

# Who's Teaching What Quick Start Guide

Full documentation is available on the WTW training and help page: <http://web.mit.edu/wtw/help.htm>

## 1. First-Time Users: Set Department Preferences

EDIT	ROLE ID	SECTION FORMAT	TEACHING ROLE	SORT ORDER	FUNCTION	DELETE
	1161	Lecture	Lecturer	1	Delivers primary instruction	
	1181	Recitation	Recitation Instructor	1	Delivers primary instruction	
	1182	Recitation	Teaching Assistant	2	Assists with instruction	

Before you start using WTW for the first time, you need to configure your department's teaching roles and section formats. Click **preferences** at upper right, and click **Teaching Roles**. A list of teaching roles will appear for your department. Teaching roles are associated with section format types. You can:

- **Add a role** – click on the **add a new teaching role** link.
- **Edit a role** – click the **EDIT** icon, change the information and click Save. You can't do this if an instructor has already been assigned to that role, though you can always change the function of a role.
- **Delete a role** – click the **DELETE** icon to the left of the row.

If you need to create a new section format type, contact [se-help@mit.edu](mailto:se-help@mit.edu) to request one.

## 2. Make Sure Sections are Correct

EDIT	SECTION FORMAT	NAME	MEETS	ROOM	ASSIGNED	DELETE
	Lecture	L01h	MWF11	48-316h	62 students	

TEACHER (add)	ROLE	LIST ORDER	REMOVE
Sawyer, Sharron	Lecturer	1	
Stocker, Roman	Lecturer	1	

You can get to the **Teaching Data Details** page by clicking on a subject number or name on the **Enter Teaching Data** page. The **Teaching Data Details** page displays a subject's teaching data details.

During Spring and Fall terms, the sections from the Registrar's scheduling system will be shown here. In the first five weeks of the term, you cannot make any changes to sections in WTW, because the Registrar's Office is still making changes to the subject schedule.

After the 5<sup>th</sup> week of the term, you can make changes directly in WTW:

- **Edit a section format, name, day/time, or room** – click the **EDIT** icon (pencil), make changes, and click **Save and Return**.
- **Add a section** – click the **Add Section** button, fill out all section info, click **Save and Return** or **Add Another**.
- **Delete a section** – click the **DELETE** icon at the right of the row.

These changes are actually requests to the scheduling division of the Registrar's Office. If you add a section, or if you change the day/time or room of an existing section, you will see a icon to the left of the section format. This lets you know that the Registrar's Office is approving the added/modified section. The approval process takes a day or two, and will update WTW automatically when it's done; meanwhile, you can continue adding teachers and assigning students to sections. If the Registrar's Office doesn't approve your request or has questions, they will contact you.

If you need to add or edit a section meeting time, please format the days/times according to the following examples:

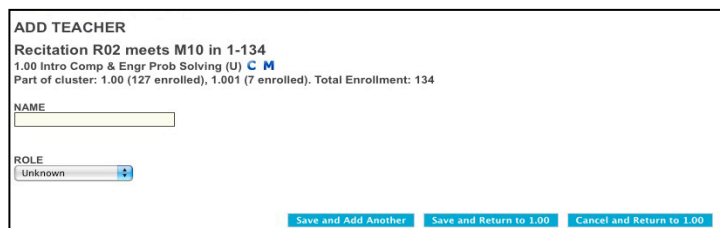
- sections that meet for an hour: T2
- sections that meet longer than an hour: R2-3.30
- sections that meet at the same time on more than one day: TWR2
- sections that meet different times on different days: TR11,F2
- evening sections: T EVE (7-10 PM)
- sections which begin or end on dates other than the normal term dates: MWF1-2.30 (BEGINS MARCH 28)
- sections without a regular meeting time/room: \*TO BE ARRANGED

Note: In order for teachers to be evaluated, the sections they teach must not be missing data in either the Meets or the Room field. You may put \*TO BE ARRANGED in those fields if there is no set meeting time or room, but you should not leave them blank.

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## 3. Enter Teachers



On the **Teaching Data Details** page, you should enter instructor information for every section of a subject.

- **Add a teacher** – click the **(add)** link on the Teaching Data details page. The **Add Teacher** page will display. Type the first few letters of the teacher's name and select him/her from the picklist. (If you don't see the instructor in the lookup list, they'll need a MIT ID; see <http://web.mit.edu/wtw/IDs.htm>.)
- **Select a teaching role**

- **Add another teacher for the same section** – click the **Save and Add Another** button on the **Add Teacher** page.
- **Remove a teacher** – click the **REMOVE** icon  to the right of the teacher.
- **Change the list order of a teacher** – the list order controls how the teachers in a section are displayed on the evaluation. By default, this will be the order in which you entered the teachers. If you need to switch the order, change the order number and click **Save**.

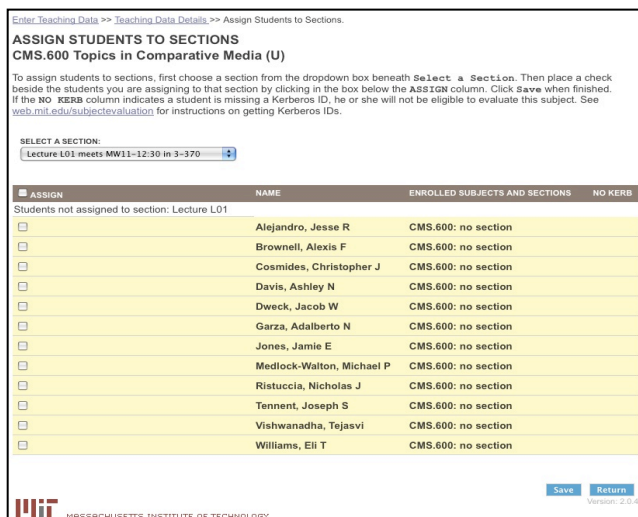
The status on the **Enter Teaching Data** page will display **Started** once at least one teacher is added to a subject.

## 4. Manage Section Assignments (optional)

Assigning students to sections is optional. It is only necessary if one or more of these conditions are true:

- you want to keep track of student section assignment data in WTW,
- you want to limit who students can evaluate so they won't be able to rate someone who didn't teach them, and/or
- you want to be able to break out overall results on the evaluation reports for individual sections as if they were separate subjects, e.g. to see how students in Recitation R03 rated the subject as a whole.

**If none of these conditions apply, you may skip this step.**



ASSIGN	NAME	ENROLLED SUBJECTS AND SECTIONS	NO KERB
<input type="checkbox"/>	Alejandro, Jesse R	CMS.600: no section	
<input type="checkbox"/>	Brownell, Alexis F	CMS.600: no section	
<input type="checkbox"/>	Cosmides, Christopher J	CMS.600: no section	
<input type="checkbox"/>	Davis, Ashley N	CMS.600: no section	
<input type="checkbox"/>	Dweck, Jacob W	CMS.600: no section	
<input type="checkbox"/>	Garza, Adalberto N	CMS.600: no section	
<input type="checkbox"/>	Jones, Jamie E	CMS.600: no section	
<input type="checkbox"/>	Medlock-Walton, Michael P	CMS.600: no section	
<input type="checkbox"/>	Ristuccia, Nicholas J	CMS.600: no section	
<input type="checkbox"/>	Tennent, Joseph S	CMS.600: no section	
<input type="checkbox"/>	Vishwanadha, Tejasvi	CMS.600: no section	
<input type="checkbox"/>	Williams, Eli T	CMS.600: no section	

On the **Teaching Data Details** page, the **ASSIGNED** column shows how many enrolled students have been assigned to a particular section in WTW. **Click on the number in the Assigned column to manage section assignments.**

- **Add students to section** – check the boxes by their names, click **Save [section]** as selected, then click **Return to [subject]**.
- **Remove students from section** – uncheck their boxes, click **Save**, then click **Return**.

When a student is assigned to a particular section (e.g. recitation), it becomes the only section, **of that type**, in which he/she can evaluate instructors. The student will still be able to evaluate instructors in other types of sections (e.g., lecture, lab, design, etc.).

Unassigned students (the default setting) are eligible to evaluate ALL teachers in ALL sections of that subject.

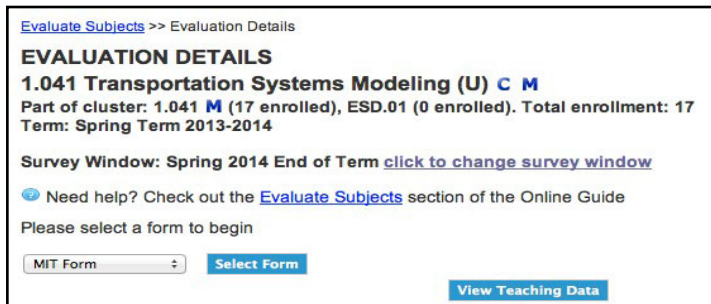
### Additional note regarding Kerberos IDs:

You can also click the number in any Assigned column to see which students, if any, do not have Kerberos IDs (the first part of the @mit.edu email account). They will have a green check mark in the No Kerb column. These students will not be eligible to participate in subject evaluations until they obtain one. See <http://web.mit.edu/subjectevaluation/evaluate.html> for instructions.

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## 5. Select a Survey Form

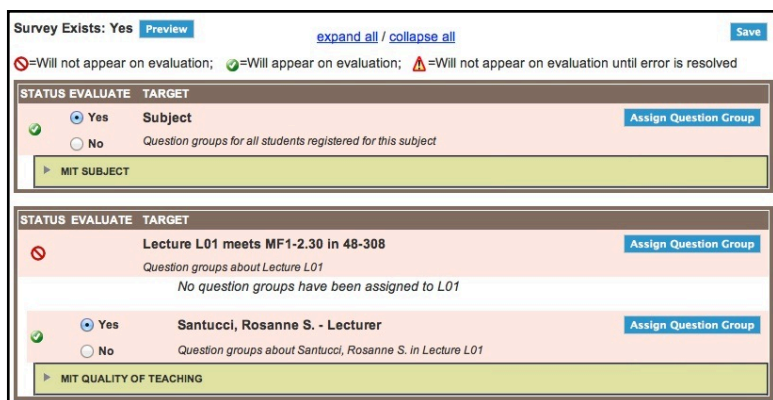


On the **Evaluation Details** page, you will assign questions that will be asked on the evaluation, and indicate whether a subject (and teachers) will be evaluated. You can get to the **Evaluation Details** page in one of two ways:

- By clicking the **View Evaluation Details** button on the **Teaching Data Details** page.
- By clicking on the subject name or number on the **Evaluate Subjects** page. (Be sure your filters are set to the correct term and survey window on the **Evaluate Subjects** page.)

The default form (standard survey questions) will display as MIT Form. To apply the Institute questions to a subject's evaluation, click the **Select Form** button.

## 6. Select Subject and Teachers for Evaluation / Assign Extra Questions (optional)

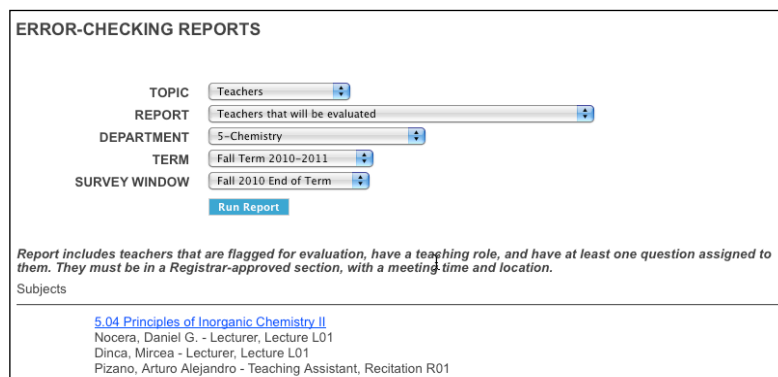


Select subject and teachers for evaluation by selecting the corresponding **Yes** radio button. Click the **Save** button when finished.

Select **Preview** to see how the survey will look to a student. When the preview window opens, you may copy and paste its URL to send to another person (such as an instructor) who would like to see the survey

NOTE: To assign your own survey questions to subject, sections, and teachers (in addition to standard questions), click the corresponding **Assign Question Group** button. See the WTW Online Guide at <http://web.mit.edu/wtw/help.htm> for instructions on creating and assigning your own questions.

## 7. Check Your Work



Select the **Reports** tab. Choose a topic, report, department, term, and survey window, then click **Run Report**. Recommended reports:

Topic=Subjects:  
Subjects that will be evaluated  
Students with assigned questions but not flagged for evaluation

Topic=Teachers:  
Teachers that will be evaluated  
Teachers missing teaching role  
Teachers with assigned questions but not flagged for evaluation  
Teachers flagged for evaluation in sections missing

day/time or room#

Topic=Sections: Sections missing day/time or room #

Topic=Students: Students missing Kerberos IDs in subjects flagged for evaluation

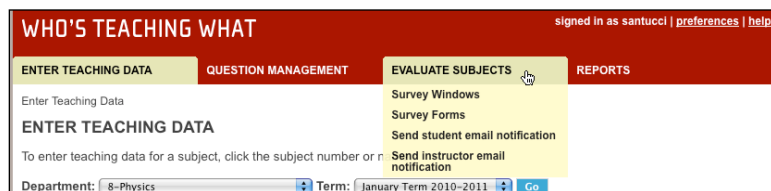
Click on a subject number or title to fix missing or incorrect information.

NOTE: These reports are very important to run because some errors may prevent teachers and subjects from being evaluated or prevent students from being able to participate.

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## 8. Send email to students and instructors (optional)



You can compose and send email reminders to eligible students who have not responded to a survey. To receive an email reminder, a student must be registered, have an MIT email account, and have not yet completed an evaluation in your department. Eligible students in the subjects you select will receive emails, but student names will remain confidential — you won't see their names.

You can also compose and send email notifications to instructors who will be evaluated. During the survey window, you should monitor real-time response rates on the subject evaluation website, <http://web.mit.edu/subjectevaluation>. If you notice the response rates are low, you can email the instructors and ask them to remind their students.

Curriculum & Faculty Support uses this system to send a kickoff email at the start of the survey window to both students and evaluated instructors, and also sends several reminders to participating students during the survey window. OFS also notifies evaluated instructors as soon as reports become available. The days of the OFS student reminders will be given to you in advance. If you choose to send your own reminders, please try to do them on days that OFS is not also sending them.

To compose and send student or instructor email notifications, mouse over the **EVALUATE SUBJECTS** tab at the top of the page and select either **Send student email notification** or **Send instructor email notification**. Then follow the on-screen directions.

Reminder: Include a link to the subject evaluation website, <http://web.mit.edu/subjectevaluation>, when sending emails to students!