

Student Assessment of  
Courses and Faculty

**Administrators Guide**

*August 2010*

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## **Background**

At Palm Beach State College, all student course evaluations are conducted online. Online assessments offer students an easy and confidential way to provide instructors and the college with valuable feedback regarding their classes and how they have been taught. Students access the system with their PantherWeb accounts, while faculty and administrators may monitor progress and view reports through Employee Web.

Online assessments also save valuable class time by allowing students to take the survey on their own, at a time convenient for them. Palm Beach State College may save as much as 500 classroom contact hours a year by conducting student assessments online.

The system also offers improved data quality and security. Stray marks, double marks and other limitations of the paper form that affect scoring are no longer an issue with the electronic system. And because students are not rushed to take a timed survey in a classroom, they are free to offer more thoughtful commentary. In addition, only students enrolled in the class can complete an assessment, and they can submit only one per class, per term.

## Process

**STUDENTS MUST HAVE PANTHERWEB ACCESS TO COMPLETE AN ASSESSMENT.** Your students may complete an assessment anytime between the day after the last day to withdraw and the day before the last day of the session, as defined in PantherNet. Students who have withdrawn or dropped your class during the drop/add period are not eligible to evaluate the class.

The course evaluation system is integrated with the PantherWeb student portal. Your students must log on to PantherWeb to complete an assessment. Because they are required to authenticate their identity, students are able to complete only one assessment per class, per term. After they have submitted an assessment, they may log in and *edit* their responses at a later time, but their responses will be frozen when the evaluation window closes, and only their most recent evaluation will be counted.

All student identification numbers, which are used by Institutional Research & Effectiveness (IRE) to maintain authenticity, are stripped from the student assessment database at the end of the assessment period.

### **Credit, college preparatory and EPI classes**

Credit, college preparatory and EPI students who are eligible to complete a student assessment will receive an email from the College with about three weeks remaining in the term (two weeks in summer) alerting them that they have classes available to assess. The email contains instructions for completing an assessment, as well as background on the importance of evaluating classes and how the information is used by faculty and administrators.

### **PSAV classes**

Because PSAV classes normally are not tied to one of the four major sessions, PSAV evaluation windows will remain open until the end of the session associated with the class, as loaded in PantherNet. In most cases, this will be the end of the regular 16-week term. However, some classes wrap into the following term and therefore must be loaded into a session that ends after the end of the 16-week term.

Also, because the starting and ending dates for PSAV classes vary greatly, it is impossible to send timely emails to students. Therefore, **AFTER** the deadline to withdraw from the class has passed, PSAV instructors should ask their students to log on to PantherWeb to complete their student assessment.

PSAV students will receive an email from the College with about three weeks remaining in the 16-week term, asking them to log on to PantherWeb and complete all open evaluations. The email contains instructions for completing an assessment, as well as background on the importance of evaluating classes and how the information is used by faculty and administrators.

## Coverage

All credit, college preparatory, teacher certification (EPI) and postsecondary adult vocational (PSAV) classes are covered under the online course evaluation system.

Students are asked to assess the **primary** instructor in the class, as defined in PantherNet. Only the primary instructor will receive the final report.

Below is an example of a team-taught class with two instructors. Only one can be listed as primary. For this class, students will be asked to assess Professor Joe because he is listed as the primary instructor; Instructor John will not be evaluated in this section.

```

STC210P1      **** PB STATE Student Information System ****      STC210M1
Aug 17,10    - Maintain Credit Class and Schedule -              5 more >

*Action (B,C,D,N)      ___ *Course ID...: NUR2712C__ *Offered Term: 20101_
Reference Number..: 131760 *Campus/Center: 1_____ Section.....: 003
*Session Code.....: 1_____ Course Title..: NURSING 4 CLINICAL__
  Dates: 08/21/09 - 12/17/09 *Division/Dept: DEG_ NUR_ *Cls Stat.: U
Curr Enrolled.....: 26      Max Class Size..: __30      Time Block..: D
Curr Paid.....: 26      Min Class Size..: __1      Stacked.....: Y
Curr Honor Enrld...:      Max Honor Size..: _____ Tot Spcl Fee: 101.25
Curr Writing Enrld.:      Max Writing Size: _____ In State Fee: 596.25
Credit Hours.....: __6.00      Non Res Fee.: 1897.41
Total Load Value...: __27.00  Prime Instructor 1 of 2 More > (Y)
Act Contact Hours..: 217.20    Y PROFESSOR,JOE,D
Std Contact Hours..: _192.00
*Org Unit.....: 11230100 230105 10      Comments Exist.: N
  1_ of 3      *Bldg *Room Room *Begin End Begin End Except
  Days      Limit Time Time Date Date Flag
  1 M T _ _ _ _ AH__ 00202_ 60      1:30 P 4:30 P 08/21/09 12/17/09
  2 W R _ _ _ _ TBA_ TBA____ 7:30 A 11:20 A 11/03/09 12/17/09
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help retrn quit DATES COURS V-Rst bkwrd frwr CMNTS left right main
8026 - Class C-NUR2712C-20101-1--003 displayed successfully
  
```

```

STC685N1      **** PB STATE Student Information System ****      9:31 AM
Aug 17,10    - Browse On Class Instructors -
Act Instr ID   Instructor Name      Prim Cls      Cls  Schd
                Ind Ty Course ID Term Campus Sect Seq#
-----
___ 0000XXXXX PROFESSOR,JOE,D      Y      C  NUR2712C 20101 1      003      1
                                           2
                                           3
___ 0000XXXXX INSTRUCTOR,JOHN      N      C  NUR2712C 20101 1      003      1
                                           2
                                           3

                *** End of Data ***

Class Instr Ky: C NUR2712C__ 20101_ 1 _____ 003 _____
Direct command...: _____
Add      Display      Modify      Purge      Replace
  
```

## **Who has access?**

Access to the supervisor piece of the student assessment system is controlled by a table of account numbers (org/qual) maintained by IRE. For each account number, up to three levels of access may be granted. Generally, this will be the academic dean, associate dean and program manager (if applicable), although this may vary.

Department chairs in credit areas have access, as well, but only to student assessments completed on their adjunct faculty. IRE will update the department chair field in the summer of each year according to the list maintained by the Vice President of Academic Affairs. Mid-year changes must be reported to IRE by the associate dean. Summer-only department chairs do not have access to the system.

## Downloading reports

Supervisors may view their faculty member's full reports at any time. However, the data should not be considered complete until the assessment window closes.

### *Credit, college preparatory and EPI classes*

In most cases, reports will be complete on the day after the deadline to submit grades. However, classes that run past the end of the term, cross into the next term, or have been loaded into a session other than the 16-week, 12-week, Express A or Express B terms should not be considered complete until the end of the **session into which the course has been loaded** because the evaluation period remains open until the day before the end of the session.

Reports will not be available to faculty members until the end of the session. Express 'A' and Summer 'A' reports will not be available to faculty until the end of the main term.

### *PSAV classes*

PSAV reports should not be considered complete until the end of the session into which the course was loaded. In most cases, this will be the end of the regular 16-week term. However, some classes wrap into the following term and therefore must be loaded into a session that ends after the end of the 16-week term.

## Viewing reports

To view your faculty members' reports, log on to Employee Web at <https://www.palmbeachstate.edu/employeeweb.xml> using your regular ID and password.

The screenshot shows a web browser window titled "Palm Beach State College - Windows Internet Explorer provided by Palm Beach State College". The address bar contains "https://www.palmbeachstate.edu/employeeweb.xml". The page features a yellow navigation bar with links for Corporate & Continuing Ed., Donors / Friends / Alumni, Visitors / Business / Community, Faculty & Staff, eLearning, Library, Catalog, Academic Calendar, News, and Events. Below this is the Palm Beach State College logo and a search bar. A grid of service links includes GETTING STARTED, APPLY, AREAS OF STUDY, RETURNING STUDENTS, FINANCIAL AID, SEARCH FOR CLASSES, PANTHER WEB, STUDENT SERVICES, and QUICK LINKS. The main content area is titled "EmployeeWeb" and "Employee Access". It displays a "Password Required" message with a login form. The form has a "Logon ID:" field containing "bierstes" and a "Password:" field with masked characters. A "Logon" button is below the fields. Links for "Change Password" and "Password Reset" are provided. A footer note mentions the Help Desk at (561) 868-3100. The browser status bar at the bottom shows "http://www.palmbeachstate.edu/cce.xml" and "Internet" with a 100% zoom level.

Palm Beach State College - Windows Internet Explorer provided by Palm Beach State College

File Edit View Favorites Tools Help

Snagit Links

https://www.palmbeachstate.edu/employeeweb.xml

Palm Beach State College

Corporate & Continuing Ed. Donors / Friends / Alumni Visitors / Business / Community Faculty & Staff eLearning Library Catalog Academic Calendar News Events

PALM BEACH STATE COLLEGE

HOME | JOBS | FAQs | CONTACT US | PEOPLE FINDER

Search

GETTING STARTED APPLY AREAS OF STUDY

RETURNING STUDENTS FINANCIAL AID SEARCH FOR CLASSES

PANTHER WEB STUDENT SERVICES QUICK LINKS

Intranet Home  
Human Resources  
Web Utilities  
Comments

## EmployeeWeb

### Employee Access

#### Password Required

Logon ID:  Log on with your network-email ID.

Password:  Use your network-email password.

Do you want to change your Password?  
Please go to the [Change Password page](#).

Did you forget your password?  
Please go to the [Password Reset page](#).

If you have problems, please call the Help Desk at (561) 868-3100.

Employee Information  
Employee Questions  
Experiencing Problems  
Direct Deposit  
Online Grading/Roster Info & Training  
Faculty Grading Questions

http://www.palmbeachstate.edu/cce.xml

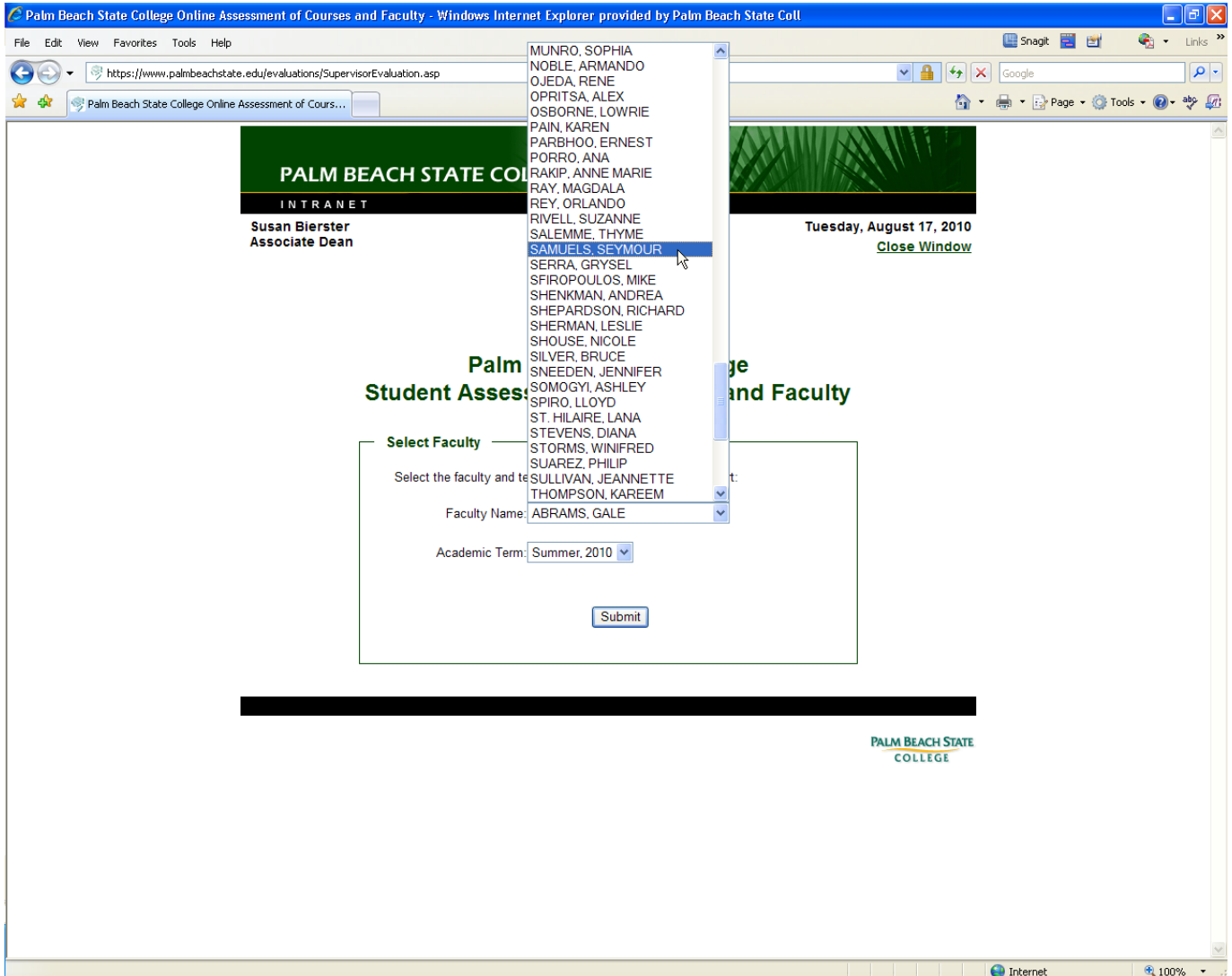
Internet 100%

Select "Evaluation Reports for My Department" from the "Faculty/Advisors" dropdown menu on the yellow bar near the top of the screen.

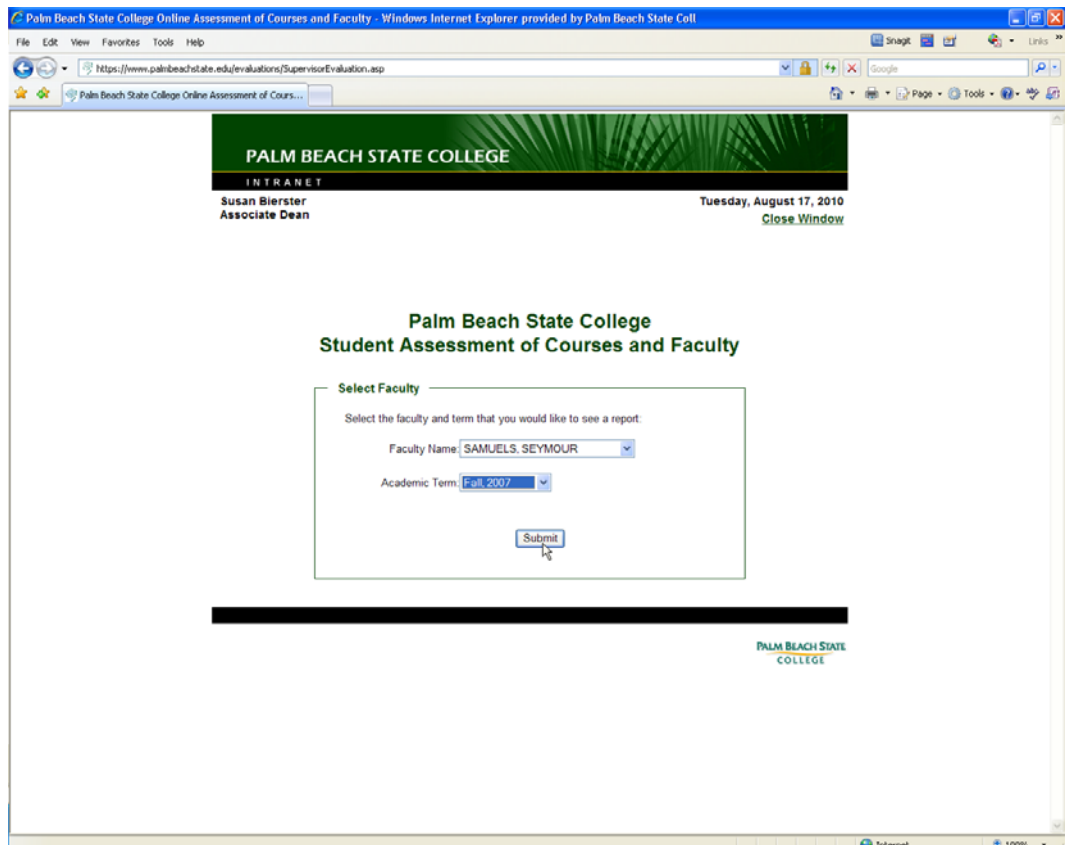
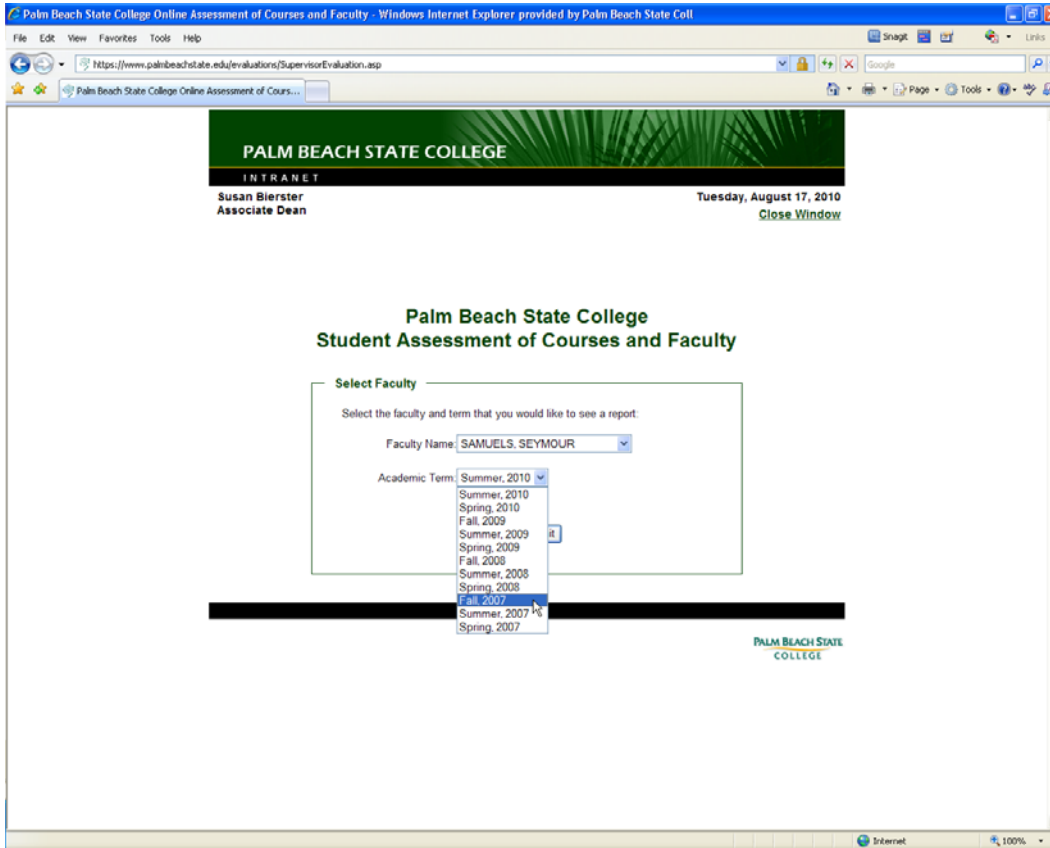
The screenshot shows the Palm Beach State College Employee Home Page in a Windows Internet Explorer browser. The page features a green header with the college name and 'INTRANET'. Below the header is a navigation bar with tabs: Home, Personal, Faculty/Advisors, Staff, Miscellaneous, and Logoff. The 'Faculty/Advisors' dropdown menu is open, displaying a list of options including 'Class Rosters, Grading, At-Risk Reporting', 'Mid-term Grades', 'Textbook Certification', 'Student Advising', 'Academic Management', 'My Evaluation Reports', and 'Evaluation Reports for My Department'. A mouse cursor is hovering over 'Evaluation Reports for My Department'. To the left of the dropdown is a 'NEWS' sidebar with a list of news items. To the right is an 'Employee Details' section with fields for Employee Name, Person ID, Current Title, Campus, Mailstation, and Supervisor Name, along with a 'Show Confidential Data' button. Below these sections is a calendar for August 2010, showing dates from 1 to 31, with a 'Paid Personal' icon on the 20th and a 'Paycheck Date' icon on the 31st. The browser's address bar shows the URL: https://webservices1.palmbeachstate.edu/FCCSC/servlet/personnel.faculty.EvaluationReports?Report=5.

You are now presented with two dropdown boxes – one containing a list of your instructors and the other containing the terms for which data are available.

First, select the instructor whom you wish to view.



Now, select the term that you wish to view, and press submit.



You may select from two types of reports:

- The report for a single section of a class, showing both the statistical report and student comments.
- The “rollup” report, showing the statistical report for all sections of a particular course the instructor taught that term. (Comments are not available on this report.)

To view a report for a single section, select the radio button on the far left and the section from the dropdown menu, and press submit.

Palm Beach State College Online Assessment of Courses and Faculty - Windows Internet Explorer provided by Palm Beach State Coll

File Edit View Favorites Tools Help

https://www.palmbeachstate.edu/evaluations/SupervisorEvaluation.asp

Palm Beach State College Online Assessment of Cours...

**PALM BEACH STATE COLLEGE**  
INTRANET

Susan Bierster  
Associate Dean

Tuesday, August 17, 2010  
[Close Window](#)

**Palm Beach State College  
Student Assessment of Courses and Faculty**

**Select Evaluation Type**

Faculty Name: SAMUELS, SEYMOUR

Term: Fall, 2007

You may view the student evaluations by individual reference numbers or by course id's.

To see the evaluation for an individual reference number, select the reference number from the list below.

Reference Number: 100347 - SLS1501 - STRAT COLLEGE SUCCES  
100347 - SLS1501 - STRAT COLLEGE SUCCES  
100354 - SLS1501 - STRAT COLLEGE SUCCES

To see the evaluation for an individual course name, select the course name from the list below.

Course Name: SLS1501 - STRAT COLLEGE SUCCES - Classroom

Submit

PALM BEACH STATE COLLEGE

Done Internet 100%

The report opens in a new window. The top portion always contains the statistical report, showing how many students rated the instructor on each criterion. The mean (average) response is shown in the last column.

Palm Beach State College Online Assessment of Courses and Faculty - Windows Internet Explorer provided by Palm Beach State Coll

File Edit View Favorites Tools Help

https://www.palmbeachstate.edu/evaluations/SuperEvalReport.asp

Palm Beach State College Online Assessment of Cours...

PALM BEACH STATE COLLEGE

### Palm Beach State College Student Assessment of Courses and Faculty

Instructor: ██████████  
 Reference Number: ██████████  
 Course: ██████████ - ACG2022 - FINANCIAL ACCOUNTING  
 Term: Fall, 2009

# SAMPLE

Tuesday, August 17, 2010 - 11:02:07 AM

[Close Window](#)

	Strongly Agree (5)		Agree (4)		Neutral (3)		Disagree (2)		Strongly Disagree (1)		Not Applicable	Total	Mean
	#	%	#	%	#	%	#	%	#	%	#		
1. The professor/instructor clearly stated the course learning outcomes.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
2. The professor's/instructor's presentations are well organized.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
3. The professor/instructor is knowledgeable about the course's content.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
4. The professor/instructor is able to simplify difficult concepts.	11	91.7	-	-	1	8.3	-	-	-	-	-	12	4.83
5. The professor/instructor speaks audibly and clearly.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
6. The professor/instructor uses helpful examples to illustrate course content.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
7. The professor's/instructor's exams clearly reflect the course materials.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
8. The professor/instructor returns my papers, assignments, and exams quickly enough to benefit me.	11	91.7	-	-	1	8.3	-	-	-	-	-	12	4.83
9. The course assignments helped me to achieve the course learning outcomes.	12	100.0	-	-	-	-	-	-	-	-	-	12	5.00
10. The professor/instructor makes effective use of technology.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
11. The professor/instructor creates a supportive environment for learning.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
12. The professor/instructor encourages mutual respect in class.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
13. The professor/instructor has stimulated my thinking.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
14. The professor/instructor provides meaningful feedback.	9	75.0	3	25.0	-	-	-	-	-	-	-	12	4.75
15. The professor/instructor is available to assist me outside of class.	9	75.0	3	25.0	-	-	-	-	-	-	-	12	4.75
16. I would recommend this professor/instructor to another student.	11	91.7	1	8.3	-	-	-	-	-	-	-	12	4.92
	<b>Strongly Agree</b>		<b>Agree</b>		<b>Neutral</b>		<b>Disagree</b>		<b>Strongly Disagree</b>				
	#	%	#	%	#	%	#	%	#	%			
17. The material(s) that I was required to purchase (e.g., textbooks, CDs, coursepacks) helped me to achieve the course learning outcomes.	9	75.0	1	8.3	1	8.3	1	8.3	-	-	-	12	4.50
18. The classroom where the course is held is conducive to learning.	10	83.3	1	8.3	-	-	1	8.3	-	-	-	12	4.67

To calculate the mean score, the total of the score for each statement is divided by the total number of valid responses. Although 'Not Applicable' responses are included in the 'Total' column, they are not used to calculate the mean. Blank responses are not included in any of the calculations above.

19. What was most effective in helping you learn? Please be specific.

doing hw and tutoring

the homework review and test review... I love you for that

The fact that she would give the homework and the next class period she would go over the homework and explain the process again.

Done Internet 100%

*Above is a sample random report. It does not reflect the classroom performance of the instructor used in prior examples.*

The bottom section shows the verbatim student comments.

17. The material(s) that I was required to purchase (e.g., textbooks, CDs, coursepacks) helped me to achieve the course learning outcomes.      # %      # %      # %      # %      # %      # %      12 4.50

18. The classroom where the course is held is conducive to learning.      10 83.3      1 8.3      . .      1 8.3      . .      12 4.67

To calculate the mean score, the total of the score for each statement is divided by the total number of valid responses. Although 'Not Applicable' responses are included in the 'Total' column, they are not used to calculate the mean. Blank responses are not included in any of the calculations above.

**SAMPLE**

19. What was most effective in helping you learn? Please be specific.

doing hw and tutoring

the homework review and test review... I love you for that

The fact that she would give the homework and the next class period she would go over the homework and explain the process again.

This GREAT professor used powerpoints, overhead, and the board to thoroughly explain all related topics to the class. She also used visuals such as "bottle half full and half empty" to show us examples of some of the harder problems. Then if all other ways failed she would take her time and explain step by step how the problem works. This professor is amazing hopefully I can take her for more courses!

The homework. It allowed me to practice what I learned in class and allowed me to grasp the concepts more fully. The homework handouts were very helpful because they were in the professor's style. The quizzes were also very helpful. Homework review hays are also very helpful.

20. What was least effective in helping you learn? Please be specific.

I did not find anything ineffective. Everything that we did in class was helpful and had a purpose.

Some of the examples were not effective. The instructors should spend more time on specific examples.

none, everything i had to do for this class was very helpful.

None she was an "all around" perfect professor!

ch.1 - 3, but its was my fault i didn't put enough effort to it

21. Additional comments or suggestions:

[REDACTED] is hands down the best teacher I have taken in my two years at PBCC. She is amazing and its evident that she really truly cares about the success of her students. I have taken the same class before with a different professor and did horribley which led to me drop the course, then I took her class and I am passing with flying colors. It makes me think why I failed such an easy class in the first place but I know a great teacher makes all the difference in the world. She really is great. she DESERVES A RAISE :)

The instructor shhould be specific about the power points she will actually use so the students can save time and money.

I really do not have anything to say because I really liked the class. I found it very practical and helpful and I will actually be able to use the knowledge that I have acquired from this class in the future. Every single tip and suggestion that was given by [REDACTED] was very helpful. All the homework and quizzes are helpful and she doesn't give anything that is unnecessary. Having a day dedicated just to review the homework is also very helpful because sometimes the information that we go over is intense, so having a day to review certainly allows you to recoup and catch on anything you may have missed.

*Above is a sample random report. It does not reflect the classroom performance of the instructor used in prior examples.*

When you are finished viewing the report, simply close the window by pressing either the red 'X' in the upper-right corner or selecting the "Close Window" link located under the instructor and course information. You will return to the evaluation type selection screen.

Similarly, to view the rollup report, select the bottom radio button on the left and select the course you wish to view.

Palm Beach State College Online Assessment of Courses and Faculty - Windows Internet Explorer provided by Palm Beach State Coll

File Edit View Favorites Tools Help

Snagit Links

https://www.palmbeachstate.edu/evaluations/SupervisorEvaluation.asp

Palm Beach State College Online Assessment of Cours...

**PALM BEACH STATE COLLEGE**  
INTRANET

Susan Bierster  
Associate Dean

Tuesday, August 17, 2010  
[Close Window](#)

**Palm Beach State College**  
**Student Assessment of Courses and Faculty**

Select Evaluation Type

Faculty Name: SAMUELS, SEYMOUR

Term: Fall, 2007

You may view the student evaluations by individual reference numbers or by course id's.

To see the evaluation for an individual reference number, select the reference number from the list below.

Reference Number: 100347 - SLS1501 - STRAT COLLEGE SUCCES

**OR**

To see the evaluation for an individual course name, select the course name from the list below.

Course Name: SLS1501 - STRAT COLLEGE SUCCES - Classroom

Submit

PALM BEACH STATE COLLEGE

Done Internet 100%

Only the statistical report is available in the rollup format. For student comments, you must view the single section report.

**Palm Beach State College**  
Student Assessment of Courses and Faculty

Instructor: ██████████  
Course: ACG2022 - FINANCIAL ACCOUNTING  
Term: Fall, 2009

SAMPLE

Tuesday, August 17, 2010 - 12:20:19 PM  
[Close Window](#)

	Strongly Agree (5)		Agree (4)		Neutral (3)		Disagree (2)		Strongly Disagree (1)		Not Applicable		Total	Mean
	#	%	#	%	#	%	#	%	#	%	#	%		
1. The professor/instructor clearly stated the course learning outcomes.	28	84.8	5	15.2	.	.	.	.	.	.	.	.	33	4.85
2. The professor/instructor's presentations are well organized.	30	90.9	3	9.1	.	.	.	.	.	.	.	.	33	4.91
3. The professor/instructor is knowledgeable about the course's content.	31	93.9	2	6.1	.	.	.	.	.	.	.	.	33	4.94
4. The professor/instructor is able to simplify difficult concepts.	28	84.8	2	6.1	3	9.1	.	.	.	.	.	.	33	4.76
5. The professor/instructor speaks audibly and clearly.	29	87.9	4	12.1	.	.	.	.	.	.	.	.	33	4.88
6. The professor/instructor uses helpful examples to illustrate course content.	28	84.8	5	15.2	.	.	.	.	.	.	.	.	33	4.85
7. The professor's/instructor's exams clearly reflect the course materials.	28	87.5	2	6.3	1	3.1	1	3.1	.	.	.	.	32	4.78
8. The professor/instructor returns my papers, assignments, and exams quickly enough to benefit me.	27	81.8	5	15.2	1	3.0	.	.	.	.	.	.	33	4.79
9. The course assignments helped me to achieve the course learning outcomes.	28	84.8	5	15.2	.	.	.	.	.	.	.	.	33	4.85
10. The professor/instructor makes effective use of technology.	24	72.7	7	21.2	1	3.0	.	.	.	.	1	3.0	33	4.72
11. The professor/instructor creates a supportive environment for learning.	27	81.8	6	18.2	.	.	.	.	.	.	.	.	33	4.82
12. The professor/instructor encourages mutual respect in class.	29	87.9	4	12.1	.	.	.	.	.	.	.	.	33	4.88
13. The professor/instructor has stimulated my thinking.	26	78.8	6	18.2	1	3.0	.	.	.	.	.	.	33	4.76
14. The professor/instructor provides meaningful feedback.	25	75.8	6	18.2	2	6.1	.	.	.	.	.	.	33	4.70
15. The professor/instructor is available to assist me outside of class.	26	78.8	7	21.2	.	.	.	.	.	.	.	.	33	4.79
16. I would recommend this professor/instructor to another student.	29	87.9	4	12.1	.	.	.	.	.	.	.	.	33	4.88
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>									
	# %	# %	# %	# %	# %									
17. The material(s) that I was required to purchase (e.g., textbooks, CDs, coursepacks) helped me to achieve the course learning outcomes.	21	63.6	4	12.1	6	18.2	2	6.1	.	.	.	.	33	4.33
18. The classroom where the course is held is conducive to learning.	21	63.6	7	21.2	2	6.1	2	6.1	1	3.0	.	.	33	4.36

To calculate the mean score, the total of the score for each statement is divided by the total number of valid responses. Although 'Not Applicable' responses are included in the 'Total' column, they are not used to calculate the mean. Blank responses are not included in any of the calculations above.

*Above is a sample random report. It does not reflect the classroom performance of the instructor used in prior examples.*

When you are finished viewing the report, simply close the window by pressing either the red 'X' in the upper-right corner or selecting the "Close Window" link located under the instructor and course information. You will return to the evaluation type selection screen.

## Printing and saving the report

The report may be printed on any printer. It is recommended that you print the report in landscape.

When you are finished viewing the report, you can save print or save the report onto your hard drive. If you wish to save the report (from Internet Explorer):

- Select File/Save As
- Select the directory into which you want to save your report
- Choose "Save as type:" **"Web Archive, single file (\*.mht)"**
- Choose a file name and press "Save"

If you have the full version of Adobe Acrobat on your computer, you may save a copy in Acrobat (.pdf) format:

- Select File/Print
- Select "Adobe PDF" from the list of available printers
- Select "Preferences"
- (Recommended step) Under the Layout tab, select Landscape and press "OK."
- Press "Print"
- Select the directory into which you want to save your report, choose a file name and press "Save."

When you are finished viewing the report, simply close the window by pressing either the red 'X' in the upper-right corner or selecting the "Close Window" link located under the instructor and course information. You will return to the evaluation type selection screen.

## Summary of key differences between credit/prep and PSAV administration

It has been stated that there are some key differences between how student assessments will be handled for credit and PSAV classes. From a programming standpoint, the business rules are the same. However, because of the session into which the classes are loaded, there will be some obvious implications.

Almost all credit classes are loaded into one of the four main sessions (three in summer): 1 (16-week), 2 (Express A), 3 (12-week) and 4 (Express B). Classes loaded into these sessions have uniform starting/ending dates and withdrawal deadlines. It is much easier to issue reminders to faculty and students when the key dates are defined as such.

In PSAV classes, however, very few classes are loaded into these four sessions. Rather, they are loaded into a variety of sessions (LE1, LE2, NC5, NC11, NTRM, etc) that do not require uniform start and end dates. This is because PSAV classes are of varying lengths and start and end at many points throughout the term. However, this also makes it impractical to send timely reminders to students and instructors when their evaluation windows are open. ***Therefore, the system on the PSAV side must rely more on faculty to be aware of the evaluation periods and intervene when necessary, as there will be limited reminders from IRE.***

The table below summarizes the key differences in administration from credit, college preparatory and EPI classes, as opposed to PSAV classes:

	Credit, college prep, EPI	PSAV
<b>When does the student assessment period begin?</b>	The window for students to complete a student assessment opens on the day after the withdrawal deadline for the class.	
<b>When does the student assessment period end?</b>	The window for students to complete a student assessment closes on the day before the end of the session into which the class was loaded.	
	In almost all cases, this will be the last day of class, and students will not be able to submit a response after the grading deadline.	Depending on the class schedule, students may be able to submit assessments after the class has ended.
<b>When will reports be available to faculty?</b>	In almost all cases, reports will be available on the day after the grading deadline. Express A and Summer A reports are held until the end of the main term.	Reports will be available on the day after the end of session into which the class was loaded. This may not be immediately after the last day of the class.
<b>Will students get an email reminder?</b>	In almost all cases, yes, students will receive an email reminder about three weeks before the end of the class.	Students will receive a general reminder about three weeks before the end of the main session, asking them complete any open student assessments.
<b>Will faculty receive an email reminder?</b>	Yes, in almost all cases, faculty will receive an email reminder about three weeks before the end of the class, asking them to remind their students to complete the assessments.	No. Because PSAV classes are continually starting and ending, and have varying withdrawal deadlines it is not possible to send timely emails to instructors.  After the withdrawal deadline has passed, instructors should remind their students to complete their assessments.

## **Additional resources**

Student assessment calendar and evaluation periods:

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SA\\_calendar.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SA_calendar.pdf)

### ***Evaluation instruments:***

Classroom lecture instrument

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SAform\\_10\\_Classroom.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SAform_10_Classroom.pdf)

Distance learning instrument

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SAform\\_20\\_DL.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SAform_20_DL.pdf)

Natural science laboratory instrument

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SAform\\_30\\_NSlabs.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SAform_30_NSlabs.pdf)

Health science/EMS laboratory/clinical instrument

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SAform\\_40\\_HSlabs.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SAform_40_HSlabs.pdf)

Health science/EMS combined lecture/laboratory instrument

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SAform\\_50\\_HScombined.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SAform_50_HScombined.pdf)

### ***Guides and instructions:***

Faculty guide

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SA\\_faculty\\_guide.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SA_faculty_guide.pdf)

Administrator guide

[http://www.palmbeachstate.edu/Documents/Institutional\\_Research/documents/SA\\_admin\\_guide.pdf](http://www.palmbeachstate.edu/Documents/Institutional_Research/documents/SA_admin_guide.pdf)

Student information and tutorial

<http://www.palmbeachstate.edu/courseeval.xml>

## **Questions?**

If you have questions about the student course evaluation system, please do not hesitate to contact Institutional Research & Effectiveness at [ire@palmbeachstate.edu](mailto:ire@palmbeachstate.edu).