

# SurveyDig Instructions for Dean and Department Heads

## Logging in

Navigate to the following url then click on the SurveyDig link. If a warning box appears saying that this document is trying to connect to the link, click **Allow**.

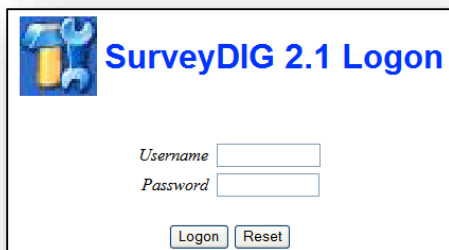
<http://www.tarleton.edu/banner.html>

Enter your Username and Password

Your Username is the username you commonly use to log in to your computer

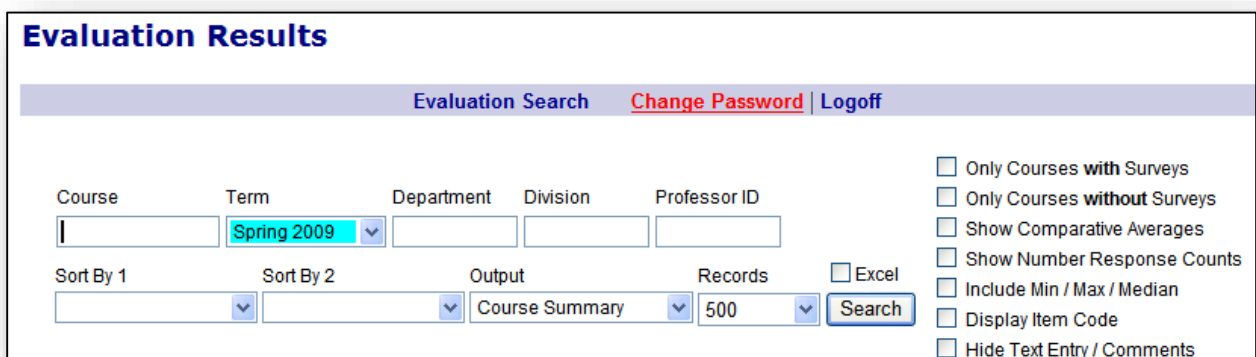
Your Password is a Capital S followed by your Tarleton University ID

Example: S000001234 *Note that the version number (2.1) may be different.*



## Changing Your Password

Once you are in SurveyDig you may change your password at your discretion. To do this click on the **Change Password** (Shown in red on this image) link found at the top of the page.



Enter the requested information including your Old Password (current) and your New Password twice. Then click on the **Change Password** button at the bottom.

### Change Password

[Evaluation Search](#) | [Change Password](#) | [Logoff](#)

To change your password, please provide the following information and click **Change Password**. Passwords must be a minimum of six-characters, contain at least one number, and are not case sensitive.

Username	minix@pprd
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password	<input type="password"/>

**Change Password**   **Refresh**

## Finding Results

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"/>	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"/>	Course Summary	500	<input type="checkbox"/> Only Courses <b>with</b> Surveys	
			<input type="button" value="Search"/>	<input type="checkbox"/> Only Courses <b>without</b> Surveys	
				<input type="checkbox"/> Show Comparative Averages	
				<input type="checkbox"/> Show Number Response Counts	
				<input type="checkbox"/> Include Min / Max / Median	
				<input type="checkbox"/> Display Item Code	
				<input type="checkbox"/> 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
- \*Deans may enter a department code in the **Department** field (like ANSC) to limit the search to a department
- The **Division** field does not provide any purpose at this time and should remain blank.
- The **Professor ID** field does not provide any purpose at this time and 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.

- Term Summary – Entire University (There is no view of the entire university set up at this point) Deans will see their college only
- Division Summary – College Level
  - First useable level Deans will see their college
  - Department heads and professors are not able to access this level
- Department Summary – Department Level
  - Deans will see all their departments
  - Department heads will only see their department
  - Professors are not able to access this level
- Professor Summary – Professor level – A look at a professor’s courses summary with no regard to what department the classes are in
  - Deans will see all professors under their college
  - Department heads will see all professors in their department
  - Professors will see only their classes
- Course Summary – Course level – A look at a class’s summary with no regard to the professor teaching it
  - Deans will see all courses in their college
  - Department heads will see all courses in their department
  - Professors will see only their classes
- 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	Department	Division	Professor ID	
<input style="width: 90%;" type="text" value="%"/>	<input style="width: 90%;" type="text" value="Fall 2008"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Sort By 1	Sort By 2	Output	Records	<input type="checkbox"/> Excel	<input type="checkbox"/> Only Courses <b>with</b> Surveys
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="Course Summary"/>	<input style="width: 90%;" type="text" value="500"/>	<input style="border: 2px solid red;" type="button" value="Search"/>	<input type="checkbox"/> Only Courses <b>without</b> Surveys
					<input type="checkbox"/> Show Comparative Averages
					<input type="checkbox"/> Show Number Response Counts
					<input type="checkbox"/> Include Min / Max / Median
					<input type="checkbox"/> Display Item Code
					<input type="checkbox"/> 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.

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

Clicking on the number under the Evaluations Taken column or the professor's name under the Professor column will drill down even deeper giving very specific information at each level.

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	Total	Strongly Agree (%)	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					
<b>Student</b>												<b>Total</b>	<b>12</b>
Description	Response Total	Response Percent											
<b>Course reason</b>													
Major or degree requirement		100%											
<b>Expected grade</b>													
A		58%											
B		42%											
<b>Hours spent on homework</b>													
2-3		50%											
4-5		33%											
0-1		17%											