

Accessing Online Instructional Evaluation Results In the School of Pharmacy

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1. Access the Instructional Evaluation Webpage

- On the School of Pharmacy home page, select *Faculty & Staff Resources*. Under *Instructional Resources*, select *Instructional Evaluations*.
- At the top of the Course Evaluations page, you will see a link to *View Evaluations*. Click on this.

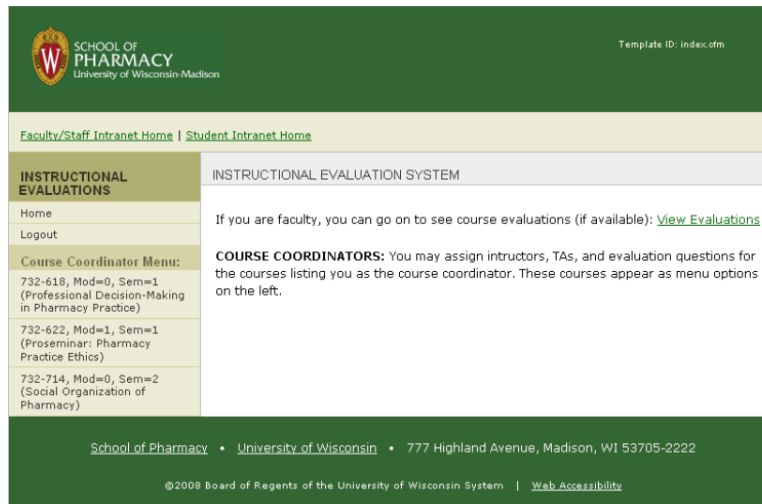


Figure 1

1. Select the Course and Semester That You Wish To View

- A. A dropdown menu listing all courses in which you're involved will appear. Choose the number of the course you'd like to view:

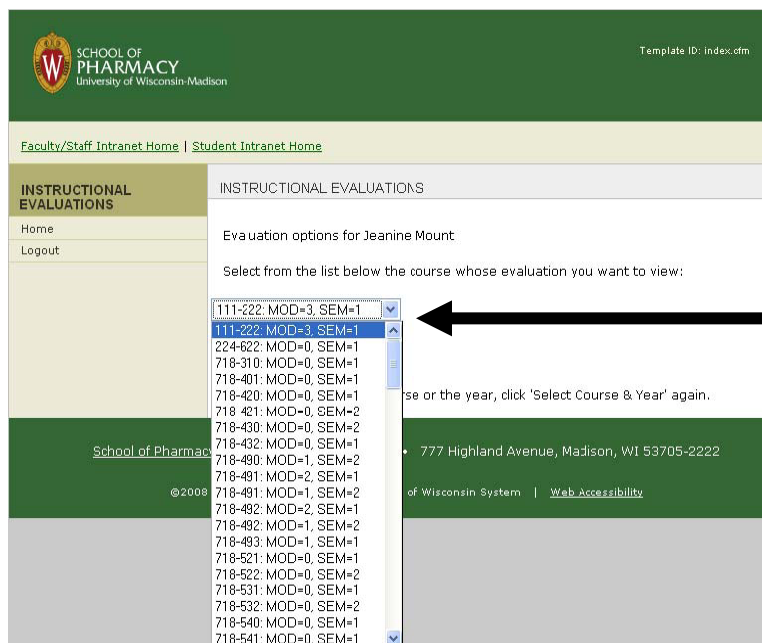


Figure 2

- B. After selecting the course of interest, select the year(s) that you would like to view and click on the *Select Course & Year* button



Figure 3

2. Select the Instructional Evaluation Results That You Wish To View

- A. After clicking on the *Select Course & Year* button, the window will include 3 new options.
 - 1) A checkbox for the course evaluation; check this if you wish to see course evaluation results.
 - 2) A dropdown menu with options for Instructors in the course. You can choose to view results for one, all or none of the instructors.
 - 3) A dropdown menu with options for Teaching Assistants and similar course staff members. You can choose to view results for one, all or none of these staff members.
- B. Click the *Get Report* button after highlighting the instructors and TAs in the drop down menu then wait a few moments and your report will be generated.

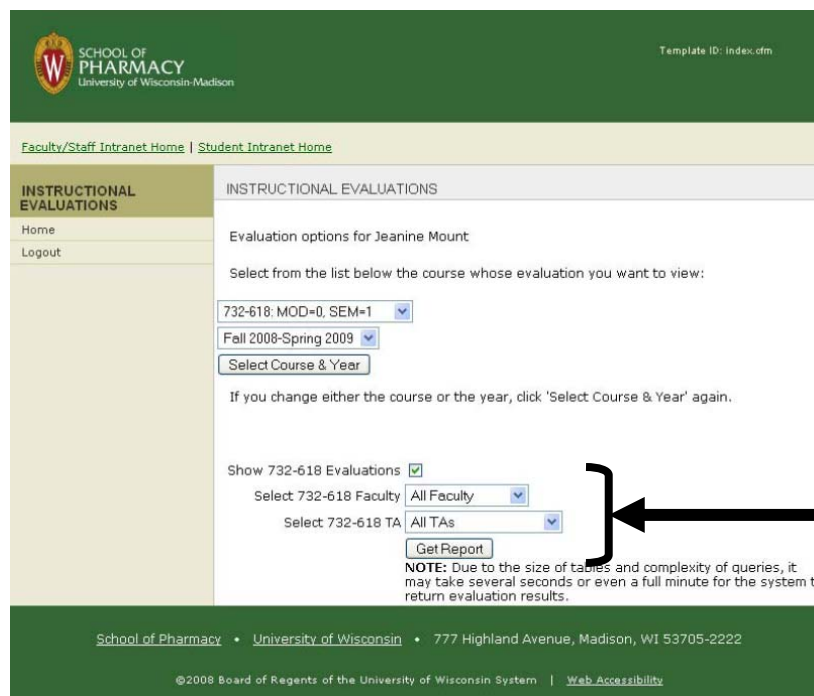


Figure 4