Updating Teacher Collect Screen for On-line Student Feedback on Course Experiences Surveys

Changes needed for the on-line Student Feedback on Course Experiences system (formerly known as CourseEvalUM) can be entered in the teacher collect screen. (To access the Teacher Collect screen in SIS, enter go te on the command line). Refer to the Online Scheduling Guide for additional instruction on the related fields in this screen.

Most of these are single entries (appearing in green) and the evaluation column is to the right of the instructor or teaching assistants' names. The Y = Yes (this person will be included in the Student Feedback on Course Experiences survey) and the N = No (this person will not be included). If a teacher (instructor or TA) is included in the system (Eval = Y), students will be asked questions about the teacher's actions in the class and the teacher will receive the results. If the teacher is not included, the students cannot provide feedback about that teacher.

The UID and instructor name that appears in white refers to multiple listings for this course. This is also identified by the far right column and says (Yes) when more than one person is listed.

Note: It is possible to have more than one person (e.g., the lead instructor and the TA) included in the survey for a course section (e.g., TEST401 0101). Follow the directions below to mark someone other than the lead instructor or in addition to the lead instructor as Y-yes (to be included in the survey).

In order to update this information, move your cursor to any point on the line that needs to be changed and press the F5 key. Place your cursor over a letter or number versus a blank space. This will take you to the supplemental screen in which changes can be processed. The next two screens will demonstrate the instructions that have been described.

```
 1 - UMDMVS                                                          _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
[toolbar icons] PA1 PA2 PA3 ENT CLR

SCH427P1              UMCP/SCH Scheduling System              10/22/08
SB5-0293                  Teacher Collect                         TE
=======================================================================
Prfx: TEST  Term: 0808  Sub-Term: B  Missing: N  Seats Iss: N  Ind Instr: N  FID: N

 Course  Sec  ClS  Iss    UID      Name                         Eval  Oth
TEST100  0101 Lec        100316391 Registrations, Test A.         Y
TEST201  0101 Lec        100311006 Registrations, Test Y          Y
TEST201  0101 Dis        100316391 Registrations, Test A.         N
TEST201  0201 Dis        100316414 Registrations, Test C.         N
TEST401  0101 Lec        100310993 Registrations, Test Jackson    Y   Yes
TEST498T 0101 Lec        100310993 Registrations, Test Jackson    Y
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____
_____  ____ ___  ____  _____ _____     _  ____

==>
F1=Help         F2=Clear        F3=Menu        F5=>>>More Teachers    F6=Print
F7=Prev Pg      F8=Next Pg      F9=Cmd Line    F10=Top                F12=Cancel
Make changes and press ENTER or use a function key.
4A             1 Sess-1     129.2.128.7              TCP00293         12/26
```
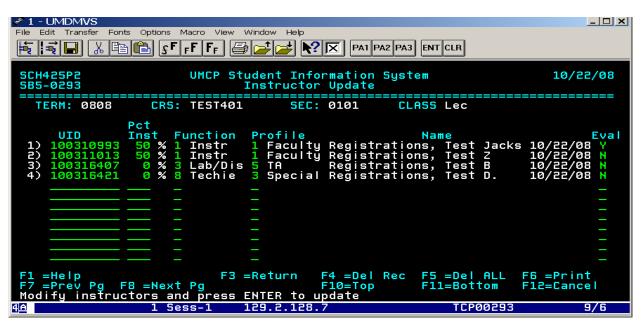


```
 1 - UMDMVS                                                          _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
[toolbar icons] PA1 PA2 PA3 ENT CLR

SCH425P2              UMCP Student Information System          10/22/08
SB5-0293                  Instructor Update
=======================================================================
 TERM: 0808      CRS: TEST401      SEC: 0101      CLASS Lec

              Pct
     UID      Inst  Function   Profile                  Name                Eval
 1) 100310993 50 % 1 Instr   1 Faculty Registrations, Test Jacks 10/22/08 Y
 2) 100311013 50 % 1 Instr   1 Faculty Registrations, Test Z     10/22/08 N
 3) 100316407  0 % 3 Lab/Dis 5 TA      Registrations, Test B     10/22/08 N
 4) 100316421  0 % 8 Techie  3 Special Registrations, Test D.    10/22/08 N
    _____ __ _ _ _____   _ _____ _____ _____ _
    _____ __ _ _ _____   _ _____ _____ _____ _
    _____ __ _ _ _____   _ _____ _____ _____ _
    _____ __ _ _ _____   _ _____ _____ _____ _
    _____ __ _ _ _____   _ _____ _____ _____ _
    _____ __ _ _ _____   _ _____ _____ _____ _

F1 =Help                F3 =Return   F4 =Del Rec  F5 =Del ALL  F6 =Print
F7 =Prev Pg  F8 =Next Pg              F10=Top      F11=Bottom   F12=Cancel
Modify instructors and press ENTER to update
4A             1 Sess-1     129.2.128.7              TCP00293         9/6
```

Once you reach this screen the changes to the evaluation column can be entered by typing over the information and pressing enter.

Note: In the screen above, only the first instructor entered is automatically marked as Y = Yes (to be included in the survey). Teaching assistants should be marked N = No (not to be included) for large lectures and should be marked Y = Yes (to be included) within each discussion section they are teaching.

```
1 - UMDMVS                                                              _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

 SCH425P2                 UMCP Student Information System          10/22/08
 SB5-0293                      Instructor Update
=========================================================================
   TERM: 0808      CRS: TEST401        SEC: 0101      CLASS Lec

              Pct
     UID      Inst  Function   Profile                Name              Eval
  1) 100310993 50 % 1 Instr   1 Faculty Registrations, Test Jacks 10/22/08 Y
  2) 100311013 50 % 1 Instr   1 Faculty Registrations, Test Z     10/22/08 Y
  3) 100316407  0 % 3 Lab/Dis 5 TA      Registrations, Test B     10/22/08 Y
  4) 100316421  0 % 8 Techie  3 Special Registrations, Test D.    10/22/08 N
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _
     _____ __  _  _       _                                         _

 F1 =Help              F3 =Return    F4 =Del Rec  F5 =Del ALL  F6 =Print
 F7 =Prev Pg  F8 =Next Pg            F10=Top      F11=Bottom   F12=Cancel
 Modify instructors and press ENTER to update
4A              1 Sess-1    129.2.128.7              TCP00293        9/6
```

Note: In the screen above, that now there are three people (lead instructor, additional instructor, and TA) who have been marked as Y = Yes (to be included).

Then use the F3 key to return to the initial screen.


```
1 - UMDMVS                                                              _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

 SCH427P1                 UMCP/SCH Scheduling System              10/22/08
 SB5-0293                      Teacher Collect                          TE
=========================================================================
 Prfx: TEST Term: 0808 Sub-Term: B Missing: N Seats Iss: N Ind Instr: N FID: N

  Course  Sec  CIS  Iss   UID        Name                    Eval Oth
 TEST100 0101 Lec        100316391 Registrations, Test A.      Y
 TEST201 0101 Lec        100311006 Registrations, Test Y       Y
 TEST201 0101 Dis        100316391 Registrations, Test A.      N
 TEST201 0201 Dis        100316414 Registrations, Test C.      N
 TEST401 0101 Lec        100310993 Registrations, Test Jackson Y    Yes
 TEST498T 0101 Lec       100310993 Registrations, Test Jackson Y
 _____ ____ ___ ___  _____ _____ _    ___
 _____ ____ ___ ___  _____ _____ _    ___
 _____ ____ ___ ___  _____ _____ _    ___
 _____ ____ ___ ___  _____ _____ _    ___
 _____ ____ ___ ___  _____ _____ _    ___
 _____ ____ ___ ___  _____ _____ _    ___

 ==>
 F1=Help       F2=Clear      F3=Menu      F5=>>>More Teachers     F6=Print
 F7=Prev Pg    F8=Next Pg    F9=Cmd Line  F10=Top                 F12=Cancel
 Make changes and press ENTER or use a function key.
4A              1 Sess-1    129.2.128.7              TCP00293        12/26
```

 Please be aware that changes applied to courses with multiple people (instructors, TAs, other administrators) can only be viewed on the supplemental screen and not the initial screen listed above.