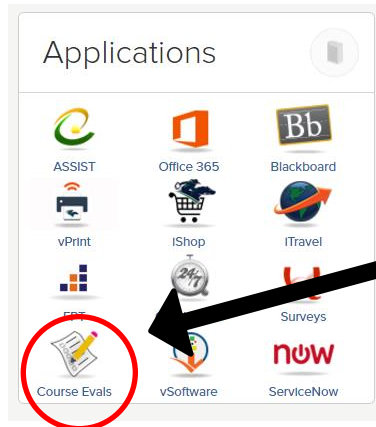


# Instructions for adding Optional Questions to Student Course Evaluations

1. Log in to MyUTRGV.edu and select the Course Evals icon within the Applications box.



2. Open your course evaluations from the Instructor Dashboard by clicking on the link that says **Course Evaluation Reporting**.

The screenshot shows the myUTRGV website header with the logo and 'The University of Texas Rio Grande Valley'. Below the header is a navigation bar with 'Home', 'Enrollment Reports', and 'Help & Downloads'. The main content area is titled 'Course Evals' and contains an 'Instructor Dashboard' table. The table has columns for Term, Course, Evals Taken, Enrolled, and % Complete. Below the table is a link labeled 'Course Evaluation Reporting', which is circled in red.

| Term   | Course       | Evals Taken | Enrolled | % Complete |
|--------|--------------|-------------|----------|------------|
| 201620 | BIOL 6322 01 | 0           | 12       | 0%         |

3. Your list of courses should appear. Below the course information list is a link called "My Questions". Click that link.

CRN Term College Department

% Spring 2016

Schedule Code Instr Method Campus Faculty Type 2

Sort By 1 Output Course Summary Records 500 Search

Show Only Courses with Responses  
 Show Only Courses without Responses  
 Show Comparative Averages  
 Show Detail Comparative Stats  
 Show Number Response Counts  
 Show Group Summary Only  
 Show 95% Confidence Interval  
 Show Min / Max / Median  
 Show Question Code  
 Hide Text Entry / Comments  
 Hide Instructor Supplied Questions

If no results are listed below, clear the fields above, select a term, and press search.  
 If you change any fields in the above input or checkboxes, press the search button to refresh.  
 Move the mouse over any underlined prompt above to get more detailed help for that option.  
 Click on the number under "Evaluations Taken" to see the results for that class.  
 If the "Reporting Disabled" checkmark is present, detailed results are not available yet.

To use Instructor Supplied Questions for your Course Evaluations:

- 1) Create your custom questions by clicking on the "My Questions" link below.
- 2) Click on the "Add" link under the "Instructor Questions" column in the search results.
- 2-A) Select the scope of the questions - how and when they will be asked.
- 2-B) Select the questions you created in step 1 for the particular course evaluation.
- 3) You can preview the evaluation by clicking on the link next to the course.

| Term        | Course End Date | Course Weeks | Coll | Dept | Sch | Inst | Camp | Stat | Fac Typ | Course Level | Instructor Questions | Pre | Course       | CRN   | Description        | Professor        | Evals Taken | Reporting Disabled                  | Eval Start     | Eval End       | Grade Release  |
|-------------|-----------------|--------------|------|------|-----|------|------|------|---------|--------------|----------------------|-----|--------------|-------|--------------------|------------------|-------------|-------------------------------------|----------------|----------------|----------------|
| Spring 2016 | 5/12/2016       | 16           | SC   | BIOL | LEC | BRW  | A    | FT   | Grad    |              | <a href="#">Edit</a> |     | BIOL 6322 01 | 50102 | History of Biology | Kristine L. Lowe | 0           | <input checked="" type="checkbox"/> | 4/13/2016 0:00 | 5/4/2016 23:59 | 5/23/2016 0:00 |

Records: 1 Time: 0.10 Seconds

Print Summary Reports

Hide Text Entry / Comments  
 Hide Instructor Supplied Questions  
[My Questions](#)

4. Type your questions and select a display type (i.e., Likert scale, text box etc.). After entering your questions, press the "Save" link. Then press the "Back to Search" link.

**Instructor Supplied Questions for Kristine L. Lowe**

Group Heading: Instructor Supplied Questions for Kristine L. Lowe

| Question Text | Display Type | List of Values | Inactive                 | Report Order | Delete |
|---------------|--------------|----------------|--------------------------|--------------|--------|
|               |              |                | <input type="checkbox"/> | 105          |        |
|               |              |                | <input type="checkbox"/> | 110          |        |
|               |              |                | <input type="checkbox"/> | 115          |        |
|               |              |                | <input type="checkbox"/> | 120          |        |
|               |              |                | <input type="checkbox"/> | 125          |        |

Records: 0 Time: 0.00 Seconds

<< Back to search Save Refresh Reset

5. Select the "Edit" option under the Instructors Questions. Then you will map your questions to a specific class, course, or subject area.

CRN Term College Department  
 % Spring 2016  
 Schedule Code Instr Method Campus Faculty Type 2  
 Sort By 1 Output Records Excel  
 Course Summary 500 Search

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 If you change any fields in the above input or checkboxes, press the search button to refresh.  
 Move the mouse over any underlined prompt above to get more detailed help for that option.  
 Click on the number under "Evaluations Taken" to see the results for that class.  
 If the "Reporting Disabled" checkmark is present, detailed results are not available yet.

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 1) Create your custom questions by clicking on the "My Questions" link below.  
 2) Click on the "Add" link under the "Instructor Questions" column in the search results.  
 2-A) Select the scope of the questions - how and when they will be asked.  
 2-B) Select the questions you created in step 1 for the particular course evaluation.  
 3) You can preview the evaluation by clicking on the link next to the course.

| Term        | Course End Date | Course Weeks | Coll | Dept | Sch | Inst | Camp | Stat | Fac Typ | Course Level | Instructor Questions | Course       | CRN   | Description        | Professor        | Evals Taken | Total Enroll | % Comp | Reporting Disabled | Eval Start     | Eval End       | Grade Release  |
|-------------|-----------------|--------------|------|------|-----|------|------|------|---------|--------------|----------------------|--------------|-------|--------------------|------------------|-------------|--------------|--------|--------------------|----------------|----------------|----------------|
| Spring 2016 | 5/12/2016       | 16           | SC   | BIOL | LEC | BRW  | A    | FT   | Grad    |              | <a href="#">Edit</a> | BIOL 6322 01 | 50102 | History of Biology | Kristine L. Lowe | 0           | 12           | 0      | ✓                  | 4/13/2016 0:00 | 5/4/2016 23:59 | 5/23/2016 0:00 |
| Total:      |                 |              |      |      |     |      |      |      |         |              |                      |              |       |                    |                  | 0           | 12           | 0%     |                    |                |                |                |

Records: 1 Time: 0.10 Seconds

Print Summary Reports

Hide Text Entry / Comments  
 Hide Instructor Supplied Questions

**My Questions**

6. The system has suggested questions you may use or you can select your own. Select the question and course you wish to map the question(s) to and then "Save" or "Continue".

<< Back to search Save Delete Refresh Continue >>



This page allows you to map questions from your "My Questions" list to the course evaluation scope you selected in the prior step.

Select the checkbox next to the question to add it to this class, course, or subject area, and then press Save or Continue.

| Instructor Supplied Questions   |                    |                   |                          |                          |                                   |
|---|--------------------|-------------------|--------------------------|--------------------------|-----------------------------------|
| Code: PROF-163036-BIOL-6322-201620  |                    | Type: COURSE_EVAL |                          |                          |                                   |
| <a href="#">Instructor Supplied Questions for Kristine L. Lowe</a>  |                    |                   |                          | Order 10                 | Inactive <input type="checkbox"/> |
| Description   | Type               | Order             | Inactive                 | Delete                   |                                   |
| I am always in search of new topics for this class. What topic or topics would you have liked to cover that we did not?                             | Text (3x80)        | 50                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> All Select the checkbox(s) below to add new questions to this evaluation.  |                    |                   |                          |                          |                                   |
| <input type="checkbox"/> What single aspect of this course did you like the most? Dislike the most?   | Preset Text (3x70) | 55                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> What do you think of the instructional methods used in this course?  | Preset Text (3x70) | 60                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> What do you think of the course textbooks and assignments?   | Preset Text (3x70) | 65                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> What difficulty, if any, did you experience in completing the required work? Explain.                                      | Preset Text (3x70) | 70                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> What changes, if any would have enabled you to gain more from this course?   | Preset Text (3x70) | 75                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> Were you motivated to work for a higher level of skill and/or knowledge in this subject by the instructor? Why or why not? | Preset Text (3x70) | 80                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> Did you feel that this instructor was interested and enthusiastic about the subject field? Why or why not?                 | Preset Text (3x70) | 85                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> What do you think of the evaluation methods used by this instructor?   | Preset Text (3x70) | 90                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> How could this instructor improve his/her teaching effectiveness? Explain.   | Preset Text (3x70) | 95                | <input type="checkbox"/> | <input type="checkbox"/> |                                   |

7. You can preview your evaluation by selecting the Preview button on the Course List.

CRN Term College Department  
 % Spring 2016  
 Schedule Code Instr Method Campus Faculty Type 2  
 Sort By 1 Output Records Excel  
 Course Summary 500 Search

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| Term          | Course End Date | Course Weeks | Coll | Dept | Sch | Inst | Camp | Stat | Fac Typ | Course Level | Instructor Questions | Pre                     | Course       | CRN   | Description        | Professor        | Evals Taken | Total Enroll | % Comp | Reporting Disabled                  | Eval Start     | Eval End       | Grade Release  |  |
|---------------|-----------------|--------------|------|------|-----|------|------|------|---------|--------------|----------------------|-------------------------|--------------|-------|--------------------|------------------|-------------|--------------|--------|-------------------------------------|----------------|----------------|----------------|--|
| Spring 2016   | 5/12/2016       | 16           | SC   | BIOL | LEC | BRW  | A    | FT   | Grad    |              | <a href="#">Edit</a> | <a href="#">Preview</a> | BIOL 6322.01 | 50102 | History of Biology | Kristine L. Lowe | 0           | 12           | 0      | <input checked="" type="checkbox"/> | 4/13/2016 0:00 | 5/4/2016 23:59 | 5/23/2016 0:00 |  |
| <b>Total:</b> |                 |              |      |      |     |      |      |      |         |              |                      |                         |              |       |                    |                  | 0           | 12           | 0%     |                                     |                |                |                |  |

Print Summary Reports

- Hide Text Entry / Comments  
 Hide Instructor Supplied Questions

**My Questions**

8. Your preview will look something like the image below. Note the Instructor Supplied Question.



**Your Evaluation Matters**

Course: BIOL 6322 01 - 201620 - History of Biology  
 Instructor: Kristine L. Lowe

This process at UTRGV is very important for providing information to faculty and other students. Your evaluation matters and is a requirement of the State of Texas. As such, student feedback will be publicly displayed through the UTRGV website. Thank you for taking your time to complete this evaluation of instruction.

| University Level Questions   | 1 Strongly Disagree   | 2 Disagree            | 3 Neutral             | 4 Agree               | 5 Strongly Agree      |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. The instructor clearly defined and explained the course objectives and expectations.                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. The instructor was prepared to teach for each instructional activity.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. The instructor communicated information effectively.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. The instructor encouraged me to take an active role in my own learning.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. The instructor was available either electronically or in person.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <b>Comments</b>  |                       |                       |                       |                       |                       |
| 6. Comments:   | <input type="text"/>  |                       |                       |                       |                       |
| <b>Instructor Supplied Questions for Kristine L. Lowe</b>  |                       |                       |                       |                       |                       |
| 7. I am always in search of new topics for this class. What topic or topics would you have liked to cover that we did not? | <input type="text"/>  |                       |                       |                       |                       |

5 Mandated Questions

Optional Question(s)

Preview Mode - No Submit Allowed