Creating Evaluations

HOW DO I LOGIN TO CREATE PAPER EVALUATIONS?
Log into: https://unt.iasystem.org/
Sign in using UNT credentials

NAVIGATE TO CREATE PAPER EVALUATIONS
Select “Evaluations” from Main Menu.
Select “Paper Evaluations” from Dropdown. You are now on the Request Cover Sheets tab.

1. Select Term for which you would like to create evaluations (defaults to current term).
2. Select College (defaults to ‘All’ or User’s specific college they are scoped to).
3. You may further refine your selection by Department and/or Course.

When all selections are made, click “Continue.” You are now on the Select Courses page.

1. Select all or some of the courses listed for which you would like to setup evaluations by clicking the checkbox to the left of the course abbreviation.
2. Courses listed in red already have evaluations and cannot be selected.
   o These courses will have a computer or paper icon next to the course abbreviation indicating if they are being evaluated online or by paper.

Note: Courses with Multiple Instructors may have a paper/online evaluation icon displayed, but are not listed in red—this means there is still one or more instructors eligible to be evaluated.

3. If selected courses have the “Multiple Instructors” blue dropdown, either select to evaluate the multiple instructors as a group (generates a single evaluation for the course) or select all/some of the instructors to evaluate individually (generates separate evaluations for each of the instructors selected).
4. If course is cross-listed (joint) with other course(s), you will see all instances listed on separate rows. Once you select one joint course, you will not be able to select the other instances. The evaluation will cover the entire cross-listed (joint) cluster.

Once all course selections are finalized, click “Continue” at the bottom of the page.

You are now on the Define Evaluation Parameters.

This page defines the settings for each course evaluation. You may make global selections using the top dropdowns on the table or make individual selections in each row.

1. Select the IASystem™ evaluation form you wish to use.
2. Select the applicable IASystem™ Course Type for each evaluation.

Got questions? Contact spot@unt.edu or visit www.spot.unt.edu
3. If needed, modify Enrollment. The enrollment number populates from the class list data that was uploaded into the system. If this number is incorrect, you may type in another number.

4. Select the Reports Available Date; this is the date when instructors can access their course evaluation report in the IASystem™ faculty portal.

   *Note: UNT’s Administrators have set a default Reports Available date and this date will automatically populate.*

5. Click "Submit" to create evaluations.

You are now on the View Cover Sheet Requests page.

**PAPER EVALUATION COVER SHEET PROCESSING**

After you have requested paper evaluations for your courses, IASystem™ staff will then process your request and send you system generated Cover Sheets that will be used in conjunction with the scannable evaluation forms.

**VIEW, EDIT, OR DELETE ONLINE EVALUATIONS**

**NAVIGATE TO VIEW PAPER EVALUATIONS**

1. Select Evaluations” from Main Menu.
3. On the Paper Evaluations page, select the blue “View Cover Sheet Requests” tab.
4. Select Term for which you would like to create evaluations (defaults to current term).
5. Select College (defaults to specific college or department you are scoped to.)
6. You may further refine your selections by Department and/or Course.
7. When all selections are made, click “Continue.”

You are now on the View Cover Sheet Requests page.

This page displays information about evaluations that have been created.

For paper evaluations, this means a request has been sent to IASystem™ staff to generate a cover sheet that will be used in conjunction with scannable forms. The cover sheet and scannable forms will allow a user to conduct an in-person paper evaluation for a particular course.

The “View Evaluation” page displays survey number, course, instructor information, evaluation form type, course type, enrollment, request status, responses and response rate.
If there is missing information for the evaluation(s) you created, you will see a Red Alert icon. Hovering over the icon will display a message indicating that either instructor information is missing or student information is missing.

The course or instructor associated with the Red Alert icon will be hyperlinked. In order to correct the missing information, click on the hyperlink and you will be taken to the Edit Instructors and Students page where you can make any corrections.

The View Cover Sheet Requests page also allows the user to edit or delete existing evaluations based on evaluation status. There are three types of evaluation status:

1. **Pending**: a paper evaluation has been created, but the cover sheet has not yet been processed.
2. **Confirmed**: a paper evaluation has been created and the cover sheet has been processed.
3. **Closed**: a paper evaluation has been administered and the results have been scanned and uploaded.

*Note: If you need to modify a confirmed or closed paper evaluation, please contact spot@unt.edu.*

To edit or delete an evaluation, or set of evaluations, click the box(es) next to the evaluation(s) in order to select them; then press either the "Edit" or "Delete" button located on the right side of the table.

If you select "Delete," the Delete Evaluations page will open and you can either "Cancel" or "Confirm" your deletion.

If you select "Edit," the Edit Evaluations page will open and you can modify one or more of the evaluation parameters and click "Submit" to confirm your changes.
COURSE TYPES

*SPOT* collects data on three primary course types.

When setting up a course evaluation, we request that you specify a course type. The following chart displays information about how we define each course type:

<table>
<thead>
<tr>
<th>COURSE TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>“Face-to-Face” courses follow the traditional teaching model in which faculty and students meet in-person, generally in a classroom, lab, or studio. Although some course information (such as a course website, syllabus, or reading materials) may be provided online, these resources do not replace weekly course time.</td>
</tr>
<tr>
<td>Hybrid</td>
<td>&quot;Hybrid&quot; courses are a combination of traditional face-to-face instruction and online learning activities. These courses are sometimes referred to as “blended.” There is a wide variation in the relative proportions of face-to-face and online learning.</td>
</tr>
<tr>
<td>Online</td>
<td>“Online” courses are those in which the vast majority of instruction and student participation is mediated by the internet. Students are not physically present in a traditional classroom setting; although they may meet briefly once or twice, this is not a significant part of the learning experience.</td>
</tr>
<tr>
<td>Unknown</td>
<td>If you do not know the course type, you may choose “Unknown.” When possible, please try to determine the actual course type. This information is important for analysis and research.</td>
</tr>
</tbody>
</table>

CONTACT [SPOT@UNT.EDU](mailto:SPOT@UNT.EDU) AFTER YOU HAVE PLACED YOUR ORDER TO RECEIVE ADDITIONAL INSTRUCTIONS REGARDING THE ADMINISTRATION OF PAPER EVALUATIONS