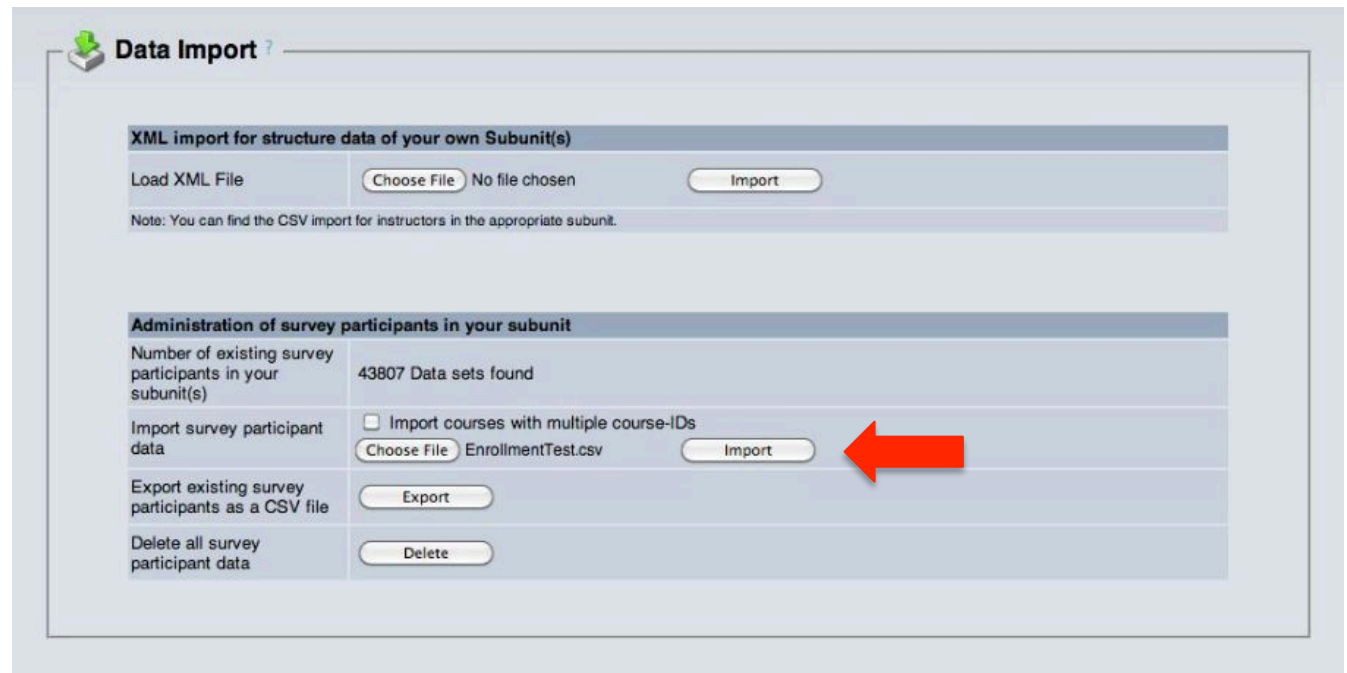
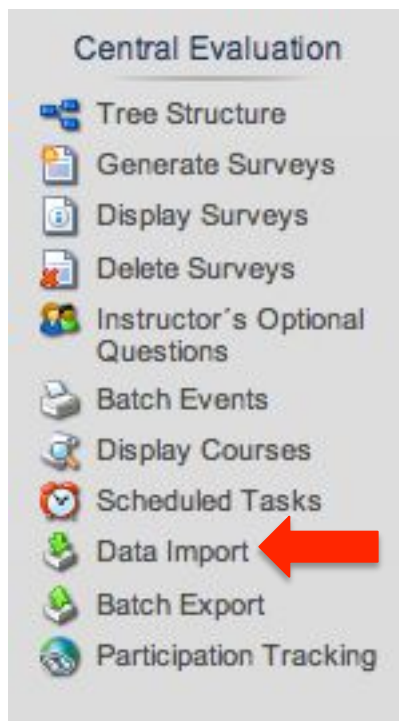
However, in order to do online PSWDs, there needs to be a list of student emails associated with each course. Emails are pre-loaded for instructors of record, but will need to be input for the case of TAs, recitation instructors, etc.

How is this done?

In Section-I we created a new User (TA Brian McCarthy) and assigned him a course (Test Course, 9999-L). We now need to add data to 9999-L, principally the email addresses of students enrolled in that class.

There are various options, perhaps the most straightforward is to:

1. Go to class lists, download Excel spreadsheet
2. Open list in an Excel spreadsheet
3. Delete all columns except class ID and email
4. Resave file (CSV format)
5. Use Data Import function in CC



Alternatively, you can choose to send PSWDs to students via email directly, call up that window and cut/paste email addresses directly from spreadsheet. The former approach works better for batch automation, this approach is quicker for instantaneous survey push-outs.

The screenshot displays the 'Survey Details' interface. At the top, a table lists survey metadata:

Survey	Test Course
Instructor	Brian McCarthy
Course	Test Course
Survey Period	2131
Type	Online survey (using PSWDs)
No. of PSWDs	1 of 2 PSWDs are still available
Questionnaire	PBIO-TA
Status	Data available, report available
Survey Created on	10/24/2012 at 11:13:48 am
Last data collection On	10/24/2012 at 11:24:16 am
No. of collected questionnaires	1 of 2 generated PSWDs (Contingent of feedback 50%)

Below the table are two main sections: 'Actions' and 'Survey data'. The 'Actions' section includes:

- Show PSWDs in browser
- Receive PSWDs by email
- Send PSWDs by email to respondents (highlighted with a red arrow)
- Download PSWDs in CSV File
- Generate more PSWDs: 0
- Number of participants for calculating response rate: 1
- Preview online survey
- Scheduled Tasks
- Finish Data Collection, Close Survey
- Restore Survey
- Delete Survey
- Edit answers to open questions
- Assign survey to substitute instructor
- Edit/Show notes

The 'Survey data' section includes:

- Results in HTML format
- Results in PDF format (with 'Show' and 'Email' buttons)
- Raw data in SPSS format
- Raw data in CSV format

At the bottom of the interface are 'Reload' and 'Back' buttons.

Send PSWDs by email to respondents

Survey: Test Course - Instructor: McCarthy

Note: After clicking on send and sending the email, please do not use the browser function REFRESH or RELOAD (F5), as this results in the submission being repeated.

There are 2 PSWDs available.

Recipient:

mccarthy@ohio.edu
scanlant@ohio.edu

Sender (name): Ohio University Evaluation System

Sender (email): classclimate@ohio.edu

Submit

Back



Version 5.0

PSWD:

OK



Ohio University
A&S-Dean

Brian McCarthy
Test Course



1

2

3



1 Instructions

By completing this evaluation form, you will assist your TA in developing strong teaching skills. The TA will not see the results of these student evaluations until after final grades are submitted for the course.

This is intended as an evaluation of your graduate teaching assistant ONLY. You will have a separate opportunity to evaluate the lecturer and course at another time.

Part-II has questions on a 5-category scale with anchored end points and intermediate categories between. For example: STRONGLY AGREE, AGREE, NEUTRAL, DISAGREE, STRONGLY DISAGREE. Part-III contains a free response section where you may provide more detailed written comments.

<< Previous

Next >>



Ohio University
A&S-Dean

Brian McCarthy
Test Course

1 2 3

2 Evaluation Questions

2.1 TA was well prepared and organized.	STRONGLY AGREE	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.2 TA was enthusiastic for course material.	STRONGLY AGREE	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.3 Oral delivery by TA was clear.	STRONGLY AGREE	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.4 TA was actively involved in helping students learn.	STRONGLY AGREE	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.5 TA was open to student ideas, viewpoints, and opinions.	STRONGLY AGREE	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.6 TA clearly stated objectives and goals for each lab.	STRONGLY AGREE	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.7 TA provide clear grading criteria.	STRONGLY AGREE	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.8 There was a strong correlation between quizzes and lab content.	STRONGLY AGREE	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.9 Usefulness of TAs comments on graded student work.	STRONGLY AGREE	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE
2.10 This TA is of higher quality than others I have encountered in other classes at Ohio University.	STRONGLY AGREE	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	STRONGLY DISAGREE

<< Previous

Next >>



Ohio University
A&S-Dean

Brian McCarthy
Test Course

1 2 3

3 Open Response

3.1 What do you consider the strengths of the Teaching Assistant?

This TA really knew her stuff and was very helpful in the classroom. She was also always available and helpful during office hours. Best TA I have had in last 3 years!

3.2 What do you consider the weaknesses of the teaching assistant, and what suggestions do you have for improving the TAs performance in the laboratory or classroom?

None.

<< Previous

Submit

The screenshot shows a web application interface with a filter bar at the top and a data table below. The filter bar has four dropdown menus: 'A&S-Dean' (set to ALL), 'Brian McCarthy' (set to ALL), '2131' (set to ALL), and 'PBIO-TA' (set to ALL). To the right of these filters are two more dropdown menus labeled 'Additional filters 1&2', both set to ALL, and a 'Show' button.

Below the filter bar, there is a breadcrumb trail: 'A&S-Dean: Brian McCarthy ?' followed by '2131'. Below this is a table with the following data:

Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
	Test Course (9999-L)	Data available	001	50%	10/24/2012	PBIO-TA		

At the bottom of the interface is a 'Back' button.

Note that REPORT DATA are INSTANTLY available on the system. Above window shows that that there has been one respondent (50% of class).

Also note under “Report” the options for Email, HTML, or PDF. Let’s look at sample PDF output...

REPORTS



Ohio University
Class Climate Survey System

Survey Evaluation Results

In the attachment you will find the evaluation results of the survey Test Course 9999-L



The overall indicator is listed first. It consists of the following scales:

- Evaluation Questions

The overall indicator is followed by the individual average values of the scales mentioned above. In the second part of the analysis the average values of all individual questions are listed.

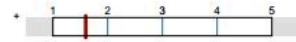
If you have any further questions do not hesitate to contact the evaluation department.

Your Class Climate Administrator



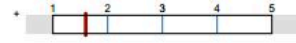
Overall indicators

Global Index



av.=1.6
dev.=0

2. Evaluation Questions



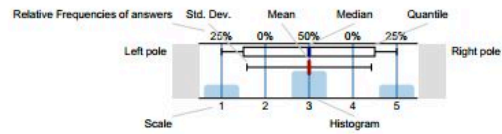
av.=1.6
dev.=0



Survey Results

Legend

Question text



n=No. of responses
av.=Mean
md=Median
dev.=Std. Dev.
ab.=Abstention

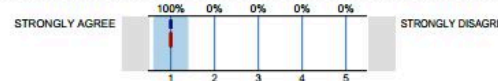
2. Evaluation Questions

2.1) TA was well prepared and organized.



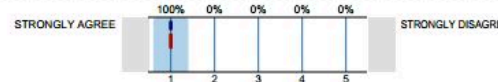
n=1
av.=1
md=1
dev.=0

2.2) TA was enthusiastic for course material.



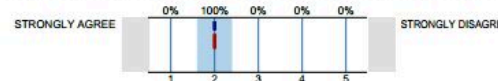
n=1
av.=1
md=1
dev.=0

2.3) Oral delivery by TA was clear.



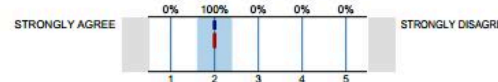
n=1
av.=1
md=1
dev.=0

2.4) TA was actively involved in helping students learn.



n=1
av.=2
md=2
dev.=0

2.5) TA was open to student ideas, viewpoints, and opinions.



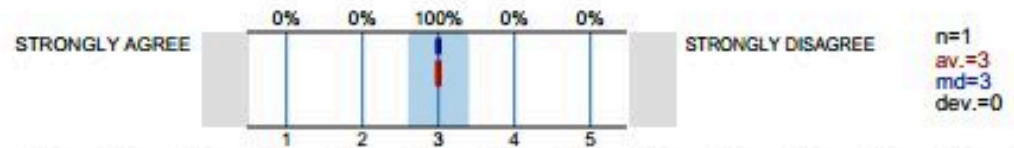
n=1
av.=2
md=2
dev.=0

2.6) TA clearly stated objectives and goals for each lab.



n=1
av.=1
md=1
dev.=0

2.7) TA provide clear grading criteria.



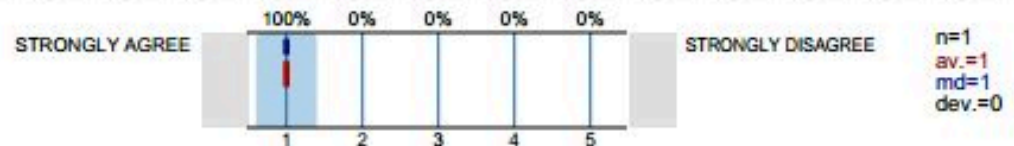
2.8) There was a strong correlation between quizzes and lab content.



2.9) Usefulness of TAs comments on graded student work.



2.10) This TA is of higher quality than others I have encountered in other classes at Ohio University.



Profile

Subunit: A&S-Dean
 Name of the instructor: Brian McCarthy
 Name of the course: Test Course
 (Name of the survey)

2. Evaluation Questions

- 2.1) TA was well prepared and organized.
- 2.2) TA was enthusiastic for course material.
- 2.3) Oral delivery by TA was clear.
- 2.4) TA was actively involved in helping students learn.
- 2.5) TA was open to student ideas, viewpoints, and opinions.
- 2.6) TA clearly stated objectives and goals for each lab.
- 2.7) TA provide clear grading criteria.
- 2.8) There was a strong correlation between quizzes and lab content.
- 2.9) Usefulness of TAs comments on graded student work.
- 2.10) This TA is of higher quality than others I have encountered in other classes at Ohio University.



Comments Report

3. Open Response

^{3.1)} What do you consider the strengths of the Teaching Assistant?

- This TA really knew her stuff and was very helpful in the classroom. She was also always available and helpful during office hours. Best TA I have had in last 3 years!

^{3.2)} What do you consider the weaknesses of the teaching assistant, and what suggestions do you have for improving the TAs performance in the laboratory or classroom?

- None.

Note that all open responses are stored digitally. This is NOT the case when using paper! These comments are all lost unless someone is hired to transcribe the handwritten comments into the system (which is possible, but cost prohibitive in most instances).

The screenshot shows a web application interface with several filter sections and a data table. The filter sections are:

- A&S-Dean**: A dropdown menu with 'A&S-Dean' selected.
- Person Filter**: A dropdown menu with 'ALL' and 'Brian McCarthy' selected.
- Calendar Filter**: A dropdown menu with 'ALL' and '2131' selected.
- Form Filter**: A dropdown menu with 'ALL' and 'PBIO-TA' selected.
- Additional filters 1&2**: Two dropdown menus, both set to 'ALL', and a 'Show' button below them.

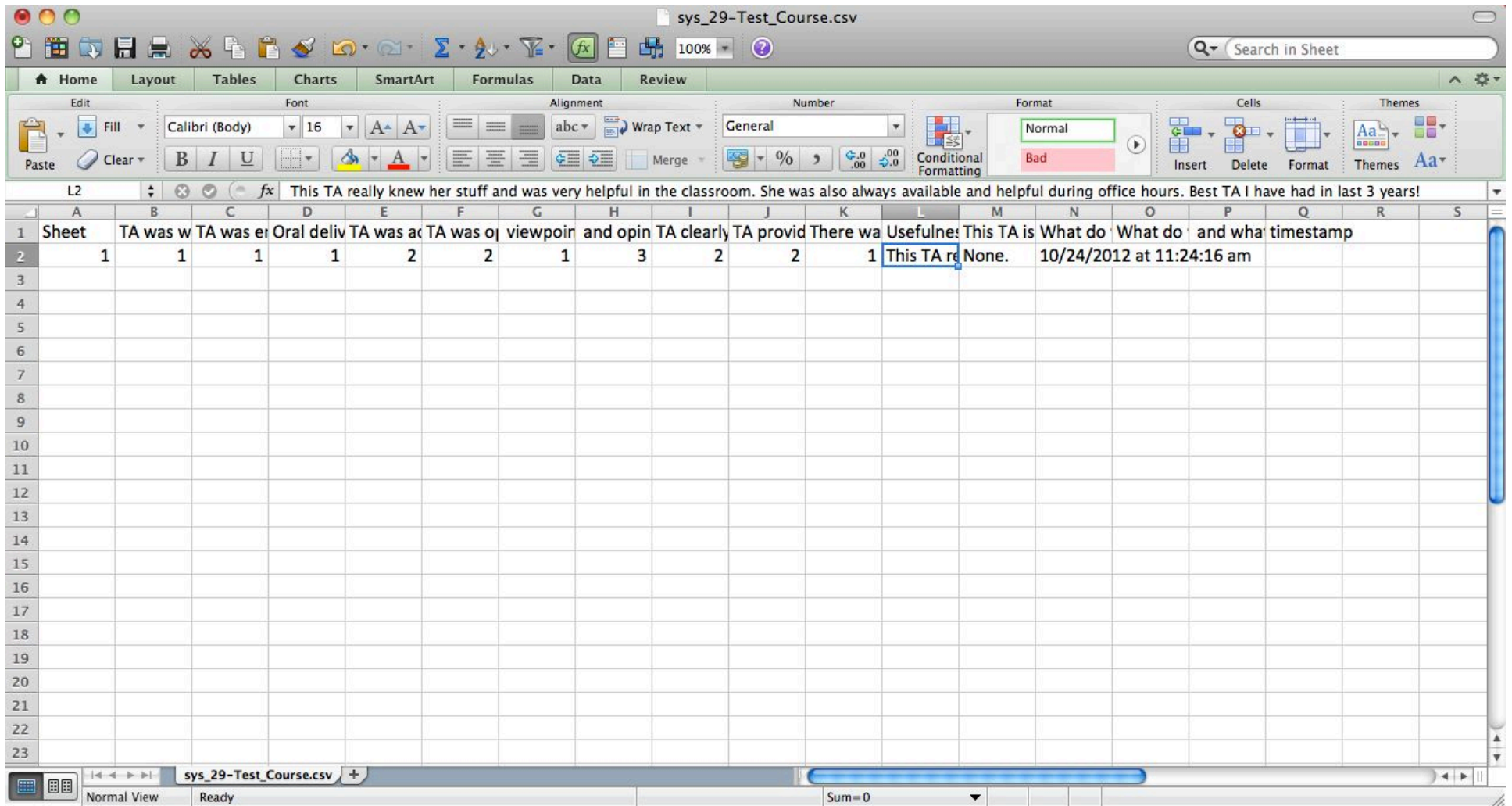
 Below the filters, there is a breadcrumb trail: 'A&S-Dean: Brian McCarthy ?' and '2131'. The main data table is as follows:

Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
Test Course (9999-L)		Data available	001	50%	10/24/2012	PBIO-TA	HTML PDF CSV	Print Refresh Delete

 A red arrow points to the 'Export' dropdown menu in the table row, which is currently showing 'CSV' as the selected option. Below the table is a 'Back' button.

Note also that there is the option to export all data in CSV format (one line per student, one field per question, including open responses).

This is a great feature that will permit departments to more easily look at departmental level trends. Will also provide simple data access for faculty at time of P&T.



CSV files will open automatically in Excel.
 All data are preserved.
 For example, note L2—entire free response remains available in command line.

Survey Details

Survey	Test Course
Instructor	Brian McCarthy
Course	Test Course
Survey Period	2131
Type	Online survey (using PSWDs)
No. of PSWDs	1 of 2 PSWDs are still available
Questionnaire	PBIO-TA
Status	Data available, report available
Survey Created on	10/24/2012 at 11:13:48 am
Last data collection On	10/24/2012 at 11:24:16 am
No. of collected questionnaires	1 of 2 generated PSWDs (Contingent of feedback 50%)



Actions

- Show PSWDs in browser
- Receive PSWDs by email
- Send PSWDs by email to respondents
- Download PSWDs in CSV File
- Generate more PSWDs:
- Number of participants for calculating response rate:
- Preview online survey
- Scheduled Tasks
- Finish Data Collection, Close Survey
- Restore Survey
- Delete Survey
- Edit answers to open questions
- Assign survey to substitute instructor
- Edit/Show notes

Survey data

- Results in HTML format
- Results in PDF format
- Raw data in SPSS format
- Raw data in CSV format

Once an online survey has been launched, it can be monitored in live time!

Process Automation

There are many operations that can be set up within CC to be automated.

Examples:

1. Email reminders can be sent at defined intervals.
2. Surveys do not need to be closed manually, but can be put on a date timer.
3. Results need not be sent individually, but bulk e-mailed to all faculty.

Suggestion:

Start with simple operations first. Increase sophistication as proficiency permits.



**KEEP
CALM
AND
CARRY
ON**