

FREQUENTLY ASKED QUESTIONS ABOUT SURVEYDIG FOR FACULTY

When will students complete course evaluations?

Students are instructed to complete the course evaluations online from November 27 to December 25, 2009.

Are faculty members able to monitor progress of completion for each class?

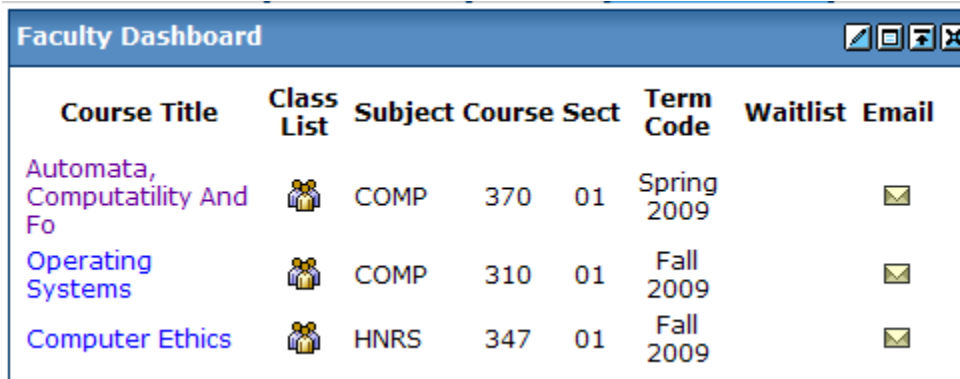
Yes. Although you will not be able to view evaluation results until two weeks after grades have been submitted by the entire law faculty (deadline is January 19, 2010), you can monitor the number of evaluations that have been completed by [logging into the system](#).

VIEWING COURSE EVALUATION RESULTS







Faculty view survey results for their particular course through the MySanDiego portal. Administrators with appropriate access can view results through the SurveyDig application.

Faculty – Using Faculty Dashboard

1. Login to MySanDiego Portal
2. Click on Teach/Advise tab
3. In Faculty Dashboard, click on course title for appropriate semester and jump to step 6. If course title is missing, then click on any course title.



The screenshot shows a window titled "Faculty Dashboard" with a table of course information. The table has columns for Course Title, Class List, Subject, Course Sect, Term Code, Waitlist, and Email. Three courses are listed: Automata, Computability And Fo (Spring 2009), Operating Systems (Fall 2009), and Computer Ethics (Fall 2009). Each row includes a class list icon and a checkmark in the Email column.

Course Title	Class List	Subject	Course Sect	Term Code	Waitlist	Email
Automata, Computability And Fo		COMP	370 01	Spring 2009		
Operating Systems		COMP	310 01	Fall 2009		
Computer Ethics		HNRS	347 01	Fall 2009		

4. Click on Faculty Service Tab. This will take you to a menu of Faculty Services options.
5. Click on Faculty Detail Schedule. This will list all your courses.
6. Under name of course, there is a heading of *Course Evaluations*; click on the Course Evaluation Report link.

Faculty Detail Schedule

Automata, Computability And Fo - 1364 - COMP 370 - 01

Course Evaluations:	Course Evaluation Report
Status:	Active
Available for Registration:	Nov 03, 2008 - Feb 04, 2009
College:	College of Arts & Sciences
Department:	Mathematics & Computer Science
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main Campus
Override:	No
Rosters:	Classlist

- This will take you into the survey tool where you will see a brief summary of your course, number of evaluations taken, total enrollment in course and % complete.

Course Evaluation Reporting

Course	Term	Department	Division	Professor ID	<input type="checkbox"/> Only Courses with Surveys <input type="checkbox"/> Only Courses without 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
%	Spring 2009			123835	
Sort By 1	Sort By 2	Output	Records	<input type="checkbox"/> Excel	
		Course Summary	500	<input type="button" value="Search"/>	

If you change any settings with the above checkboxes, please hit the search button to save the changes.
 If nothing is listed below, hit the search button for data to populate.
 To List Courses with evaluations click the "Only Courses with Surveys" Checkbox.
 To List Courses without evaluations click the "Only Courses without Surveys" Checkbox.
 To show how evaluations in this Course compare to other course click the "Show Comparative Averages" Checkbox.
 To display Counts instead of percentages click the "Show Number Response Counts" Checkbox.
 To include the Min/Max & Median statistics for a particular Course click the "Include Min / Max / Median" Checkbox.
 Click on the Professor name to see all Courses for that particular Professor.
 Click on the number under survey's taken name to see detail information for that particular Course.
 Click on the Hide Text Entry / Comments to hide comment text, if entered for the Course.

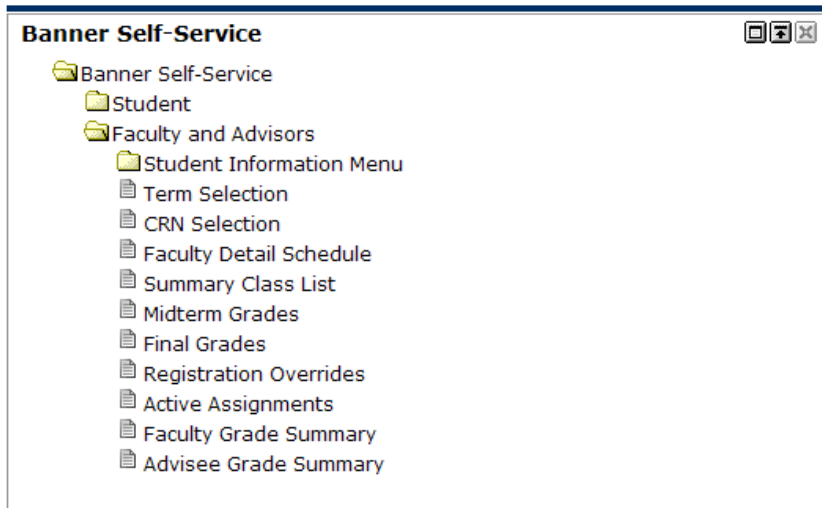
Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
200902	AS	MACS	COMP 370 01 1364	Automata, Compatibility & Lang	John H. Glick	0	12	0	✓	
Total:							0	12	0%	

Records: 1 Time: 0.01 Seconds

- Click on number in the Evaluation Taken column to see your current course evaluation results

Faculty

- Login to MySanDiego Portal
- Click on Teach/Advise tab
- In Banner Self-Service channel, click on Banner Self-Service folder, then Faculty and Advisor folder



4. Click on Faculty Detail Schedule.
5. Select the term you wish to view course evaluation form and click on Submit.
6. This will take you to a page that will list all your courses.
7. Under name of course, there is a heading of *Course Evaluations:*, click on the Course Evaluation Report link.

Faculty Detail Schedule

Automata, Computability And Fo - 1364 - COMP 370 - 01

Course Evaluations:	Course Evaluation Report
Status:	Active
Available for Registration:	Nov 03, 2008 - Feb 04, 2009
College:	College of Arts & Sciences
Department:	Mathematics & Computer Science
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main Campus
Override:	No
Rosters:	Classlist

8. This will take you into the survey tool where you will see a brief summary of your course, number of evaluations taken, total enrollment in course and % complete.

Course Evaluation Reporting

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

Course: % Term: **Spring 2009** Department: Division: Professor ID: 123835
 Sort By 1: Sort By 2: Output: Course Summary Records: 500 Excel **Search**

If you change any settings with the above checkboxes, please hit the search button to save the changes.
 If nothing is listed below, hit the search button for data to populate.
 To List Courses with evaluations click the "Only Courses with Surveys" Checkbox.
 To List Courses without evaluations click the "Only Courses without Surveys" Checkbox.
 To show how evaluations in this Course compare to other course click the "Show Comparative Averages" Checkbox.
 To display Counts instead of percentages click the "Show Number Response Counts" Checkbox.
 To include the Min/Max & Median statistics for a particular Course click the "Include Min / Max / Median" Checkbox.
 Click on the Professor name to see all Courses for that particular Professor.
 Click on the number under survey's taken name to see detail information for that particular Course.
 Click on the Hide Text Entry / Comments to hide comment text, if entered for the Course.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
200902	AS	MACS	COMP 370 01	1364	Automata, Compatibility & Lang	John H. Glick	0	12	0	✓
Total:							0	12	0%	

Records: 1 Time: 0.01 Seconds

9. Click on number in the Evaluation Taken column to see your current course evaluation results