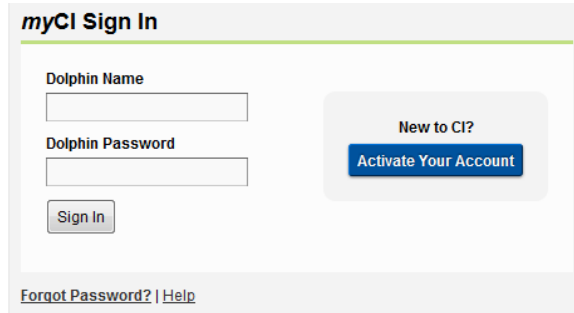


# Student Ratings of Teaching (SRT)

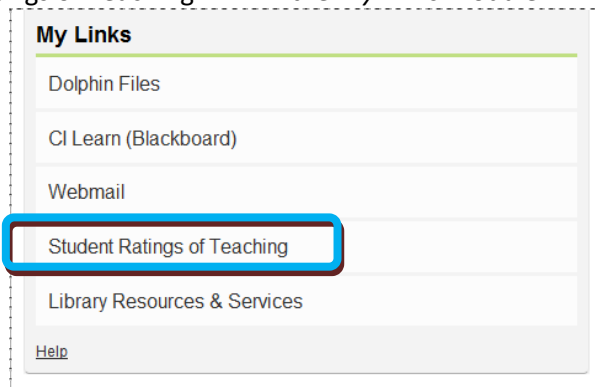
## Faculty and Program Chair SRT Report Access

1. Go to <https://myci.csuci.edu>.
2. Enter your Dolphin Name and Password.
3. Click the “Sign In” button.



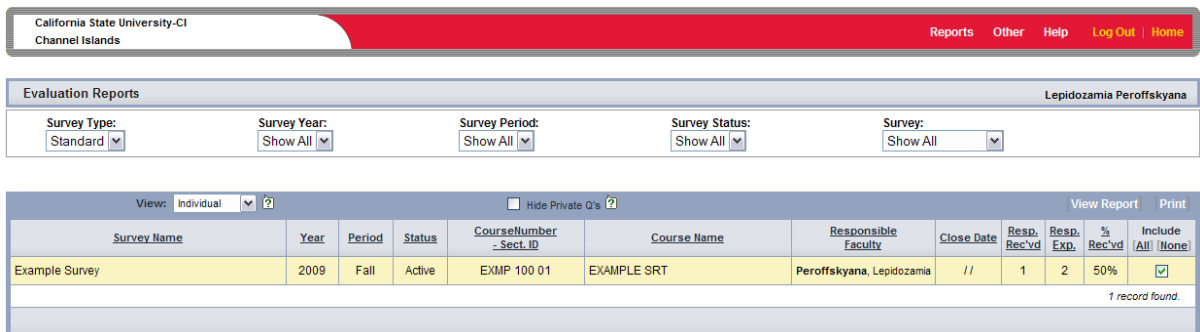
The image shows the 'myCI Sign In' page. It features a form with two input fields: 'Dolphin Name' and 'Dolphin Password'. Below the password field is a 'Sign In' button. To the right of the form is a 'New to CI?' section with an 'Activate Your Account' button. At the bottom left, there are links for 'Forgot Password?' and 'Help'.

4. Click on the “Student Ratings of Teaching” link in the *My Links* module.



The image shows the 'My Links' module. It contains a list of links: 'Dolphin Files', 'CI Learn (Blackboard)', 'Webmail', 'Student Ratings of Teaching', and 'Library Resources & Services'. The 'Student Ratings of Teaching' link is highlighted with a blue rectangular box. A 'Help' link is located at the bottom of the module.

5. You will be authenticated and routed to the SRT site. The default page should list the evaluation reports for courses available for you to view.



The image shows the SRT site's evaluation reports page. At the top is a navigation bar for 'California State University-CI Channel Islands' with links for 'Reports', 'Other', 'Help', 'Log Out', and 'Home'. Below this is a section for 'Evaluation Reports' for 'Lepidozamia Peroffskyana'. It includes filters for 'Survey Type' (Standard), 'Survey Year' (Show All), 'Survey Period' (Show All), 'Survey Status' (Show All), and 'Survey' (Show All). A table below shows a list of reports with columns for Survey Name, Year, Period, Status, Course Number - Sect. ID, Course Name, Responsible Faculty, Close Date, Resp. Rec'vd, Resp. Exp., % Rec'vd, and Include. An example row is shown for 'Example Survey' in 2009 Fall, with 1 response received out of 2 expected (50%).

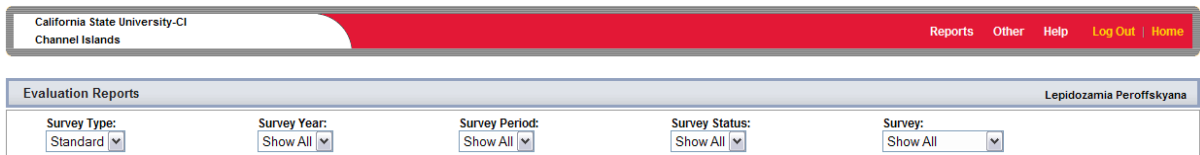
Survey Name	Year	Period	Status	Course Number - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

6. If your page does not list any courses, go to “Reports>Evaluation Reports” in the menu bar.



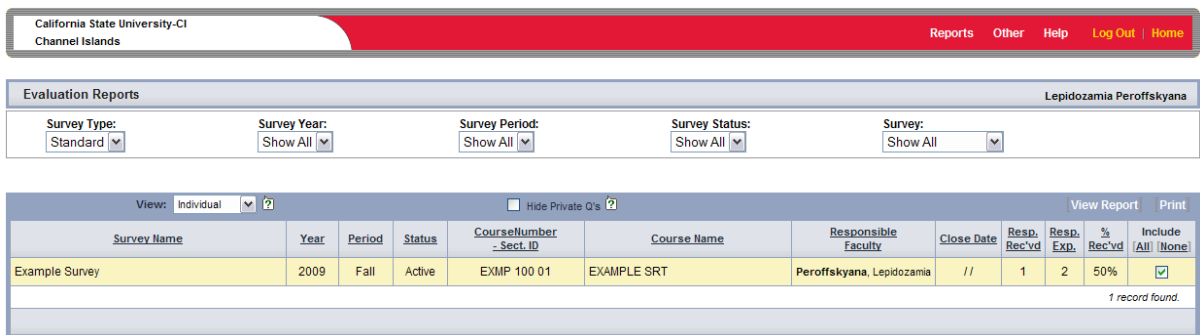
7. If there are still no reports available, either the survey period is still open, you did not have any courses evaluated, or the selection criteria is filtering them out.

8. Use the page filters to refine the courses displayed or select “Show All” to view all survey reports available to you.



- **Survey Type:** Standard
- **Survey Year:** This is the calendar year in which the course was taught.
- **Survey Period:** This is a concatenation of the Term, Year and Session Number in which the course was taught:
  - Fall 2009 was used for the 11 EDMS, EDSS and SPED courses selected for the pilot.
  - Fall 2009-1 was used for the Regular Academic Session.
  - Surveys for courses taught through Extended University are labeled as Fall 2009-E1, Fall 2009-E2, and Fall 2009-E3. Faculty teaching courses in these sessions will be able to view their own reports online, but program chairs will not.
- **Survey Status:** Only Closed surveys are available for reporting.
- **Survey:** Select the specific survey you wish to view. The Survey names will reflect the survey period:
  - Fall 2009 Accelerated Educ Courses (11 EDMS, EDSS and SPED courses selected for the pilot)
  - Fall 2009 Regular Academic Session
  - Fall 2009 Extended University Session E1
  - Fall 2009 Extended University Session E2
  - Fall 2009 Extended University Session E3

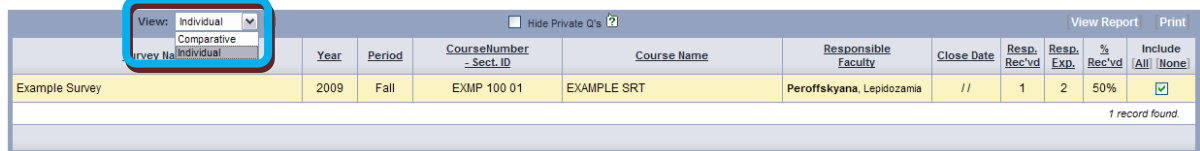
9. All of your evaluated courses should now be listed.



Survey Name	Year	Period	Status	CourseNumber - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include (All   None)
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

1 record found.

10. Set the View to “Individual.” Do not use the comparative view.



Survey Name	Year	Period	Status	CourseNumber - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include (All   None)
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

1 record found.

11. You may sort the list by clicking on the column labels (Survey Name, Year, Period, Status, CourseNumber – Sect. ID, Course Name, Responsible Faculty, Close Date, Resp. Rec’vd, Resp. Exp., % Rec’vd.)

12. In the right-most column labeled “Include,” you may choose to select “All” or “None” and Select or Deselect courses individually by clicking the check box in each course’s row.

Survey Name	Year	Period	Status	CourseNumber - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include All   None
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

1 record found.

13. Now click “View Report” to view the Individual Evaluation Reports for the courses that you selected in the previous step.

Survey Name	Year	Period	Status	CourseNumber - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include All   None
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

1 record found.

14. A new window will open, displaying the reports for all selected courses. Close the browser window when done reviewing the report and return to the SRT site.

Example Survey Fall 2009	California State University-CI Channel Islands
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Course:	EXMP 100 01 - EXAMPLE SRT	Academic Program:	EXMP
Instructor:	Lepidozamia Peroffskyana	# Responses:	1

SRT		Peroffskyana, Lepidozamia							
		Responses				Individual			
		[SA]	[A]	[D]	[SD]	N/A	S.D.	N	Mean
Q1	I understood the learning outcomes expected from the course.	0	1	0	0	0	0	1	3
Q2	To me, the course content seemed well organized.	0	0	1	0	0	0	1	2
Q3	To me, class sessions seemed well organized.	1	0	0	0	0	0	1	4
Q4	The time I spent in class sessions furthered my understanding of the course material.	1	0	0	0	0	0	1	4
Q5	Examples and illustrations provided in this course aided my understanding.	0	1	0	0	0	0	1	3
Q6	The course provided some general concepts that helped me see connections among specific topics.	0	1	0	0	0	0	1	3
Q7	The course was a valuable learning experience for me.	0	0	0	1	0	0	1	1
Q8	The assignments in this course aided my learning.	0	0	0	1	0	0	1	1
Q9	I was able to effectively use instructor feedback to increase my learning.	0	1	0	0	0	0	1	3
Q10	I learned ways of reasoning that I could apply to other disciplines.	1	0	0	0	0	0	1	4
Q11	My learning experience increased my appreciation for the subject covered.	0	1	0	0	0	0	1	3
Q12	I gained awareness of the relevance and importance of the course material.	0	1	0	0	0	0	1	3
Q13	The course made a relevant contribution to my overall education.	0	1	0	0	0	0	1	3
Q14	I felt I was evaluated fairly in this class.	0	1	0	0	0	0	1	3
Q15	I felt I was treated with respect in this class.	0	1	0	0	0	0	1	3
Q16	The class atmosphere supported my learning.	0	1	0	0	0	0	1	3
Q19	I felt welcome to seek help and advice from the instructor.	0	1	0	0	0	0	1	3

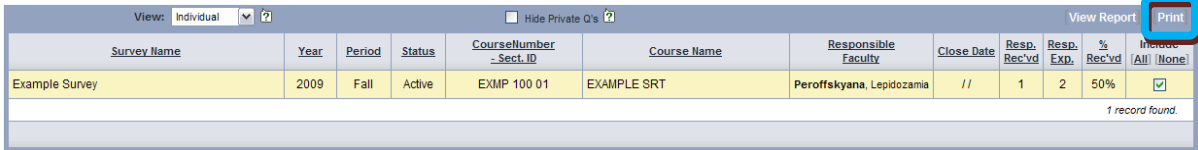
Responses: [SA] Strongly Agree=4 [A] Agree=3 [D] Disagree=2 [SD] Strongly Disagree=1

<b>Q21 - What changes would you make in your own approach in order to improve your learning?</b>	
Faculty:	Peroffskyana, Lepidozamia
Response Rate:	100.00% (1 of 1)
-	Do not procrastinate on the projects. I forgot what I was supposed to do by the time I got around to doing them.

<b>Q22 - What aspects of the course would you advise your instructor to retain?</b>	
Faculty:	Peroffskyana, Lepidozamia
Response Rate:	100.00% (1 of 1)
-	The real-world examples really helped me comprehend the subject.

<b>Q23 - What suggestions would you provide to your instructor for revisions that would produce a better learning experience for you?</b>	
Faculty:	Peroffskyana, Lepidozamia
Response Rate:	100.00% (1 of 1)
-	Shorten the due dates on the projects.

15. You may click the “Print” button to print the Individual Evaluation Reports for the selected courses. All selected courses will print in one batch to the printer you select.

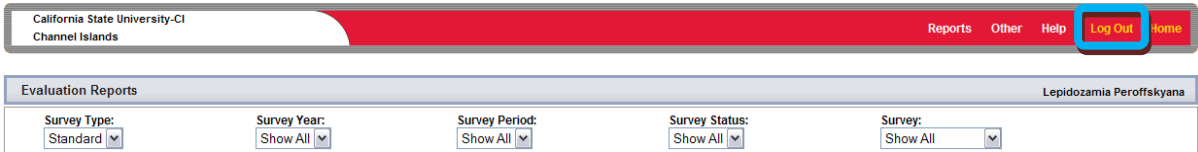


The screenshot shows a web interface for viewing evaluation reports. At the top, there are controls for 'View: Individual' and 'Hide Private Q's'. A 'Print' button is highlighted with a red box. Below is a table with the following data:

Survey Name	Year	Period	Status	Course Number - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'd	Resp. Exp.	% Rec'd	Invoice
Example Survey	2009	Fall	Active	EXMP 100 01	EXAMPLE SRT	Peroffskyana, Lepidozamia	//	1	2	50%	<input checked="" type="checkbox"/>

1 record found.

16. Click “Log Out” in the menu to exit the SRT site.



The screenshot shows a navigation menu for California State University - Channel Islands. The menu items are 'Reports', 'Other', 'Help', 'Log Out', and 'Home'. The 'Log Out' button is highlighted with a red box. Below the menu is a section for 'Evaluation Reports' with filters for 'Survey Type: Standard', 'Survey Year: Show All', 'Survey Period: Show All', 'Survey Status: Show All', and 'Survey: Show All'. The name 'Lepidozamia Peroffskyana' is visible in the top right of this section.

17. Please visit the Faculty Affairs website for more information about the SRT:  
<http://www.csuci.edu/academics/faculty/facultyaffairs/evaluation.htm>