Instructions

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

http://www.k-state.edu/its/training/TEVAL/
Introduction

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

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Creating a New TEVAL

- Click Create New TEVAL.

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.

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Faculty Information Form

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).

<table>
<thead>
<tr>
<th>Faculty Information Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the information and select the options below.</td>
</tr>
<tr>
<td>Last Name: Rodriguez</td>
</tr>
<tr>
<td>First Name: Cathy</td>
</tr>
<tr>
<td>Academic Rank: * Instr</td>
</tr>
<tr>
<td>College: * Business Administration</td>
</tr>
<tr>
<td>Course Title: * Management Concepts</td>
</tr>
<tr>
<td>Course Number: * MNGMT 101</td>
</tr>
<tr>
<td>Number Enrolled: * imported from class data</td>
</tr>
<tr>
<td>Semester: * Fall 2006</td>
</tr>
<tr>
<td>Time Class Begins: * 1030</td>
</tr>
<tr>
<td>Days Class Meets: * Monday, Wednesday, Friday</td>
</tr>
<tr>
<td>Time must be a number in HHMM format (e.g., 830 or 1245).</td>
</tr>
</tbody>
</table>

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.**

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Selecting Templates

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]

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

Choose Template: **TEVAL Core Questions**

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: **Home/Food Economics**

Template: **Food Prep**

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.

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Creating Additional Questions

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](image)

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.
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.

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.

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Scale Questions
1. Click Create New Question.

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.

4. Type your questions in the question boxes.
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.

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Multiple Choice Questions

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:

   [Instructional Text]
   Max Characters = 2000

   Enter Question:

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

   [Enter Question]
   Max Characters = 2000

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

   Enter Answer Choices:
   1. A
   2. B
   3. C
   4. D
   5. E

   Add More Answer Choices

   Display Answers as a:
   ✔ List
   ○ Dropdown

   Allow Multiple Answers to be Selected:
   ○ Yes
   ○ No

   [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.

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Short Answer Questions
1. Click Create New 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.

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.

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Copy Additional Questions from Existing TEVAL

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.

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).

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785-532-7722
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Import Roster

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.

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.

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785-532-7722
helpdesk@k-state.edu

http://www.k-state.edu/its/training/TEVAL/roster.html
Assigning Availability Dates

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.

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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:  * 10/01/07
MM/DD/YY

To:    * 10/10/07
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.

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5. Click Done.

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http://www.k-state.edu/its/training/TEVAL/dates.html

4/23/2010
Editing a TEVAL

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.
Deleting a TEVAL

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.

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

http://www.k-state.edu/its/training/TEVAL/delete.html
Viewing TEVAL Responses
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.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Days</th>
<th>Grade</th>
<th>Report</th>
<th>Date</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Tools</td>
<td>IT7430D</td>
<td>MWF 900</td>
<td>4/5 (80%)</td>
<td>VIEW</td>
<td>03/14/06</td>
<td>Summary</td>
</tr>
<tr>
<td>Technology in the Classroom</td>
<td>IT734XE</td>
<td>TU 830</td>
<td>5/5 (100%)</td>
<td>VIEW</td>
<td>03/14/06</td>
<td>Summary</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ED343</td>
<td>U 120</td>
<td>0/0</td>
<td>[txt.B]</td>
<td>03/14/06</td>
<td>Summary</td>
</tr>
<tr>
<td>Collaboration Tools and Teaching</td>
<td>IT450</td>
<td>M 900</td>
<td>0/0 (0%)</td>
<td>incomplete</td>
<td>03/14/06</td>
<td>Summary</td>
</tr>
<tr>
<td>Advanced Communication in Syntactic Theory</td>
<td>EC360</td>
<td>MWF 1130</td>
<td>0/0</td>
<td>[txt.B]</td>
<td>04/08/06</td>
<td>Summary</td>
</tr>
</tbody>
</table>

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785-532-7722
helpdesk@k-state.edu
Assistance

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.

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785-532-7722
helpdesk@k-state.edu