

Online Subject Evaluation User Guide

Getting to the Online Subject Evaluation

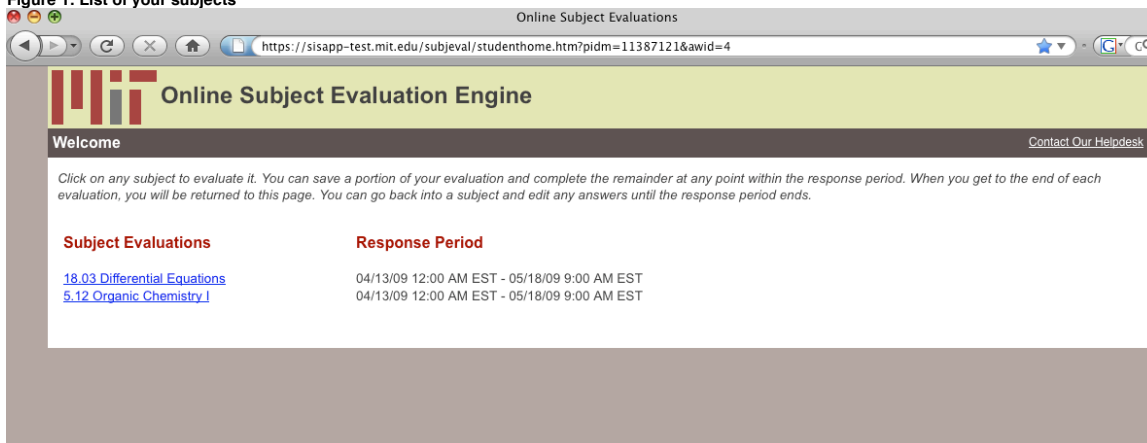
At any time during the survey availability window, go to: <http://web.mit.edu/subjectevaluation>.

Click **Evaluate Subjects** in the upper right corner.

Click **Take Evaluations**. A page will display that has been customized for you, and the subjects you are enrolled in will display if those subjects are taking part in the online pilot.

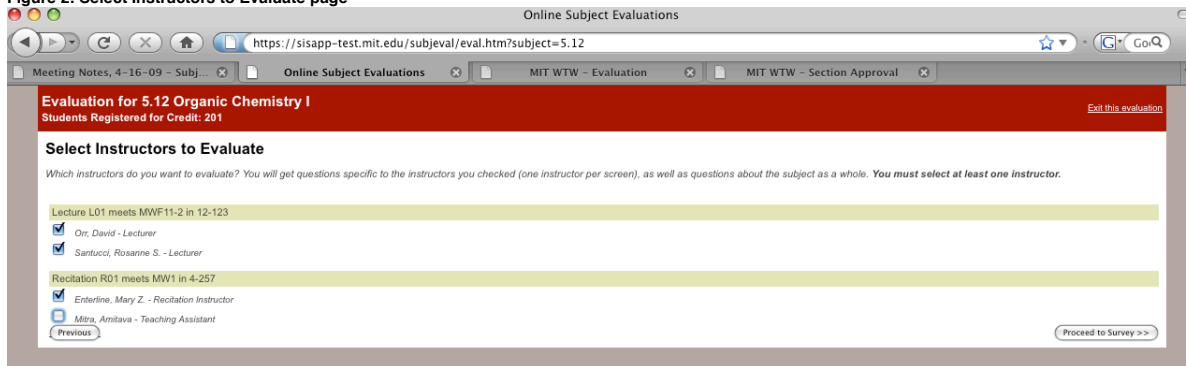
For help, click **Contact Our Helpdesk** in the upper right corner of the page.

Figure 1: List of your subjects



Click the subject number/subject name of a subject you'd like to evaluate. A “**Select Instructors to Evaluate**” page will display for the subject you have selected. You will see a list of sections that make up the subject (lectures, recitations, labs, etc.) and their respective instructors.

Figure 2: Select Instructors to Evaluate page



Select the instructor(s) you wish to evaluate. Click **Proceed to Survey** to begin the evaluation. If you wish to return to the Subjects page (Figure 1) click **Previous**. If you wish to exit the evaluation completely click **Exit this evaluation** at the top right of the page.

Filling Out the Online Subject Evaluation

Instructor page(s)

You will see questions about your instructors first. Each instructor's questions will be displayed on his or her own page.

The current page number and the total number of pages in the survey will display at the top of the page, and a progress bar will indicate how far along you are in the survey.

Figure 3: Instructor page

Figure 3 shows a screenshot of an online subject evaluation page. The page title is "5.12 Organic Chemistry I" and the subject being evaluated is "Evaluate Orr, David - Lecturer in Lecture L01". The page is labeled "Page 1 of 3". The survey section is titled "QUALITY OF TEACHING" and features a Likert-scale rating system from 1 (Strongly Disagree) to 7 (Strongly Agree), with 4 being Neutral. The questions and their corresponding rating options are as follows:

| Question | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Not Applicable |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Stimulated my interest in the subject | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Defined subject learning goals well | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gave well-organized presentations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encouraged me to take a role in my learning | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encouraged questions and class participation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Used good examples and illustrations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Used education media (e.g. blackboard) well | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Was available outside of class | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall rating of teaching | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Below the survey is a text box for "Comments on Teaching:".

On the instructor page you will see Likert-scale questions (which have potential answers represented as a rating scale from 1 to 7 or another numeric scale) and open-ended text questions (a question that you'll answer by typing free text into a box). Depending on the instructor, you may also see questions requiring a filled-in numeric response as well as multiple-choice questions.

You may skip questions you don't want to answer. You can change your answers if you make an error. NOTE: Once you respond to a Likert-scale question you can change your response but you won't be allowed to leave the question blank. If you answered in error but wanted to skip the question please select **Not Applicable (N/A)**.

Once you have completed the first instructor page select **Save and Continue** (located at the top and bottom right side of the page) to move to the next page of the survey. If you'd like to move back to the previous page select **Previous** at the top and bottom left side of the page. NOTE: Do not use your browser's Back button to move to the previous screen.

Subject page

The Subject page will appear after the instructor page(s) and will display questions about the subject itself (such as pace and workload).

On this page you will also see Likert-scale questions and open-ended text questions, as well as numeric and possibly multiple-choice questions.

Figure 4: Subject page

The screenshot shows a web browser window with the URL <https://sisapp-test.mit.edu/subjeval/eval.htm?subject=5.12>. The page title is "Evaluate 5.12 Organic Chemistry I". At the top, there are navigation buttons for "Previous" and "Save and Exit". The page is divided into several sections:

- FACTORS IN LEARNING:** Contains two rows of questions. The first row asks about "Lectures contributed to my learning" and "Recitations contributed to my learning". The second row asks about "Electronic materials contributed to my learning" and "Textbooks and other readings contributed to my learning".
- Ease of Access:** Contains two rows of questions about "Electronic materials" and "Textbooks and other readings" contributing to learning.
- Effectiveness:** Contains two rows of questions about "Electronic materials" and "Textbooks and other readings" contributing to learning.
- ASSESSMENT OF LEARNING:** Contains five rows of questions about exams, problem sets, feedback, understanding, and application of concepts.
- SUBJECT:** Contains one question about "Subject pace".
- Average hours you spent on the subject per week:** Contains three input fields for "in class", "in lab", and "on homework".
- Graded fairly:** Contains one question about whether the subject was graded fairly.

Each question is followed by a Likert scale with radio buttons. The scales are labeled with "Strongly Disagree", "Neutral", and "Strongly Agree". Some scales also have "Too Slow" and "Too Fast" labels at the ends.

As on the Instructor page(s), you may click **Previous** to move to the previous screen (don't use the browser Back button).

When you have reached the last page of the survey, you will notice that the **Save and Continue** button has changed to **Save and Exit**. Select this when the survey is completed.

If you have other subjects to be evaluated online, follow the steps in this manual.

You may return to the survey at any time during the survey availability window to add or change responses.