

# ONLINE COURSE EVALUATION SYSTEM

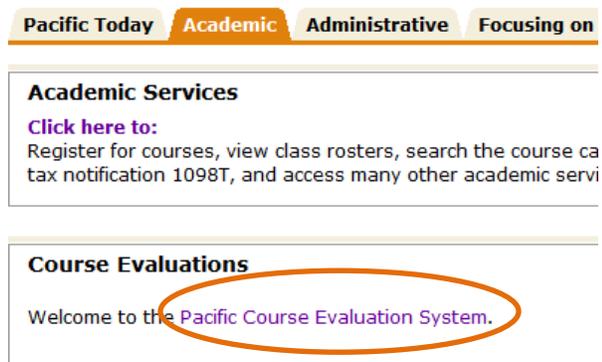
## Department Coordinator Guide

### EDIT AN EXISTING COMMUNICATION MESSAGE:

1. Go to **insidePacific** and log in using your **PacificNet ID** and **Password**.



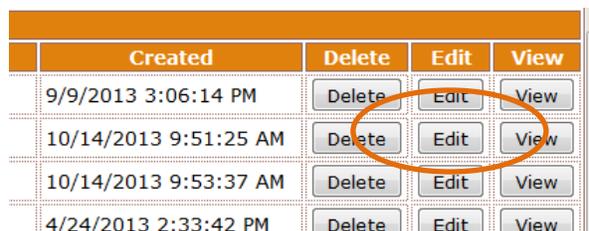
2. Click on the **Academic Tab** to find the **Course Evaluation** link.



3. In the **Options** menu, click on **Communication** to create and manage communications.



4. Find the communication message that you would like to edit in the list of available communications.  
**IMPORTANT: This list of communication messages is in alphabetical order, so you may need to scroll down until you find the message you are looking for.**
5. Click on the **Edit button** to open up the message you would like to make edits to.



Created	Delete	Edit	View
9/9/2013 3:06:14 PM	Delete	Edit	View
10/14/2013 9:51:25 AM	Delete	Edit	View
10/14/2013 9:53:37 AM	Delete	Edit	View
4/24/2013 2:33:42 PM	Delete	Edit	View

6. Complete the following fields in the Communication.

- a. **Title:** Enter a title that will be viewed on the website
- b. **From Address:** This is a “reply-to” address that the evaluation will be coming from. Typically the Chair or Director is the individual entered into the From Address portion of the communication message.
- c. **Invitation Message Subject:** This is the subject title that the students will view in their email inbox. This title is typically straight forward and general. Some departments can get creative (see COP, Physics Course Eval Email Message).

The screenshot shows a web form with three main sections:

- Title & From Address:** Contains the text "Sample Package" and "From Address: sample@pacific.edu".
- Invitation Message:** Contains the text "Subject: Course evaluation for XXX course".
- Reminder Message:** Contains the text "Subject: Reminder to complete course evaluation for XXX course".

- d. **Invitation and Reminder Message text:** Enter the message text that is appropriate. A **“Sample Course Evaluation Communication Message”** is available on insidePacfic listed on the Commination site. Please feel free to copy and paste the text from this sample and customize for your specific department. These messages may be straightforward or customized with creativity (see LAW or COP, Physics for examples). ***IMPORTANT: If multiple courses need to be evaluated, typically, only ONE message is created and used for ALL courses, however, separate unique communication messages can be created, if desired.***

24	PTHR Spring 2013 DCE Evaluation_2nd Year
92	PTHR Winter Course/Instructor Evaluations
1	Sample Course Evaluation Communication Message
77	School of Engineering and Computer Science
78	SIS - Anthropology

7. When you have completed your edits. Click on the **Save** button to save your work.

The screenshot shows the bottom portion of the communication form:

- Closing:** Contains the text "Subject:" and "this part is not yet functional."
- Instructor Res:** Contains the text "Subject:" and "this part is not yet functional."
- At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is circled in orange.

## SETTING UP NEW COMMUNICATIONS:

*(IMPORTANT: Follow these instructions if you or your department is new to the system or would like to create a new communication message)*

1. Go to **insidePacific** and log in using your **PacificNet ID** and **Password**.



Secure Access Login

PacificNet ID:

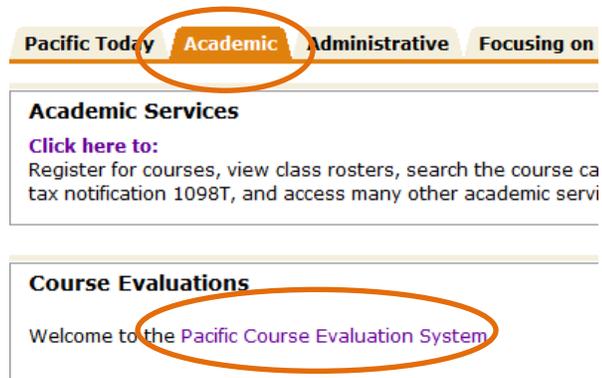
Password:

[Admitted Students - click here for assistance logging in.](#)

[Guest Login for Parents](#)  
[Need help logging in to insidePacific?](#)  
[Password Issues?](#)

[insidePacific Security Information](#)

2. Click on the **Academic Tab** to find the **Course Evaluation** link.



Pacific Today **Academic** Administrative Focusing on

**Academic Services**

**Click here to:**  
Register for courses, view class rosters, search the course ca  
tax notification 1098T, and access many other academic servi

**Course Evaluations**

Welcome to the **Pacific Course Evaluation System**

3. In the **Options** menu, click on **Communication** to create and manage communications.



[Evaluations](#)

[Instruments](#)

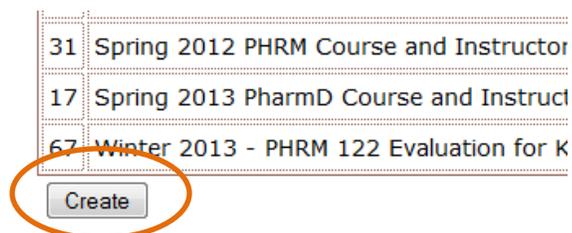
[Items](#)

[Communication](#)

[Reports](#)

[Users](#)

4. To create a new Communication, click on **Create** located at the bottom of the list of existing communications.



31	Spring 2012 PHRM Course and Instructor
17	Spring 2013 PharmD Course and Instruct
67	Winter 2013 - PHRM 122 Evaluation for K

5. Complete the following fields in the Communication.

- Title:** Enter a title that will be viewed on the website
- From Address:** This is a “reply-to” address that the evaluation will be coming from. Typically the Chair or Director is the individual entered into the From Address portion of the communication message.
- Invitation Message Subject:** This is the subject title that the students will view in their email inbox. This title is typically straight forward and general. Some departments can get creative though (see COP, Physics Course Eval Email Message).
- Invitation and Reminder Message text:** Enter the message text that is appropriate. A “Sample Course Evaluation Communication Message” is available on insidePacific listed on the Communication site. Please feel free to copy and paste the text from this sample and customize for your specific department. These messages may be straightforward or customized with creativity (see LAW or COP, Physics for examples). **IMPORTANT: If multiple courses need to be evaluated, typically, only ONE message is created and used for ALL courses, however, separate unique communication messages can be created, if desired.**

The screenshot shows a web form with three main sections:

- Title & From Address:** Contains a text field with "Sample Package" and a "From Address" field with "sample@pacific.edu".
- Invitation Message:** Contains a "Subject" field with "Course evaluation for XXX course" and a large text area below it.
- Reminder Message:** Contains a "Subject" field with "Reminder to complete course evaluation for XXX course" and a large text area below it.

24	PTHR Spring 2013 DCE Evaluation_2nd Year
92	PTHR Winter Course/Instructor Evaluations
1	Sample Course Evaluation Communication Message
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- When you are done entering the invitation and reminder text, please click the **Save** button located at the bottom of the page.
- To **delete, edit, or view** your messages use the task buttons located at the main Communication menu.

The screenshot shows the bottom portion of the communication form:

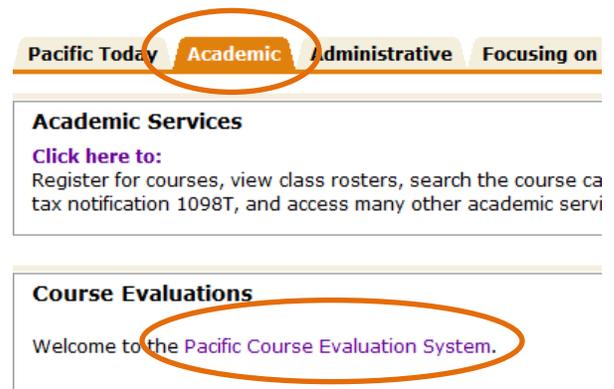
- Closing:** A section with a "Subject:" field and a text area containing "this part is not yet functional."
- Instructor Res:** A section with a "Subject:" field and a text area containing "this part is not yet functional."
- At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is circled in orange.

Created	Delete	Edit	View
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10/14/2013 9:53:37 AM	Delete	Edit	View
4/24/2013 2:33:42 PM	Delete	Edit	View

**Now you are ready to schedule your evaluations!**

## SCHEDULING AN EVALUATION SESSION:

1. To create new and manage existing evaluation sessions click on **Evaluations** on the **insidePacific >Course Evaluation** website.



2. From the drop-down menu, find and select the appropriate department.
3. Click **Create**



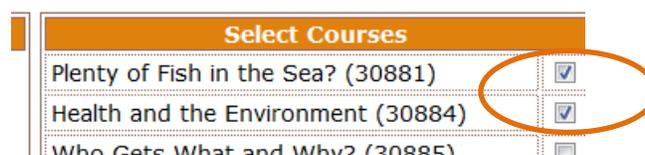
4. Select a **Term** from the drop-down menu (e.g., Spring 2014), and then click **Next**.



5. Select the appropriate **Department** using the drop-down menu; click **Next**.



6. Find and Select the course(s) that will be scheduled for evaluation. **IMPORTANT: When selecting the appropriate course(s) for evaluation, an indicator has been created to visually notify the user of which courses have been already scheduled. If a course evaluation has been previously scheduled in the current term for a given course, the "Select" checkbox background color will show red. This is designed to prevent unintended duplicate evaluations to be scheduled for the same course. A green background indicates the course is available to be evaluated.**



Select Courses				
Course Title (CRN)	Subject	Course Number	Section Number	Select
Intro: Electric. & Comp. Engr. (30371)	ECPE-Electrl & Computer Engr	005	01	<input type="checkbox"/>
Circuits (30372)	ECPE-Electrl & Computer Engr	041	01	<input type="checkbox"/>
Circuits Laboratory (30373)	ECPE-Electrl & Computer Engr	041L	L01	<input type="checkbox"/>
Digital Design (30374)	ECPE-Electrl & Computer Engr	071	01	<input type="checkbox"/>
Digital Design Lab (30375)	ECPE-Electrl & Computer Engr	071L	L01	<input type="checkbox"/>
Random Signals (30376)	ECPE-Electrl & Computer Engr	127	01	<input type="checkbox"/>
Senior Project I (30377)	ECPE-Electrl & Computer Engr	195	01	<input type="checkbox"/>
Senior Project II (30378)	ECPE-Electrl & Computer Engr	196	01	<input type="checkbox"/>
Introduction to Bioengineering (30510)	BENG - Bioengineering	005	01	<input type="checkbox"/>
Senior Project (30534)	BENG - Bioengineering	195	01	<input type="checkbox"/>
Electronics (30589)	ECPE-Electrl & Computer Engr	131	01	<input type="checkbox"/>
Electronics Laboratory (30752)	ECPE-Electrl & Computer Engr	131L	L01	<input type="checkbox"/>
Computer Systems & Networks (30761)	ECPE-Electrl & Computer Engr	170	01	<input type="checkbox"/>
Computer Organization & Arch (30914)	ECPE-Electrl & Computer Engr	173	01	<input type="checkbox"/>
Gen. Biol. w/Appf for Engrs II (31135)	BENG - Bioengineering	063	01	<input type="checkbox"/>
Gen. Biol. for Engrs II, Lab 1 (31136)	BENG - Bioengineering	063	L01	<input type="checkbox"/>
Thesis (31165)	ECPE-Electrl & Computer Engr	299	02	<input type="checkbox"/>
Core Assessment Exam (CAE) (31299)	ECPE-Electrl & Computer Engr	194	01	<input type="checkbox"/>
Thesis (31411)	ECPE-Electrl & Computer Engr	299	05	<input type="checkbox"/>

- Click **Next** located at the bottom of the list of courses.
- After clicking the **Next** button, a new window will appear that includes **ALL the courses** that were selected for evaluation.

The screenshot shows the 'Evaluate Courses for PACS - Spring 2014' window. At the top, there is a list of selected courses: Health and the Environment (30884) and Plenty of Fish in the Sea? (30881). Below this is a form with the following fields:

- Start Date:** \*Click Here\*
- End Date:** \*Click Here\*
- Instrument:** Applied Gender Studies
- Communication:** \*PTHR Spring 2013 DCE Evaluation\_Casey Nesbit.\*
- Reminder:** Every Day
- Embargo Results:** \*Click Here\*

A 'Schedule' button is located at the bottom right of the form and is circled in orange.

- Enter the following information into the **Evaluate Courses** window:
  - Start Date:** Select from the drop-down calendar the date the evaluation session will begin. **IMPORTANT: This date is typically towards the end of the semester, but NOT during finals week. Course evaluation session MUST wait until AFTER the last day a student is able to withdraw from a course (See Academic Calendar for specific date). The typical evaluation session is scheduled for either one or two weeks. This decision is at the discretion of the department.**
  - End Date:** Select from the drop-down calendar the last day the session is to remain open. **STOP HERE AND READ IMPORTANT NOTE!!! IMPORTANT: The Online Course Evaluation cycle is on a 1:00AM cycle. Therefore, if an evaluation session is scheduled to end on a Friday, then the End Date will need to be entered as a Saturday, in order to allow the evaluation session to remain open until midnight Friday night.**
  - Instrument:** Select the appropriate instrument from the drop-down menu. **IMPORTANT: One instrument will be selected for ALL courses that were selected to be evaluated.**
  - Communication:** Select the appropriate Communication Message from the drop-down menu. **IMPORTANT: Here is where you will want to be very careful when selecting the communication message for your evaluations. Since you have access to the entire drop-down menu of communication messages it is easy to accidentally select the incorrect message.**
  - Reminder:** Select the desired reminder schedule for this evaluation session. **STOP AND READ IMPORTANT NOTE! IMPORTANT: The email invitations and reminders are automatically schedule to be sent to students at 1:00AM. Please plan accordingly.**

- f. **Embargo Results:** This is the date when faculty will have access to the results. The results can be viewed by faculty in an aggregate report. **IMPORTANT: This date is REQUIRED to be after grades have been submitted.**

10. Click the **Schedule** button to schedule the evaluation session. **IMPORTANT: *Once the Schedule button has been clicked; this activates the system to grab course enrollment data from Banner. This is a ONE TIME grab, therefore scheduling a course evaluation session MUST wait until AFTER the last day a student is able to withdraw from a course (See Academic Calendar for specific date).***

The screenshot shows a web form titled "Evaluate Courses for PACS - Spring 2014". The form contains the following fields and options:

- Start Date:** \*Click Here\*
- End Date:** \*Click Here\*
- Instrument:** Applied Gender Studies (dropdown menu)
- Communication:** \*PTHR Spring 2013 DCE Evaluation\_Casey Nesbit.\* (dropdown menu)
- Reminder:** Every Day (dropdown menu)
- Embargo Results:** \*Click Here\*

A "Schedule" button is located at the bottom right of the form and is circled in orange.

**Now you are done!**

## **REVIEWING A PENDING EVALUATION SESSION:**

1. From **insidePacific >Course Evaluation** website. Click on **Evaluations**.
2. From the drop-down menu, find and select your **Department** name; click on **View**.
3. From the list Evaluations, find the PENDING evaluations by looking at the **Status** column located on the right-hand side of the table.
4. Click on **Details**.

## FACULTY RESULTS/ REPORTS:

1. From **insidePacific >Course Evaluation** website. Click on **Reports**.
2. From the drop-down menu, find and select the **Instructor name** that you would like to view. Click on **View**.

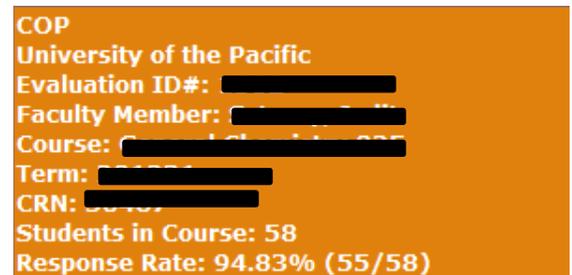


3. Find and select the **Course Title** that you would like to view. Click on **View**. **IMPORTANT: The Course Title is automatically populated from Banner. The Course Evaluation system grabs course data based on the faculty's ID number and grabs any courses that use the online system and gives the faculty access to those courses.**



4. Once you are in the faculty report you will be able to view the following:

- a. **Division Title**
- b. **University of the Pacific**
- c. **Evaluation ID#**
- d. **Faculty Member:** Name
- e. **Course:** Title
- f. **Term:** Fall, Spring, etc.
- g. **CRN**



- h. **Students in Course:** this is the total number of students in the course for the specific term.
- i. **Response Rate:** this is an overall response rate for the course (it is determined using the total number of enrolled students divided by the number of completed evaluations).
- j. **Answer values:** The value assigned to each answer choice.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

- k. **Answer Frequency:** This is the count for each answer item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

- l. **Question Item Count:** The overall count for each question item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

- m. **Question Item Average:** This is the mean or average response for each question item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

- n. **Question Item Median:** This is the "middle" answer value for each question item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

**o. Question Item Mode:** This is the value that “occurs most often.”

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

**p. Question Item Minimum:** This is the minimum answer value for a particular question item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

**q. Question Item Maximum:** This is the maximum answer value for a particular question item.

The professor shows extensive knowledge of the field and subject matter.					Count	Average	Median	Mode	Minimum	Maximum
[-1-] Poor: 5	[-2-] Needs Improvement: 5	[-3-] Satisfactory: 16	[-4-] Good: 24	[-5-] Superior: 5	55	3.35	4	4	1	5

## **HELPFUL RESOURCES:**

- For questions, please feel free to contact Yasmine Potts in the Office of Institutional Research at 209-946-2569 or [ypotts@pacific.edu](mailto:ypotts@pacific.edu).
- For more information and helpful resources, please go to the Institutional Research website and click on **Online Course Evaluation System**. <http://www.pacific.edu/About-Pacific/AdministrationOffices/Institutional-Research/Online-Course-Evaluation-System.html>