

Instructions
Introduction
Accessing System
Creating a TEVAL
Faculty Info Form
Selecting Templates
Creating Questions
Scale Questions
Multiple Choice
Short Answer
Copying Questions
Importing Roster
Assigning Dates
Editing a TEVAL
Deleting a TEVAL
Viewing Responses
Assistance

Instructions

[Next](#) ►

This is an online tutorial. You may find it helpful to have the TEVAL system open in a separate window as you go through this tutorial.

Please review each section to complete this training. You can click the topics at the left or use the **Next** and **Previous** buttons above to navigate through the training.

In order to create a TEVAL, you must have the following access rights:

- **System Instructor** (granted by the IT Help Desk)
- **Primary Instructor** in a K-State Online course

Note: If you have the ability to create a course in K-State Online, you have already been given System Instructor access.

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Introduction

◀ [Previous](#) | [Next](#) ▶

This tutorial is for the online version of the TEVAL System. The 14 core survey questions are the same as in the paper version. Instructors add their own additional questions. If the instructor's department and/or college has developed a specific template of questions for all instructors to use, that template can be added as well.

This online training course for creating and submitting an online TEVAL for your class is self-paced and will consist of the following parts:

- Accessing the System
- Creating a New Online TEVAL
- Faculty Information Form
- Selecting Templates
- Creating Additional Questions
- Importing the Roster
- Assigning Dates of Availability
- Editing a TEVAL
- Deleting a TEVAL
- Viewing TEVAL responses

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Creating a New TEVAL

◀ Previous | Next ▶

- Click **Create New TEVAL**.

TEVAL List
Create a new TEVAL or edit an existing TEVAL from the list.

Course Title	Course Number	Course Time	Responses	Status	Start Date - End Date	
Communication Tools	IT749XD	M W F 900	4/5 (80%)	incomplete	03/14/06 - 03/21/06	<input type="button" value="Summary"/>
Technology in the Classroom	IT734XE	T U 830	5/5 (100%)	incomplete	03/14/06 - 03/21/06	<input type="button" value="Summary"/>
Technical Writing	ED343	U 130	0/ ()	[err R]	03/14/06 - 03/21/06	<input type="button" value="Summary"/>

Notes:

- The first time you sign in to TEVAL you will see the following message: **You do not have access to any existing teacher evaluations.** After you create a TEVAL, you will not receive the message again.
- If you click **Cancel** at any point while you are creating a TEVAL, the system will return you to the TEVAL list page as shown above. If you want to save your work as you go, click **Save & Continue**. If you save your work, when you return you can continue where you left off.

Contact the IT Help Desk for help
 785-532-7722
helpdesk@k-state.edu

Faculty Information Form

[◀ Previous](#) | [Next ▶](#)

1. Complete the first page of the **Faculty Information Form** and then click **Continue**.

Notes:

- For the **Course Number**, use the format **TEVAL 101**.
- For the **Time Class Begins**, use the hhmm format (ex. **1030**).

Faculty Information Form

Review the information and select the options below.

Last Name: Rodriguez

First Name: Cathy

Academic Rank: * Instr

College: * Business Administration

Course Title: * Management Concepts

Course Number: * MNGMT 101

Number Enrolled: - imported from class data

Semester: * Fall 2006

Time Class Begins: * 1030 Time must be a number in HHMM format (e.g., 830 or 1245).

Days Class Meets: *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- By Appointment
- Distance Course

2. Complete the second page of the **Faculty Information Form**.

Note: Completing this page is optional.

Faculty Information Form

Answer the following questions about your course. All responses are optional.

1. This class is best described as: (choose as many as apply)

- Lecture
- Seminar
- Skills/activity
- Laboratory
- Field experience
- Studio
- Clinic
- Recitation
- Practicum
- Other

2. For a course of this type, the number of students in the class was:

- Much too large
- Too large
- About right
- Too small
- Much too small

Note: Your responses will be included in the section at the bottom of your TEVAL Report.

3. Click [Save & Continue](#).

[Return to Top](#)

Contact the IT Help Desk for help

785-532-7722

helpdesk@k-state.edu

Selecting Templates

◀ Previous | Next ▶

Selecting templates consists of selecting the core template and then if needed, selecting additional templates.

1. The **TEVAL Core Questions** are selected by default.

Template Selection

Core Template:
Choose one of the following to use as the core template for your TEVAL.

Choose Template:

Note: If you want to view the TEVAL Core Questions, click the **View** button.

2. If you want additional templates, in the **Additional Templates** section, select a **Category** and a **Template**.

Additional Templates:
Choose from the following additional templates below to add them to your TEVAL.

Category:

Template:

Selected Templates: The evaluation does not currently have any add-on templates.

3. Click **View** to see the question(s) on the template before adding it.
4. Click the **Add** button to add the selected template.

Selected Templates: 1. Food Prep

5. Click **Save & Continue**.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Creating Additional Questions

◀ Previous | Next ▶

At this point, you must do one of the following:

- Choose to proceed with the TEVAL without adding your own questions by clicking **Save & Continue**.
- OR
- Create your own additional questions as described below.

Before You Begin Creating Questions

During this step, you **must** select all question types you want to add to your TEVAL. You will not have an opportunity to create question types that you don't select during this step. The following are the available question types:

- Scale
- Multiple Choice
- Short Answer
- Copy Additional Questions from Existing TEVAL

Creating Questions

1. Click the **check box** next to each type of question you want to create:

Additional Questions

You can choose to add additional questions to the end of your survey. Check the question types you would like to include.

Scale
 Multiple Choice
 Short Answer
 Copy Additional Questions from Existing Teval: — select level — ▼

Students will always be provided a space for Additional Comments.
 NOTE: Scale questions will appear on the TEVAL first, followed by multiple choice, then short answer, and additional comments last.

2. Click **Save & Continue**.

Note: If you selected to add all question types, you can proceed through this tutorial by clicking next at the top of the screen. Otherwise, you can use the left navigation menu to read instructions about the specific question types you chose to create.

Example

This is an example of what screens will be presented to you based upon what you chose in step 1. You can read through this example or you can use the left navigation menu to read instructions about the specific question types you chose to create.

In the following example, scale and short answer questions are selected.

Additional Questions

You can choose to add additional questions to the end of your survey. Check the question types you would like to include.

Scale
 Multiple Choice
 Short Answer
 Copy Additional Questions from Existing Teval: — select teval — v

Students will always be provided a space for Additional Comments.
 NOTE: Scale questions will appear on the TEVAL first, followed by multiple choice, then short answer, and additional comments last.

In this example, scale and short answer question types were selected. Therefore, those are the only question types that we will have the opportunity to create. Notice the buttons **Create New Question** and **Add Short Answer** below. After you have finished creating scale questions, you then click **Add Short Answer** to proceed to adding the next question type chosen.

Scale Questions

The scale questions you've created are listed below. To create more, click on the Create Question button. You can reorder your questions by selecting a new question number from the dropdown next to the question you wish to move. To edit questions, click on the question text. To delete, click on the Delete button next to the appropriate question.

Notice the buttons **Create New Question** and **Import Roster** below. After you add short answer questions, you then move onto the next step in the TEVAL creation process which is importing the roster.

Short Answer Questions

The short answer questions you've created are listed below. To create more, click on the Create Question button. You can reorder your questions by selecting a new question number from the dropdown next to the question you wish to move. To edit questions, click on the question text. To delete, click on the Delete button next to the appropriate question.

[Return to Top](#)

Contact the IT Help Desk for help
 785-532-7722
helpdesk@k-state.edu

Scale Questions

[◀ Previous](#) | [Next ▶](#)

1. Click **Create New Question**.

Scale Questions

The scale questions you've created are listed below. To create more, click on the Create Question button. You can reorder your questions by selecting a new question number from the dropdown next to the question you wish to move. To edit questions, click on the question text. To delete, click on the Delete button next to the appropriate question.

[Create New Question](#)

[Back to Templates](#) [Preview Additional Questions](#) [Add Short Answer](#)

2. In the **Instructional Text for Students** box, type instructions if needed.
3. Select the number of labels you want and then type your labels in the label boxes.

Scale Question

Instructional Text for Students:

Max Characters = 2000

Select number of labels

1.
2.
3.
4.
5.

4. Type your questions in the question boxes.

Enter Questions (questions can be reordered using the numbers to the left)

1 ▼	The group project was helpful.
2 ▼	
3 ▼	
4 ▼	
5 ▼	

Note: If you want to add additional questions, click the **Add Question** button.

5. When you are finished creating your question, click the **Save Question** button.
6. Continue adding this question type (**Create New Question**) or proceed with the next step in creating the evaluation by clicking the button in the lower-right corner which could be another question type or importing your roster.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Multiple Choice Questions

◀ Previous | Next ▶

1. Click **Create New Question**.

Multiple Choice Questions

The multiple choice questions you've created are listed below. To create more, click on the Create Question button. You can reorder your questions by selecting a new question number from the dropdown next to the question you wish to move. To edit questions, click on the question text. To delete, click on the Delete button next to the appropriate question.

Create New Question

Back to Templates **Preview Additional Questions** **Add Short Answer**

2. In the **Instructional Text for Students** box, type instructions if needed.
3. In the **Enter Question** box, type your question.

Multiple Choice Question

Instructional Text for Students:

Max Characters = 2000

Enter Question:

What grade would you have given yourself for the amount of effort you put into the group project?

Max Characters = 2000

4. In the **Enter Answer Choices** boxes, type the answer choices.

Enter Answer Choices:

1.

2.

3.

4.

5.

Add More Answer Choices

Display Answers as a:

List Dropdown

Allow Multiple Answers to be Selected:

Yes No

Cancel **Save Question**

Note: If you want to add additional answer choices, select the number you want to add in **Add More Answer Choices** list.

5. Choose whether you want to display your answers as a list or a dropdown.
6. Select whether you want to allow multiple answers.
7. When you are finished creating your question, click the **Save Question** button.
8. Continue adding this question type (**Create New Question**) or proceed with the next step in creating the evaluation by clicking the button in the lower-right corner which could be another question type or importing your roster.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Short Answer Questions

◀ Previous | Next ▶

1. Click **Create New Question**.

Short Answer Questions

The short answer questions you've created are listed below. To create more, click on the **Create Question** button. You can reorder your questions by selecting a new question number from the dropdown next to the question you wish to move. To edit questions, click on the question text. To delete, click on the **Delete** button next to the appropriate question.

2. In the **Instructional Text for Students** box, type instructions if needed.
3. In the **Enter Question** box, type your question.
4. In the **Responses Should Not Exceed** box, type the number of characters you want to allow for the response. The system will not accept any characters over the amount you set.

Short Answer Question

Instructional Text for Students:

Max Characters = 2000

Enter Question:

Please provide comments or concerns relating to the group project.

Max Characters = 2000

Responses Should Not Exceed: Chars

5. After you have finished creating the questions, click the **Save Question** button.
6. Continue adding this question type (**Create New Question**) or proceed with the next step in creating the evaluation by clicking the **Import Roster** button in the lower-right corner.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Copy Additional Questions from Existing TEVAL ◀ Previous | Next ▶

Note: To copy additional questions from an existing TEVAL, choose this question type, select which existing TEVAL you want to copy the questions from and then the system will automatically add the additional questions to your current TEVAL.

1. Click the **Copy Additional Questions from Existing TEVAL** option and then select the course reference number from the list. The reference number represents a set of TEVAL questions from a previous semester.
2. Click the **Preview** link to view the questions.

<input checked="" type="checkbox"/> Copy Additional Questions from Existing Teval: FIN450 (Fall 2007) ▾ PREVIEW
--

3. After you have finished previewing the questions, click **Close Preview**.
4. Click **Save & Continue**.

Note: Questions you have entered from the previous TEVAL will automatically appear under each category of questions (Scale, Multiple Choice, and Short Answer).

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Import Roster

◀ Previous | Next ▶

Your class roster will be imported from **K-State Online**. To import your class roster, do the following:

1. In the **Select a Course** list, select the course you want to evaluate.
2. Click the **Select a Section** check box next to the section you want to import.
3. Click **Import Roster**.

4. Choose to go **Back to Roster Import** or click **TEVAL Dates** to proceed to assigning dates when your TEVAL will be available.

Name	Email	
John Smith	john@ksu.edu	
Sally Selue	sally@ksu.edu	
Joe Jones	joe@ksu.edu	
Bob Berry	bob@ksu.edu	
James Johnson	james@ksu.edu	

Note: When the **Back to Roster Import** button is selected, you will see the course name, the last date the roster was imported, and the number of students imported.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Assigning Availability Dates

◀ Previous | Next ▶

You must select the dates you want to the TEVAL to be available to your students.

1. In the **From** box, type the date you want the TEVAL to start.
2. In the **To** box, type the date you want the TEVAL to end.

Availability

Select when your TEVAL will be offered to your students as well as how often they will be reminded to complete it.

Dates of Availability

Choose the dates that students will be able to access this TEVAL.

NOTE: Dates are to fall between 09/10/07 and 12/14/07.

From: *
MM/DD/YY

To: *
MM/DD/YY

3. Select **how often you want a reminder** and then select the **number of maximum reminders** you want sent.
4. Leave the default initial and reminder messages or add your own additional instructions.

E-mail Reminder

An e-mail will be sent out reminding students to complete their TEVAL if they have not already done so.

Send a reminder message every: days until a maximum of reminders have been sent or the end date is reached.

Initial Message (text for first e-mail):

The course instructor for FIN450 is asking that you complete the online TEVAL Survey this semester.

Reminder Message (text for reminder e-mails):

This is a reminder that the course instructor for FIN450 is asking that you complete the online TEVAL Survey this semester. You have not done this yet.

Send a Copy of the original email to the instructor.

5. Click **Done**.

[Return to Top](#)

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu

Editing a TEVAL

◀ Previous | Next ▶

TEVALs can only be edited if it has **not** been accessed by at least one student or if it is past the available date.

1. Click the **TEVAL List** button.
2. On the **TEVAL List** page, click the Course Title or Course Number link to edit the Faculty Information Form or click the specific section you want to edit -- FIF Questions, Templates, Additional Questions, or Roster.
3. Make your changes.
4. Click the **Save & Continue** button to save your edits.

Note: If you don't need to make changes to additional sections, click the TEVAL List link to return to your TEVAL Listing page. Otherwise, you can continue to click **Save & Continue** and progress through your entire TEVAL.

TEVAL List						
Create a new TEVAL or edit an existing TEVAL from the list.						
<input type="button" value="Create New TEVAL"/>						
(Aug 15, 2007 - Jan 4, 2008)						
<input type="button" value="Refresh List"/>						
Course Title	Course Number	Section	Sections	Start Date	End Date	Actions
English 101	36525	M W F 200		09/18/07 - 09/21/07	13/57 (22.81%)	<input type="button" value="Summary"/>
Intro to Business Administration	BUS 101	Dist 300	FIF Questions Templates Additional Questions Roster	No Availability	Of ()	<input type="button" value="Delete"/> <input type="button" value="Summary"/>

Contact the IT Help Desk for help
 785-532-7722
helpdesk@k-state.edu


Deleting a TEVAL

◀ Previous | Next ▶

Deleting a TEVAL is permanent. However, once a TEVAL has been accessed by at least one student or has passed the available date, you can no longer delete it.

1. Click the **TEVAL List** button.
2. Click the **Delete** button next to the TEVAL you want to delete.

Note: The TEVAL will no longer be accessible to students.



TEVAL Report: Student Ratings of Instruction
Center for the Advancement of Teaching and Learning at Kansas State University

[Sign Out](#)

TEVAL List

Create a new TEVAL or edit an existing TEVAL from the list.

Create New TEVAL

[Refresh List](#)

Course Title	Course Number	Days/Times	Response	Report	Dates Available	
Communication Tools	IT743XD	M W F 900	4/5 (80%)	VIEW	03/14/06 - 05/21/06	Summary
Technology in the Classroom	IT734XE	T U 830	5/5 (100%)	VIEW	03/14/06 - 03/21/06	Summary
Technical Writing	ED343	U 130	0/ ()	[err B]	03/14/06 - 03/21/06	Summary
Collaboration Tools and Teaching	IT450	M 800	0/5 (00%)	incomplete	04/05/06 - 05/05/06	Summary
Advanced Communication in Syntactic Theory	EC360	M W F 1130	0/ ()	[err B]	04/08/06 - 04/30/06	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; padding: 2px;">Delete</div> <div style="border: 1px solid black; padding: 2px;">Edit</div> <div style="border: 1px solid black; padding: 2px;">Summary</div> </div>


TEVAL © 2006 Kansas State University. All rights reserved.

Contact the IT Help Desk for help
 785-532-7722
helpdesk@k-state.edu

Viewing TEVAL Responses

◀ Previous | Next ▶

1. Click the **TEVAL List** button.
2. Click the **Summary** button.
3. You can view the anonymous responses for all questions as well as response statistics.



TEVAL Report: Student Ratings of Instruction
Center for the Advancement of Teaching and Learning at Kansas State University

[Sign Out](#)

TEVAL List

Create a new TEVAL or edit an existing TEVAL from the list.

[Create New TEVAL](#)

Course Title	Course Number	Section	Response	Report	Dates Available	
Communication Tools	IT743XD	M W F 900	4/5 (80%)	VIEW	03/14/06 - 03/21/06	<input type="button" value="Summary"/>
Technology in the Classroom	IT734XE	T U 830	5/5 (100%)	VIEW	03/14/06 - 03/21/06	<input type="button" value="Summary"/>
Technical Writing	ED343	U 130	0/ ()	[err_B]	03/14/06 - 03/21/06	<input type="button" value="Summary"/>
Collaboration Tools and Teaching	IT450	M 800	0/5 (00%)	incomplete	04/05/06 - 05/05/06	<input type="button" value="Summary"/>
Advanced Communication in Syntactic Theory	EC360	M W F 1130	0/ ()	[err_B]	04/08/06 - 04/30/06	<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Summary"/>

TEVAL © 2006 Kansas State University. All rights reserved.

Contact the IT Help Desk for help
 785-532-7722
helpdesk@k-state.edu

Assistance

◀ [Previous](#)

If you have questions about the TEVAL process not explained in this tutorial, contact:

Dr. Vicki Clegg, Director
Center for the Advancement of Teaching & Learning
785-532-7828
vclegg@ksu.edu

If you are having trouble accessing the TEVAL system please contact the iTAC Help Desk at 532-7722 or 1-800-865-6143.

Contact the IT Help Desk for help
785-532-7722
helpdesk@k-state.edu