

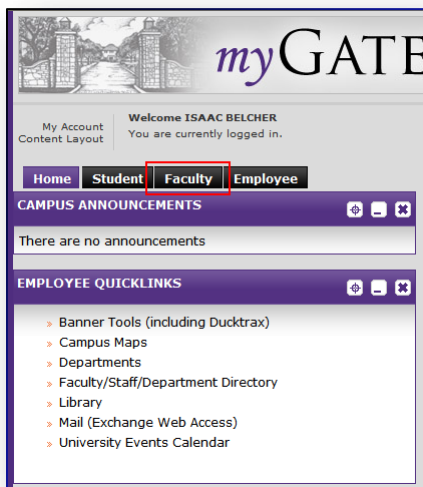
Faculty Course Evaluation Report Access

Sign into MyGateway

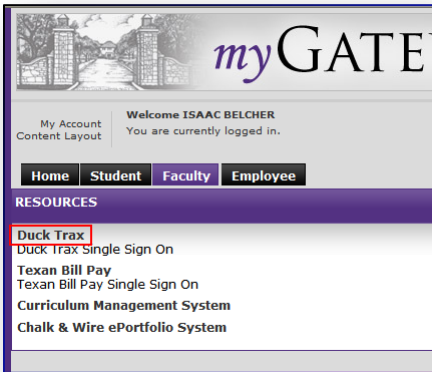
<https://gateway01.tarleton.edu/cp/home/displaylogin>



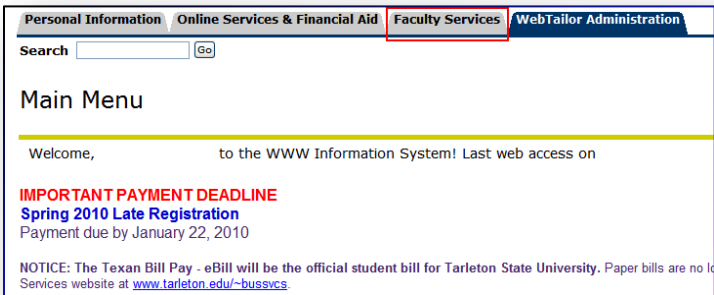
Click on the **Faculty** tab



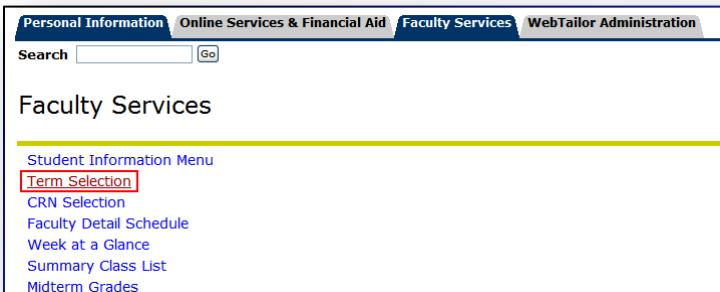
Click on **DuckTrax**



Click on the **Faculty Services** tab



Click on **Term Selection**



Select the appropriate term from the list

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Online Services & Financial Aid', 'Faculty Services', and 'WebTailor Administration'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Select Term'. A dropdown menu is open, showing a list of terms: 'Fall 2009', 'Spring 2010', 'Fall 2009', 'Summer 2009', 'Spring 2009', 'Fall 2008', 'Summer 2008', and 'Spring 2008'. A 'Submit' button is located to the left of the dropdown. Below the dropdown, the text 'RELEASE: 6.1' is visible.

Click on **Faculty Detailed Schedule**

The screenshot shows the 'Faculty Services' section of the web interface. The navigation bar at the top is the same as in the previous screenshot. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Faculty Services'. A list of links is displayed below the heading: 'Student Information Menu', 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', 'Week at a Glance', 'Summary Class List', and 'Midterm Grades'. The 'Faculty Detail Schedule' link is highlighted with a red rectangular box.

There will be a link to the Evaluation Results above each class. The links are all the same. Once you click on the link you will be able to view the SurveyDig results for your classes.

Using the selection area, select what you would like to see. Remember that you cannot view any classes above our outside of what you are responsible for. Mandatory fields are: Course, Term, Output, and Records.

Evaluation Results

Course	Term	Department	Division	Professor ID
<input type="text"/>	<input type="text" value="Fall 2008"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort By 1	Sort By 2	Output	Records	<input type="checkbox"/> Excel
<input type="text"/>	<input type="text"/>	<input type="text" value="Course Summary"/>	<input type="text" value="500"/>	<input type="button" value="Search"/>

Only Courses **with** Surveys
 Only Courses **without** Surveys
 Show Comparative Averages
 Show Number Response Counts
 Include Min / Max / Median
 Display Item Code
 Hide Text Entry / Comments

Please specify more criteria for the search.
You can use % as a wildcard (ie: ke%)

- In the **Course** field you may enter a CRN, Course name, or a % sign to show everything.
NOTE: This field is mandatory and must have either Course information or a % sign in it.
- Select the term wished to be viewed
- Some other fields will not provide functionality at the instructor level. These include Department, Division and Professor ID. These should remain blank.
- Use the **Sort By 1** and **Sort By 2** to sort and organize the class lists
- Select the type of Output you would like from the **Output** field. This will give an overview with total enrollment verses number of evaluations taken.
 - Professor Summary – Professor level – A look at a professor’s courses summary with no regard to what department the classes are in
 - Course Summary – Course level – A look at a class’s summary with no regard to the professor teaching it
 - Detailed – This provides a table of information based on individual user’s view and gives a total summary of the evaluation questions and answers for that view.
- The **records** field determines how many classes will be returned
- Checking the **Excel** check box will create an Excel spreadsheet that you will be able to download containing the information you selected
- The check boxes to the right give more options
 - The first two show classes with / without surveys. Selecting both will return nothing.
 - The rest add or remove information in the report

After making your selections click the submit button

Evaluation Results

Course: Term: Fall 2008 Department: Division: Professor ID:

Sort By 1: Sort By 2: Output: Course Summary Records: 500 Excel

Search

Only Courses **with** Surveys
 Only Courses **without** Surveys
 Show Comparative Averages
 Show Number Response Counts
 Include Min / Max / Median
 Display Item Code
 Hide Text Entry / Comments

Please specify more criteria for the search.
You can use % as a wildcard (ie: ke%)

A table will be created with the information requested and links for more detailed information. (Instructors will only see their classes)

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
200808	AH	ANSC	ANSC 400 010 80050		Resrch and Writing in Ansc	David A. Snyder	6	13	46.2	
200808	AH	ANSC	ANSC 400 020 80051		Resrch and Writing in Ansc	Cristy G. Burch	9	15	60	
200808	AH	A ED	A ED 518 010 80086		Ethical/Environm lss Agric	Sandra K. Johnson	2	8	25	
200808	AH	A ED	A ED 520 010 80087		Prog & Pers of Coop Ext Serv	Ashley C. Lovell	1	5	20	
200808	AH	A EN	A EN 318 010 80105		Conservation and Water Util	David C. Drueckhammer	9	14	64.3	
200808	AH	A EN	A EN 318 510 80106		Conservation and Water Util	David C. Drueckhammer	3	14	21.4	
200808	ED	HLTH	HLTH 101 140 80276		Wellness for Life	Randy C. Martin	6	23	26.1	
200808	ED	HLTH	HLTH 351 020 80287		Prin of Hlth & Fit for Childre	Randy C. Martin	12	24	50	
200808	ED	P ED	P ED 312 020 80367		Prev & Care of Athletic Injur	Steve S. Simpson	9	22	40.9	
200808	LA	POLS	POLS 201 010 80425		Amer Natl Govt	Dean Minix	4	11	36.4	
200808	LA	POLS	POLS 561 010 80446		Politics Of Education	Barry L. Price	5	9	55.6	
200808	BA	ACC	ACC 301 050 80616		Micro Comptr Appl Acct	Judith C. Cadle	1	9	11.1	
200808	BA	ACC	ACC 301 550 80621		Micro Comptr Appl Acct	Judith C. Cadle	1	9	11.1	
200808	BA	FIN	FIN 500 010 80658		Foundations of Fin Sys	Sankar Sundarrajan	5	12	41.7	
200808	BA	FIN	FIN 500 020 80659		Foundations of Fin Sys	Sankar Sundarrajan	2	12	16.7	
200808	BA	FIN	FIN 507 010 80660		Financial Management	Joe M. Brocato	8	16	50	
200808	ST	IT	IT 303 010 80670		Industrial Materials	Tommy G. Barker	17	40	42.5	
200808	ST	IT	IT 320 010 80672		Industrial Safety	Larry M. Roderick	8	16	50	
200808	ST	IT	IT 405 010 80683		Architectural Drafting	Tommy G. Barker	6	19	31.6	
200808	ST	IT	IT 405 510 80684		Architectural Drafting	Tommy G. Barker	2	19	10.5	
Total:							116	310	37%	
Records: 20 Time: 1.07 Seconds										
Records 1 - 20 Next 20										

Click on the **Evaluation Taken** to see that section's detail information.

University level questions							Total	Strongly Agree(%)	Agree(%)	Neutral(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev	
							12	59	26	11	3	0	4.43	0.65	
Description							Strongly Agree Total (%)	Agree (%)	Neutral (%)	Disagree (%)	Strongly Disagree (%)	Avg	Std Dev		
Met course objectives							12	67	25	8			4.58	0.67	
Used time Productively							12	50	42	8			4.42	0.67	
Communicated clearly							12	42	33	17	8		4.08	1.00	
Effectively answered questions							12	67	17	17			4.50	0.80	
Available to students							12	58	17	17	8		4.25	1.06	
Provided feedback							12	58	25	8	8		4.33	0.98	
Relevant assignments							12	67	25	8			4.58	0.67	
Recommend instructor							12	67	25	8			4.58	0.67	
Student														Total	12
Description							Response Total	Response Percent							
Course reason															
Major or degree requirement								12	100%						
Expected grade															
A								7	58%						
B								5	42%						
Hours spent on homework															
2-3								6	50%						
4-5								4	33%						
0-1								2	17%						