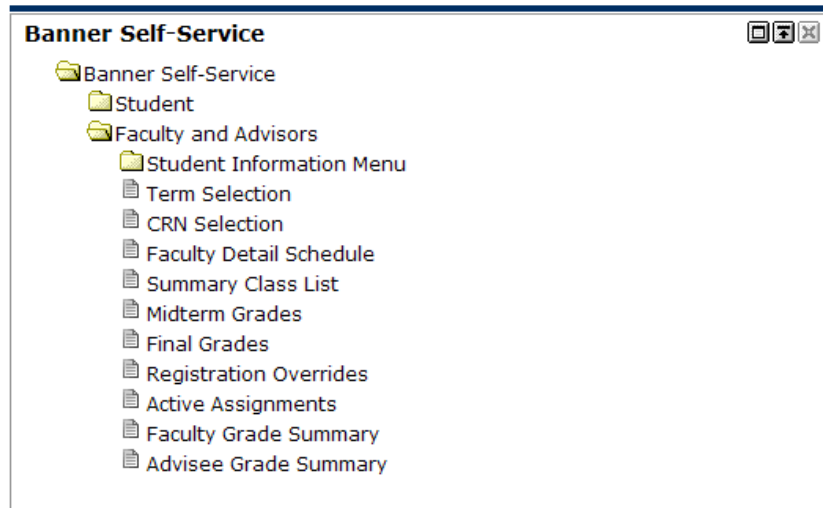


VIEWING COURSE EVALUATION RESULTS

Faculty view survey results for their particular course through the MySanDiego portal.

1. Login to MySanDiego Portal
2. Click on Teach/Advise tab
3. 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

- 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
%	Spring 2009			123835	<input type="checkbox"/> Only Courses without Surveys
Sort By 1	Sort By 2	Output	Records	<input type="checkbox"/> Excel	<input type="checkbox"/> Show Comparative Averages
		Course Summary	500	<input type="button" value="Search"/>	<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

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 surveys 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

Administrator Viewers

- Login to SurveyDig application

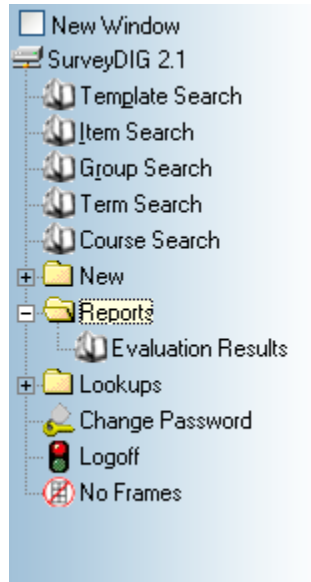


SurveyDIG 2.1 Logon

Username

Password

- Click on Reports Folder



- Click on Evaluation Results link.
- This will take you to a search page, the following information should be entered before performing a search
 - Enter % under Course
 - Select appropriate Term
 - Select type of Output. For example, use Term Summary to see results for the entire term and Course Summary to see results for a particular course.
 - Check the “Only Courses with Surveys” box. You can also check “Show Comparative Averages”, “Show Number Response Counts” and “Include Min/Max/Median” if you wish these items to be included on the report.
 - Click on the Search button

Evaluation Results

Course: Term: Department: Division: Professor ID:

Sort By 1: Sort By 2: Output: Records: Excel

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

Term	Evaluations Taken	Total Enrollment	% Complete
200902	17	34897	0
Total:	17	34897	0%

Records: 1 Time: 0.02 Seconds

- You will be shown your output. Depending on the output requested, you can drill down and get more information by clicking on the number under Evaluations Taken or on the Professor of the course.

Evaluation Results

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: 2060 Term: Spring 2009 Department: NURS Division: NU Professor ID: 129781

Sort By 1: Sort By 2: Output: Detail Records: 500 Excel

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
200902	NU	NURS	ENLC 553 01	2060	Financial Management	Nancy P. Saks	2	10	20	✓
Total:							2	10	20%	

Records: 1 Time: 0.02 Seconds

The Course Avg will be **green** if over 10% of the Course Mean, and **red** if less than 10% of the Course Mean.

Description	Course Evaluation										Instructor					Course			Dept		Div	
	Total	1	2	3	4	5	N/A	Min	Max	Median	Avg	Std Dev	Course Mean	Overall Mean	Course Mean	Dept Mean	Div Mean	Std Dev				
Synthesize Theoretical Knowledge	2		1			1		2	4	4	3.00	1.41	3.00	3.00	3.00	3.00	2.88	2.20				
Current Research	2		1		1			3	4	4	3.50	0.71	3.50	3.50	3.50	3.35	2.50					
Information Technology	2				1	1		2	3	3	2.50	0.71	2.50	2.50	2.50	2.41	1.90					
Collaborate with Consumers	2				1	1		2	3	3	2.50	0.71	2.50	2.50	2.50	2.41	1.90					
Health Care Delivery	2				1		1	1	3	3	2.00	1.41	2.00	2.00	2.00	1.94	1.60					
Ethical Nursing Practice	2				1		1	1	3	3	2.00	1.41	2.00	2.00	2.00	1.94	1.60					
Generalist Nursing Roles	2					1	1	1	2	2	1.50	0.71	1.50	1.50	1.50	1.47	1.30					
Global Factors	2				1	1		2	3	3	2.50	0.71	2.50	2.50	2.50	2.41	1.90					
Global Factors	2				2			3	3	3	3.00	0.00	3.00	3.00	3.00	2.94	2.53					
Strategies for Risk	2				2			3	3	3	3.00	0.00	3.00	3.00	3.00	2.88	2.20					

- To review another Evaluation Result, click on browser back button, enter new search criteria or click on Evaluation Results to start a fresh search.