Project Generation WorkFlow

Production-Cycle

BLUE Course Evaluation System

Ву

Hossein Hakimzadeh

2/12/2016

Minor Modifications (Screen shots, etc.) (9/20/2016)

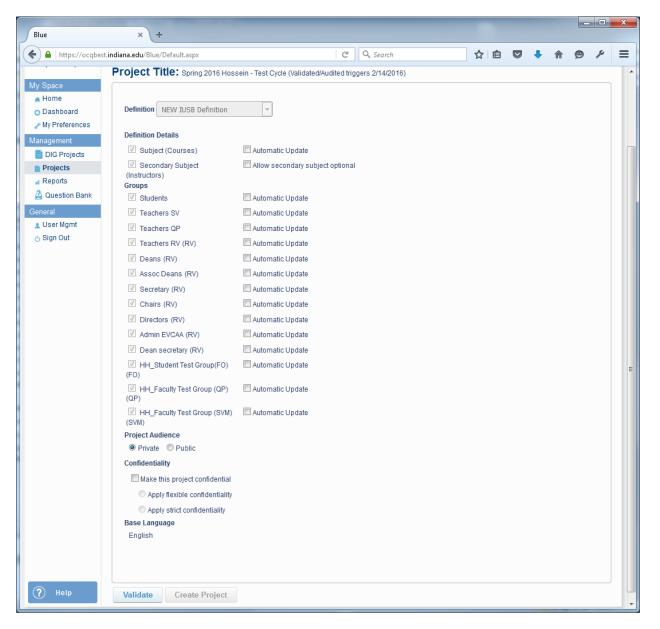
Fair warning:

Successful completion of this training material may have negative intellectual implications for the learner.

1) Creating a Production project

Ψ			Projects					blue
	Project List	:						
Hossein łakimzadeh	Category All Ca	tegories	Subcategory All Subcategories Display Current	Status	All	-		
u, Feb 11, 2016	Filter by All	▼ Title ▼		Filter F	teset <u>Crea</u>	te new projec	t <u>Manage</u>	templates
pace	Results: 1 - 7 of	7 Item(s)						1
Home Dashboard	Category		<u>Title</u>	From	Io	<u>Status</u>	Manage	Edit
My Preferences	IUSB	Spring 2016	1_IUSB Course Evaluation – Spring 2016 + New questions and Triggers with new fi	elds		Not Published	Manage	Edit
igement DIG Projects	IUSB	Spring 2016	2_Copy Test project (Hossein)	Wednesday, February 10, 2016	Friday, February 12, 2016	Not Published	Manage	Edit
Projects	IUSB	Spring 2016	3_Copy of a final project (Hossein)			Not Published	Manage	Edit
Reports Question Bank	IUSB	Early Fall 2015	IU South Bend Student Course Evaluation – Fall 2015	Wednesday, September 9, 2015	Saturday, December 19, 2015	Expired	Manage	Edit
ral Jser Mgmt	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Tuesday, November 17, 2015	Thursday, December 31, 2015	Expired	Manage	Edit
Sign Out	IUSB	Spring 2016	Spring 2016 Alexandra			Not Published	Manage	Edit
	IUSB	Spring 2016	Spring 2016 Hossein - Test Cycle			Not Published	Manage	Edit
								1
	Delete	Copy As Template	Copy Archive					10 -

Click the checkbox for the Test Cycle project we created during the last workflow. Then click the "COPY" button.



For a PRODUCTION-CYCLE project "check" all the automatic updates (except for the groups with HH in front of them (last 3) in the above image (last 5 in the latest version). Recall that we created these groups for testing purposes during the Test Cycle), (see figure below)

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	Project Title: Spring 2016 Hoss	ein - Test Cycle (Validated/Audited	riggers 2/14/2016)						-
My Space Home Dashboard	Definition NEW IUSB Definition	v							
My Preferences									
Management	Definition Details								
DIG Projects	Subject (Courses)	Automatic Update							
Projects	Secondary Subject (Instructors)	Allow secondary subject option	nal						
Reports	Groups								
🙆 Question Bank	Students	Automatic Update							
General	Teachers SV	Automatic Update							
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👌 Sign Out	Teachers RV (RV)	Automatic Update							
	Deans (RV)	Automatic Update							
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	Secretary (RV)	Automatic Update							
	Chairs (RV)	Automatic Update							
	Directors (RV)	Automatic Update							
	Admin EVCAA (RV)	Automatic Update							
	Dean secretary (RV)	Automatic Update							
	HH_Student Test Group(FO) (FO)	Automatic Update							Е
	HH_Faculty Test Group (QP) (QP)	Automatic Update							
	HH_Faculty Test Group (SVM) (SVM)	Automatic Update							
	Project Audience								
	Private Public								
	Confidentiality								
	Make this project confidential								
	Apply flexible confidentiality								
	Apply strict confidentiality								
	Base Language								
	English								
? Help	Validate Create Project								-

then click VALIDATE, followed by CREATE PROJECT button.

Now we will see the following:

Change the Project Title to "Semester Year IUSB Course Evaluation – Production"

Change the Category and Subcategory if appropriate. (note if we need the information in the sub category, for example the semester to change, apparently that is done by the folks in Bloomington, so sometime the current semester may not be in the combo box)

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ossein Hakimzadeh Sun, Feb 14, 2016	Info Questi Content Op		ion Subjec ed Settings	cts Memb	ers Trig	igers Ac	cess Tasks	Language	Publis	sh			1	Save		
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 Home Dashboard <i>≁</i> My Preferences 	Project Description										en					
Management																SAVE
DIG Projects	Category	IUSB								•				(OFTFN
Projects Reports	Subcategory	Spring 2016								-						
Question Bank	Designer															
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	Thank You Message	Dear [R\$FN] [R\$LN Thank you for takir Course: [S\$NAME] Teachers: [*(ig the time to pri	ovide constru	ctive feedba	ack on your	course to us and y	our instructor.		• • •	en				ш	
	Task List Info Message										en					
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NOTE:

Given that BLUE is a web-based application, and given that the user interface for this system does not warn you about saving your data, you should save your steps pretty much in every opportunity. Otherwise prepare to waist a lot of time redoing your work.

SAVE OFTFN

Validating the QUESTIONS

During the TEST CYCLE, all new questions and all modifications should have been applied. So, now we simply double check to see if all the questions created and/or modified during the TEST CYCLE are still there. (see figures below)

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Hossein Hakimzadeh	Info Question Question List	Options Alternative Display Order Virtual Question Question Bank		T Save					
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ly Space 🐔 Home	Index	Title	Туре	Edit Preview					
Dashboard	1	Instructor questions:	Section Title	Edit Preview					
≁ My Preferences	2	Questions for [C\$FN] [C\$LN]	Single Selection Table	Edit Preview					
lanagement	3	Please click "Next" to continue	Section Title	Edit Preview					
DIG Projects	4	Page Break	Section Title	Edit Preview					
Projects	5	Overall, how do you rate this instructor?	Single Selection	Edit Preview					
Reports	6	Overall, how do you rate this course?	Single Selection	Edit Preview					
Question Bank	7	Any additional comments?	Comments Section Title	Edit Preview Edit Preview					
eneral	8	Please click "Next" to continue	Section Title						
 Sign Out 	9	Page Break		Edit Preview					
0 0.9.1 0 11	10	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS	Section Title	Edit Preview					
	11	The instructor uses effective teaching methods that enhance my learning.	Single Selection	Edit Preview					
	12	Instructor cares about student learning and growth.	Single Selection	Edit Preview					
	13	Assignments and exams are fairly assessed.	Single Selection	Edit Preview					
		The instructor challenges me to think.	Single Selection	Edit Preview					
	15	Please click "Next" to continue Page Break	Section Title Section Title	Edit Preview					
		-		Edit Preview					
	17	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS (continued)	Section Title	Edit Preview					
		The course objectives are clearly stated.	Single Selection	Edit Preview					
	20	I learned a lot from this course.	Single Selection	Edit Preview					
		What grade do you expect from the class?	Single Selection	Edit Preview					
	21	How much time was spent in outside preparation each week?	Single Selection	Edit Preview					
	22	SCHOOL OF HEALTH SCIENCES	Section Title	Edit Preview					
	23	This course helped in establishing skills necessary for finding employment? SCHOOL OF NURSING (LEC, LAB, IND) courses	Single Selection	Edit Preview					

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https://ocqbest. ind	liana.edu /Blue/D	efault.aspx C Q Search	☆ 自	◙ ♣	A	9
	24	SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title		<u>Edit</u>	Previe
	25	The objectives of the course were clearly stated.	Single Selection		Edit	Previe
	26	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection		<u>Edit</u>	Previe
	27	The course content built upon previous knowledge from past courses.	Single Selection		<u>Edit</u>	Previe
	28	SCHOOL OF NURSING (CLN) courses	Section Title		Edit	Previe
	29	The objectives of the course were clearly stated.	Single Selection		<u>Edit</u>	Previe
	30	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection		Edit	Previe
	31	The clinical component advanced my understanding of the didactic (lecture) course content.	Single Selection		<u>Edit</u>	Previe
	32	The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection		<u>Edit</u>	Previe
	33	Simulation and/or observation experiences enhanced my learning.	Single Selection		Edit	Previe
	34	The course content built upon previous knowledge from past courses.	Single Selection		Edit	Previe
	35	This course supported the importance of communication skills in order to interact effectively and professionally with interprofessional teams, patients, and families.	Single Selection		<u>Edit</u>	Previe
	36	DEPARTMENT OF PSYCHOLOGY	Section Title		Edit	Previe
	37	The instructor welcomed questions and comments.	Single Selection		Edit	Previe
	38	DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title		Edit	Previe
	3 9	The target language—Chinese, French, German, Japanese, Spanish, etc.—was used most of the time during class.	Single Selection		<u>Edit</u>	Previe
	40	DEPARTMENT OF ENGLISH	Section Title		Edit	Previe
	41	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection		<u>Edit</u>	Previe
	42	DEPARTMENT OF FINE ARTS	Section Title		Edit	Previe
	43	This class has improved my abilities and skills in art making.	Single Selection		Edit	Previe
	4 4	Please click "Next" to continue	Section Title		Edit	Previe
	45	Page Break	Section Title		<u>Edit</u>	Previe
	46	INSTRUCTOR WRITTEN AND OPEN-ENDED ITEMS	QP Section Level 1		Edit	Previe
		Ouestion Personalization For Teachers. Create your customized rating and/or open ended questions Edit and click inside the text box to enter your own text for the following questions/items.				
	47	Rating item uses a 5-point scale. Please make sure that your question is worded accordingly to the response scale.	QP Section Level 1		<u>Edit</u>	Previe
		You may create up to a total of 5 items/questions from this section.				
		Click the Select button to ensure your question appears on your Evaluation.				
	48	Rating questions	QP Section Level 2		<u>Edit</u>	Previe
	4 9	Please enter your first question here.	Personalized Single Selection		Edit	Previe
	50	Please enter your second question here.	Personalized Single Selection		Edit	Previe

36 00 37 11 38 00 40 00 41 11 42 00 43 11 44 11 45 12 46 10 45 12 46 10 47 10 48 70 50 11 51 11 52 11 53 11 54 00 55 11	ault.aspx DEPARTMENT OF PSYCHOLOGY The instructor welcomed questions and comments DEPARTMENT OF WORLD LANGUAGE STUDIES The target language—Chinese, French, German, Ja of the time during class. DEPARTMENT OF ENGLISH The instructor conducted discussion well, raised ch think in new ways. DEPARTMENT OF FINE ARTS	spanese, Spanish, etc.—was used most g	☆ Ê ♥ Section Title Section Title Single Selection Section Title	Edit Edit	Preview Preview Preview	
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	The instructor conducted discussion well, raised ch think in new ways.	allenging questions, and led me to	Section Title		Preview	
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 45 46 46 47 47 48 47 48 49 49 50 51 <	This class has improved my abilities and skills in a	t making. S	Single Selection	Edit	Preview	
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49 PI 50 PI 51 PI 52 PI 53 PI 54 OQ	questions/items. Rating item uses a 5-point scale. Please mak worded accordingly to the response scale. You may create up to a total of 5 items/quest Click the Select button to ensure your questi	ions from this section.	QP Section Level 1	Edit	<u>Preview</u>	
50 PI 51 PI 52 PI 53 PI 54 OU 55 PI	Rating questions	(QP Section Level 2	Edit	Preview	
51 PI 52 PI 53 PI 54 OO	Please enter your first question here.	F	Personalized Single Selection	Edit	Preview	
52 PI 53 PI 54 OI 55 PI	Please enter your second question here.	F	Personalized Single Selection	Edit	Preview	
53 Pi 54 Oi 55 Pi	51 Please enter your third question here. Personalized Single Selection					
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55 PI	Please enter your fifth question here.	F	Personalized Single Selection	Edit	Preview	
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The figures below shows the Campus Level Questions:

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o olgin oʻst		The instructor created an environment that was conducive to learning.	O	O	O	0	0								æ		
		The assignments helped me to learn.	O	O	O	© (0										
		The instructor was readily available (e.g., email, office hours, or one-on-one consultation).	O	O	Ô	0	0								A		
		The instructor provided helpful feedback (e.g., on assignments, exams, presentations).	Ô	0	Ô	0 (00										

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DIG Projects												
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Reports Question Bank												
General		1										
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o Sign Out												E

Validating the TRIGGERS

During the TEST CYCLE, all new triggers and all modifications to existing triggers should have been applied. So, now we simply double check to see if all the triggers created and/or modified during the TEST CYCLE are still there and they are accurate. (see figures below)

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Home	😑 Projects 🚿 Fall 20	16 IUSB Course Evaluation - Production $$ Triggers $$ Interr	nal Triggers						Save
Response Rate	Info Questionnaire Def Internal Triggers Externa	inition Subjects Members Triggers Access Tasks	Language Publish						
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Projects	Results: 1 - 10 of 11	tem(s)							12
Projects	Inde	x	Trigger Name			Condi	tion	Actio	on
Reports	1	Leighton School of Business and Economics items				Condi	ion	Acti	on
	2	DEPARTMENT OF PSYCHOLOGY (all courses) PSY				Condi	ion	Acti	on
) Monitoring	3	DEPARTMENT OF WORLD LANGUAGE STUDIES (all courses) FREN, GER, SPAN, EALC			Condi	ion	Acti	on
Question Bank	4	DEPARTMENT OF ENGLISH (all courses) - ENG, CMLT, LING				Condi	ion	Acti	on
Question Bank	5	DEPARTMENT OF FINE ARTS FINA-S, FINA-F, FINA-U and F	FINA-P but not for FINA-A			Condi	ion	Acti	on
Record Mgmt	6	SCHOOL OF HEALTH SCIENCES: HSC courses (e.g., HSC-H	H 101, HSC-H 327, HSC-Lxxx)			Condi	ion	Acti	on
	7	SCHOOL of NURSING (CLN Courses)				Condi	ion	Acti	on
Help	8	SCHOOL of NURSING (LEC LAB, IND Courses)				Condi	ion	Acti	on
	9	SCHOOL of EDUCATION - Field Experience Questions (Q10-C				Condi	ion	Acti	on
	10	SCHOOL of EDUCATION - Student Teaching (EDUC-M425, ED	DUC-M480, EDUC-K480, EDUC-M482 ED	UC-K588, EDUC-L482, EDUC-M500, EDUC-M550)		Condi	ion	Acti	_
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We can do so by clicking the TRIGGERS Tab. See below

To validate the triggers, click the "CONDITION" link first to see the condition that invokes the trigger. If the condition is still correct, then click the "ACTION" link to see if the condition is being applied to the correct list of questions. Now, repeat the process for all of the TRIGGERS.

NOTE: This is a tedious and time consuming task, and 99% of the time everything should be accurate, but go through it anyway since that 1% chance of error, will be detrimental to the campus and the office of academic affairs' reputation. This software has many points of failure; our goal is to minimize those points.

Trigger 1:

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Action for Trigger 1:

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	5	Overall, how do you rate this instructor?	Single Selection	Yes	Yes	© №	N/A	No	O Yes	© No	• • N/A	
	6	Overall, how do you rate this course?	Single Selection	Yes	O Yes	© No	N/A	No	O Yes	© No	• • N/A	
	7	Any additional comments?	Comments	Yes	O Yes	© №	N/A	No	© Yes	© No	• • N/A	
	8	Please click "Next" to continue	Section Title	Yes	O Yes	O No	N/A	No	O Yes	O No	• • N/A	
	9	Page Break	Section Title									
	10	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS	Section Title	No	Yes	O No	© N/A	No	O Yes	© No	• • N/A	
	11	The instructor uses effective teaching methods that enhance my learning.	Single Selection	No	• Yes	© No	© N/A	No	© Yes	© No	• • N/A	
	12	Instructor cares about student learning and growth.	Single Selection	No	Yes	© №	© N/A	No	O Yes	© No	• • N/A	11
	13	Assignments and exams are fairly assessed.	Single Selection	No	Yes	O No	© N/A	No	O Yes	© No	• • N/A	
	14	The instructor challenges me to think.	Single Selection	No	Yes	O No	© N/A	No	O Yes	O No	• • N/A	
	15	Please click "Next" to continue	Section Title	No	Yes	O No	© N/A	No	O Yes	© No	• • N/A	
	16	Page Break	Section Title	-		-		-		-		
	17	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS (continued)	Section Title	No	• Yes	© №	© N/A	No	O Yes	© No	• • N/A	
	18	The course objectives are clearly stated.	Single Selection	No	Yes	O No	© N/A	No	O Yes	© No	• • N/A	
	19	I learned a lot from this course.	Single Selection	No	Yes	© No	© N/A	No	O Yes	© No	• • N/A	
	20	What grade do you expect from the class?	Single Selection	No	• Yes	O No	© N/A	No	O Yes	© No	• • N/A	1
	21	How much time was spent in outside preparation each week	? Single Selection	No	Yes	O No	© N/A	No	O Yes	O No	• • N/A	V
	22	SCHOOL OF HEALTH SCIENCES	Section The	NU	🔍 Yes		♥ N/A	NU	U Yes		• • N/A	1
	23	This course helped in establishing skills necessary for findin employment?	^g Single Selection	No	© Yes	© No	N/A	No	O Yes	© No	• • N/A	
	24	SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	No	O Yes	O No	N/A	No	O Yes	© No	• • N/A	
	25	The objectives of the course were clearly stated.	Single Selection	No	O Yes	O No	N/A	No	O Yes	O No	• • N/A	
	26	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	No	© Yes	© No	N/A	No	O Yes	© No	• • N/A	
	27	The course content built upon previous knowledge from past courses.	Single Selection	No	O Yes	© No	N/A	No	O Yes	© No	• • N/A	
	28	SCHOOL OF NURSING (CLN) courses	Section Title	No	O Yes	O No	● N/A	No	O Yes	© No	• • N/A	
	20	The objectives of the course were clearly stated	Single Selection	No	O Yes	O No	N/A	No	O Yes	O No	• • N/A	

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	28 SCHOOL OF NURSING (CLN) courses	Section Title	No	🛇 Yes 🖉	No 🔍 I	N/A	No	O Yes	© N	0 🔍 N/A	
	29 The objectives of the course were clearly stated.	Single Selection	No	🔘 Yes 🔘	No 🔍 I	N/A	No	O Yes	O N	0 🔍 N/A	
	The assignments, tests, quizzes assisted me in meeting to objectives of the course.	^{ne} Single Selection	No	O Yes C	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	31 The clinical component advanced my understanding of the didactic (lecture) course content.	Single Selection	No	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	32 The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection	No	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🖲 N/A	
	33 Simulation and/or observation experiences enhanced my learning.	Single Selection	No	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🖲 N/A	
	34 The course content built upon previous knowledge from pa courses.	st Single Selection	No	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	This course supported the importance of communication 35 skills in order to interact effectively and professionally with interprofessional teams, natients, and families	Single Selection	No	© Yes €	No 🖲 I	N/A	No	© Yes	© N	0 🖲 N/A	
	36 DEPARTMENT OF PSYCHOLOGY	Section Title	No	• Yes	No OI	N/A	No	O Yes	© N	0 🔍 N/A	
	37 The instructor welcomed questions and comments.	Single Selection	No	• Yes	No OI	N/A	No	O Yes	O N	0 🔍 N/A	
	38 DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	NO	VYes C	No 🔍 I	N/A	NO	🔍 Yes	© N	0 🔍 N/A	μ
	39 The target language—Chinese, French, German, Japanes Spanish, etc.—was used most of the time during class.	e, Single Selection	No	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🖲 N/A	
	40 DEPARTMENT OF ENGLISH	Section Title	No	O Yes C	No 🔍 I	N/A	No	O Yes	© N	0 🔍 N/A	
	41 The instructor conducted discussion well, raised challengi questions, and led me to think in new ways.	ng Single Selection	No	© Yes €	No 🖲 I	N/A	No	© Yes	© N	0 🔍 N/A	
	42 DEPARTMENT OF FINE ARTS	Section Title	No	🔘 Yes 🔘	No 🔍 I	N/A	No	O Yes	O N	0 🔍 N/A	
	43 This class has improved my abilities and skills in art making	ng. Single Selection	No	O Yes C	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	44 Please click "Next" to continue	Section Title	No	O Yes O	No 🔍 I	N/A	No	O Yes	O N	0 🔍 N/A	1
	45 Page Break	Section Title	-		-		-		-		
	46 Please enter your first question here.	Personalized Single Selection	Yes	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	47 Please enter your second question here.	Personalized Single Selection	Yes	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	
	48 Please enter your third question here.	Personalized Single Selection	Yes	© Yes €	No 🔍 I	N/A	No	© Yes	© N	0 🔍 N/A	

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_	didactic (lecture) course content.			0 105	0.140	U 19/1		0 100	0.00		
	32 The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection	No	© Yes	© No	® N/A	No	© Yes	© N	• • N/A	
	33 Simulation and/or observation experiences enhanced my learning.	Single Selection	No	© Yes	© No	® N/A	No	© Yes	© N	© N/A	
	34 The course content built upon previous knowledge from past courses.	^t Single Selection	No	© Yes	© No	® N/A	No	© Yes	© N	• • N/A	
	This course supported the importance of communication 35 skills in order to interact effectively and professionally with interprofessional teams, patients, and families.	Single Selection	No	© Yes	© No	● N/A	No	© Yes	© N	⊙	
	36 DEPARTMENT OF PSYCHOLOGY	Section Title	No	O Yes	O No	N/A	No	Yes	© N	• • N/A	
	37 The instructor welcomed questions and comments.	Single Selection	No	O Yes	O No	◎ N/A	No	O Yes	O N	• • N/A	
	38 DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	No	Yes	© №	© N/A	No	Yes	O N	o 🍳 N/A	
	39 The target language—Chinese, French, German, Japanese Spanish, etc.—was used most of the time during class.	Single Selection	No	• Yes	© No	© N/A	No	© Yes	© N	• • N/A	
	40 DEPARTMENT OF ENGLISH	Section Little	NO	© Yes	O No	🔍 N/A	NO	© Yes	© N	o 🔍 N/A	
	41 The instructor conducted discussion well, raised challengin questions, and led me to think in new ways.	^g Single Selection	No	© Yes	© No	® N/A	No	© Yes	© N	• • N/A	
	42 DEPARTMENT OF FINE ARTS	Section Title	No	O Yes	© №	N/A	No	O Yes	© N	• • N/A	
	43 This class has improved my abilities and skills in art makin	g. Single Selection	No	Yes	O No	N/A	No	Yes	© N	• • N/A	
	44 Please click "Next" to continue	Section Title	No	O Yes	O No	◎ N/A	No	O Yes	O N	• • N/A	
	45 Page Break	Section Title	-		-		-		-		
	46 Please enter your first question here.	Personalized Single Selection	Yes	© Yes	© No	N/A	No	© Yes	© N	• • N/A	
	47 Please enter your second question here.	Personalized Single Selection	Yes	© Yes	© No	N/A	No	© Yes	© N	● N/A	
	48 Please enter your third question here.	Personalized Single Selection	Yes	© Yes	© No	® N/A	No	© Yes	© N	● N/A	
	49 Please enter your fourth question here.	Personalized Single Selection	Yes	© Yes	© No	® N/A	No	O Yes	© N	• • N/A	
	50 Please enter your fifth question here.	Personalized Single Selection	Yes	O Yes	© No	N/A	No	O Yes	© N	• • N/A	
	51 Please enter your first open-ended question here.	Personalized Comments	Yes	O Yes	© №	N/A	No	O Yes	© N	• • N/A	
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	This course supported the importance of communication 35 skills in order to interact effectively and professionally with interprofessional teams, patients, and families.	Single Selection	No	© Yes	© No	N/A	No	© Yes	© No	• • N/A	Γ
	36 DEPARTMENT OF PSYCHOLOGY	Section Title	No	O Yes	O No	N/A	No	O Yes	© No	• • N/A	
	37 The instructor welcomed questions and comments.	Single Selection	No	O Yes	O No	N/A	No	O Yes	O No	• • N/A	
	38 DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	No	O Yes	O No	N/A	No	O Yes	© No	• • N/A	
	39 The target language—Chinese, French, German, Japanese Spanish, etc.—was used most of the time during class.	Single Selection	No	© Yes	© No	® N/A	No	© Yes	© No	• • N/A	
	40 DEPARTMENT OF ENGLISH	Section Title	No	Yes	O No	© N/A	No	O Yes	© No	• • N/A	
	41 The instructor conducted discussion well, raised challengin questions, and led me to think in new ways.	^g Single Selection	No	• Yes	© No	© N/A	No	© Yes	© No	• • N/A	
	42 DEPARTMENT OF FINE ARTS	Section Title	No	Yes	© №	N/A	No	O Yes	© No	• • N/A	
	43 This class has improved my abilities and skills in art making	. Single Selection	No	O Yes	O No	N/A	No	O Yes	© No	• • N/A	
	44 Please click "Next" to continue	Section Title	No	O Yes	O No	N/A	No	O Yes	O No	• • N/A	
	45 Page Break	Section Title	-		-		-		-		
	46 Please enter your first question here.	Personalized Single Selection	Yes	© Yes	© No	® N/A	No	© Yes	© No	• • N/A	
	47 Please enter your second question here.	Personalized Single Selection	Yes	© Yes	© No	® N/A	No	© Yes	© No	• • N/A	
	48 Please enter your third question here.	Personalized Single Selection	Yes	O Yes	© No	N/A	No	© Yes	© No	• • N/A	
	49 Please enter your fourth question here.	Personalized Single Selection	Yes	O Yes	© No	N/A	No	O Yes	© No	• • N/A	
	50 Please enter your fifth question here.	Personalized Single Selection	Yes	O Yes	© No	N/A	No	O Yes	© No	• • N/A	
	51 Please enter your first open-ended question here.	Personalized Comments	Yes	O Yes	© No	N/A	No	© Yes	© No	• • N/A	
	52 Please enter your second open-ended question here.	Personalized Comments	Yes	© Yes	© No	N/A	No	© Yes	© No	• • N/A	
	53 Please enter your third open-ended question here.	Personalized Comments	Yes	© Yes	© No	® N/A	No	© Yes	© No	• • N/A	
	54 Please enter your fourth open-ended question here.	Personalized Comments	Yes	© Yes	© No	® N/A	No	© Yes	© No	• • N/A	
	55 Please enter your fifth open-ended question here.	Personalized	Yes	O Yes	O No	N/A	No	O Yes	© No	• • N/A	

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	36 DEPARTMENT OF PSYCHOLOGY	Section Title	No	O Yes O No	N/A	No (OYes (O No	N/A
	37 The instructor welcomed questions and comments.	Single Selection	No	🔘 Yes 🔘 No	N/A	No (O Yes (🔊 No	N/A
	38 DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	No	O Yes O No	N/A	No (O Yes (🔊 No	N/A
	39 The target language—Chinese, French, German, Japanese, Spanish, etc.—was used most of the time during class.	Single Selection	No	© Yes ◎ No	N/A	No (O Yes (⊘ No	N/A
	40 DEPARTMENT OF ENGLISH	Section Title	No	© Yes ◎ No	N/A	No (O Yes (🔊 No	N/A
	41 The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	No	© Yes ◎ No	N/A	No (O Yes (© No	N/A
	42 DEPARTMENT OF FINE ARTS	Section Title	No	🖲 Yes 🔘 No	© N/A	No (🔍 Yes 🔇	🔍 No	N/A
	43 This class has improved my abilities and skills in art making.	Single Selection	No	• Yes 🔘 No	© N/A	No (O Yes (🔊 No	N/A
	44 Please click "Next" to continue	Section Title	No	O Yes O No	N/A	No (OYes (🔊 No	N/A
	45 Page Break	Section Title	-	-		-		-	
	46 Please enter your first question here.	Personalized Single Selection	Yes	© Yes ◎ No	N/A	No	OYes (🔊 No	N/A
	47 Please enter your second question here.	Personalized Single Selection	Yes	© Yes ◎ No	N/A	No (O Yes (🔊 No	N/A
	48 Please enter your third question here.	Personalized Single Selection	Yes	© Yes ◎ No	N/A	No (O Yes (⊘ No	N/A
	49 Please enter your fourth question here.	Personalized Single Selection	Yes	© Yes ◎ No	● N/A	No	O Yes (⊘ No	N/A
	50 Please enter your fifth question here.	Personalized Single Selection	Yes	© Yes ◎ No	● N/A	No (O Yes (⊘ No	N/A
	51 Please enter your first open-ended question here.	Personalized Comments	Yes	© Yes ◎ No	N/A	No (O Yes (⊘ No	N/A
	52 Please enter your second open-ended question here.	Personalized Comments	Yes	© Yes ◎ No	N/A	No (O Yes (⊘ No	N/A
	53 Please enter your third open-ended question here.	Personalized Comments	Yes	© Yes ◎ No	N/A	No (OYes (⊘ No	N/A
	54 Please enter your fourth open-ended question here.	Personalized Comments	Yes	© Yes ◎ No	N/A	No	OYes (© No	N/A
	55 Please enter your fifth open-ended question here.	Personalized Comments	Yes	© Yes ◎ No	N/A	No	O Yes (🔊 No	N/A

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	5 Overall, how do you rate this instructor?	Single Selection	Yes	O Yes O No	N/A	No	O Yes	O No	o 🔍 N/A	
	6 Overall, how do you rate this course?	Single Selection	Yes	○ Yes ○ No		No			o 🔍 N/A	- 1
	7 Any additional comments?	Comments	Yes	© Yes ◎ No		No			o 🔍 N/A	- 1
	8 Please click "Next" to continue	Section Title	Yes	© Yes ◎ No		No			o ⊚ N/A	
	9 Page Break	Section Title	-	-	0 Turr	-	0 100	-		1
	10 LEIGHTON SCHOOL OF BUSINESS & ECONOMICS	Section Title	No	© Yes ◎ No	N/A	No	O Yes	O No	• • N/A	
	The instructor uses effective teaching methods that enhance my learning.	Single Selection	No	© Yes ◎ No	N/A	No	© Yes	© No	• • N/A	
	12 Instructor cares about student learning and growth.	Single Selection	No	© Yes ◎ No	● N/A	No	O Yes	O No	• • N/A	
	13 Assignments and exams are fairly assessed.	Single Selection	No	O Yes O No	● N/A	No	O Yes	© No	• • N/A	
	14 The instructor challenges me to think.	Single Selection	No	© Yes ◎ No	N/A	No	O Yes	O No	• • N/A	
	15 Please click "Next" to continue	Section Title	No	© Yes ◎ No	N/A	No	O Yes	O No	• • N/A	
	16 Page Break	Section Title	-	-		-		-		
	17 LEIGHTON SCHOOL OF BUSINESS & ECONOMICS (continued)	Section Title	No	© Yes ◎ No	N/A	No	© Yes	© No	• • N/A	
	18 The course objectives are clearly stated.	Single Selection	No	🔘 Yes 🔘 No	N/A	No	O Yes	© No	• • N/A	
	19 I learned a lot from this course.	Single Selection	No	© Yes ◎ No	N/A	No	O Yes	O No	• • N/A	
	20 What grade do you expect from the class?	Single Selection	No	© Yes ◎ No	● N/A	No	O Yes	© No	• • N/A	
	21 How much time was spent in outside preparation each wee	k? Single Selection	No	© Yes ◎ No	● N/A	No	O Yes	O No	• • N/A	
ſ	22 SCHOOL OF HEALTH SCIENCES	Section Title	No	🔍 Yes 🔘 No	© N/A	No	O Yes	O No	o 🔍 N/A	T
l	This course helped in establishing skills necessary for findi employment?	^{ng} Single Selection	No	● Yes © No	© N/A	No	© Yes	© No	0 🖲 N/A	
	24 SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	No	🔍 Yes 🔍 No	N/A	No	© Yes	© No	o ⊚ N/A	Τ
	25 The objectives of the course were clearly stated.	Single Selection	No	© Yes ◎ No	N/A	No	O Yes	O No	• • N/A	
	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	e Single Selection	No	© Yes ◎ No	● N/A	No	© Yes	© No	• • N/A	
	27 The course content built upon previous knowledge from pas courses.	t Single Selection	No	© Yes ◎ No	N/A	No	© Yes	© No	• • N/A	
	28 SCHOOL OF NURSING (CLN) courses	Section Title	No	🔘 Yes 🔘 No	N/A	No	© Yes	© No	• • N/A	

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		24	SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	No	O Yes	© No	N/A	No	O Yes	© No	N/A	
		25	The objectives of the course were clearly stated.	Single Selection	No	O Yes	© №	N/A	No	O Yes	O No	N/A	
		26	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	No	© Yes	© №	N/A	No	O Yes	© No	N/A	
		27	The course content built upon previous knowledge from past courses.	Single Selection	No	© Yes	© No	® N/A	No	O Yes	© No	N/A	
		28	SCHOOL OF NURSING (CLN) courses	Section Title	No	Yes	© No	© N/A	No	© Yes	© No	N/A	
		29	The objectives of the course were clearly stated.	Single Selection	No	Yes	© №	© N/A	No	O Yes	O No	N/A	
		30	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	No	Yes	© No	© N/A	No	© Yes	© No	N/A	
		31	The clinical component advanced my understanding of the didactic (lecture) course content.	Single Selection	No	• Yes	© №	© N/A	No	O Yes	© No	N/A	
		32	The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection	No	• Yes	© №	© N/A	No	O Yes	© No	® N/A	
		33	Simulation and/or observation experiences enhanced my learning.	Single Selection	No	• Yes	© No	© N/A	No	© Yes	© No	• N/A	
		34	The course content built upon previous knowledge from past courses.	Single Selection	No	• Yes	© No	© N/A	No	© Yes	© No	● N/A	
		35	This course supported the importance of communication skills in order to interact effectively and professionally with	Single Selection	No	• Yes	© No	© N/A	No	© Yes	© No	® N/A	
	-	36	DEPARTMENT OF PSYCHOLOGY	Section Title	No	O Yes	No.	N/A	No	No.		● N/A	
			The instructor welcomed questions and comments.	Single Selection	No	O Yes			No			N/A	
			DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	No	O Yes			No			 N/A N/A 	
			The target language—Chinese, French, German, Japanese,										
		39	Spanish, etc.—was used most of the time during class.	Single Selection	No	Yes	© No	N/A	No	Yes	O No	N/A	
		40	DEPARTMENT OF ENGLISH	Section Title	No	O Yes	© №	N/A	No	O Yes	© No	N/A	
		41	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	No	© Yes	© No	● N/A	No	© Yes	© No	● N/A	
		42	DEPARTMENT OF FINE ARTS	Section Title	No	O Yes	© No	N/A	No	O Yes	O No	N/A	
		43	This class has improved my abilities and skills in art making.	Single Selection	No	O Yes	© No	N/A	No	O Yes	O No	N/A	
		44	Please click "Next" to continue	Section Title	No	O Yes	O No	N/A	No	O Yes	O No	N/A	
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	14 The instructor challenges me to think.	Single Selection	No	© Yes ⊙ N	o ⊚ N/A	No	O Yes	© No	• • N/A	Г
	15 Please click "Next" to continue	Section Title	No	© Yes ◎ N	N/A	No	O Yes	© No	• N/A	
	16 Page Break	Section Title	-	-		-		-		
	17 LEIGHTON SCHOOL OF BUSINESS & ECONOMICS (continued)	Section Title	No	© Yes ◎ N	o	No	© Yes	© No	• • N/A	
	18 The course objectives are clearly stated.	Single Selection	No	OYes ON	o ⊚ N/A	No	O Yes	O No	• • N/A	
	19 I learned a lot from this course.	Single Selection	No	© Yes ◎ N	• • N/A	No	O Yes	© No	• • N/A	
	20 What grade do you expect from the class?	Single Selection	No	© Yes ◎ N	N/A	No	O Yes	© No	• • N/A	
	21 How much time was spent in outside preparation each w	eek? Single Selection	No	© Yes ◎ N	N/A	No	O Yes		• • N/A	
	22 SCHOOL OF HEALTH SCIENCES	Section Title	No	© Yes ◎ N	N/A	No	O Yes	O No	• • N/A	
	23 This course helped in establishing skills necessary for fir	iding Single Selection	No	O Yes O N		No	O Voc	O No		
	employment:									
	24 SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	No	🖲 Yes 🔘 N		No			N/A	
	25 The objectives of the course were clearly stated.	Single Selection	No	🖲 Yes 🔘 N	o © N/A	No	Yes	O No	● N/A	
	26 The assignments, tests, quizzes assisted me in meeting objectives of the course.	the Single Selection	No	🔍 Yes 🔘 N	© N/A	No	© Yes	© No	• N/A	
	27 The course content built upon previous knowledge from p courses.	ast Single Selection	No	🖲 Yes 🔘 N	o © N/A	No	© Yes	© No	• • N/A	
	28 SCHOOL OF NURSING (CLN) courses	Section Title	No	© Yes ◎ N	o ⊚ N/A	No	O Yes	© No	• • N/A	
	29 The objectives of the course were clearly stated.	Single Selection	No	© Yes ◎ N	N/A	No	O Yes	© No	• • N/A	
	30 The assignments, tests, quizzes assisted me in meeting objectives of the course.	the Single Selection	No	© Yes ◎ N	D 🔍 N/A	No	© Yes	© No	• N/A	
	31 The clinical component advanced my understanding of th didactic (lecture) course content.	e Single Selection	No	© Yes ◎ N	o ♥ N/A	No	© Yes	© No	• N/A	
	32 The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection	No	© Yes ◎ N	o	No	O Yes	© No	• • N/A	
	33 Simulation and/or observation experiences enhanced my learning.	Single Selection	No	© Yes ◎ N	o 🖲 N/A	No	O Yes	© No	• N/A	
	The course content built upon previous knowledge from p courses.	ast Single Selection	No	© Yes ◎ N	o ● N/A	No	© Yes	© No	• • N/A	
	This course supported the importance of communication 35 skills in order to interact effectively and professionally with interprofessional teams, patients, and families.	Single Selection	No	© Yes ⊚ N	o 🖲 N/A	No	© Yes	© No	• N/A	
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48 15. The supervisor helped to build my self-confidence and attempted to make me feel at ease in my role.	Single Selection	No	O Yes	O No	N/A	No	O Yes	0 No	0
16. The supervisor encouraged me to have an attitude of inquiry, independent thinking, self-reflection, and respect for alternative approaches.	Single Selection	No	© Yes	© No	N/A	No	© Yes	No No	0
50 17. The supervisor observed me teaching at least three (3) times.	Single Selection	No	O Yes	O No	N/A	No	O Yes	0 No	0
51 18. The supervisor conferred with the classroom teacher on a regular basis.	Single Selection	No	O Yes	O No	N/A	No	O Yes	No No	0
52 19. The supervisor regularly reviewed my materials or reflections, and provided feedback. I was made aware of my progress towards meeting IUSB expectations.	Single Selection	No	O Yes	O No	N/A	No	O Yes	No No	(
53 20. What was most helpful about the supervision you received from your University Supervisor?	Comments	No	O Yes	O No	N/A	No	O Yes	No No	6
54 21. What suggestions do you have to improve the supervision you received from your University Supervisor?	Comments	No			N/A	No	O Yes	No No	
55 SCHOOL OF EDUCATION - Field Experience Questions (EDUC-M101, EDUC-M301, EDUC-M401)	Section Title	No	Yes	O No	© N∕A	No	O Yes	No No	(
56 10. The supervisor facilitated effective communication and a positive relationship between the school, program, cooperating teacher and me.	Single Selection	No	• Yes	No No	© N∕A	No	O Yes		(
57 11. The supervisor was easy to talk with and encouraged me to discuss my ideas and concerns.	Single Selection	No	() Yes	O No	[©] №A	No	O Yes		6
58 12. The supervisor helped me to reflect on my teaching practices.	Single Selection	No			© N/A	No		0 No	
13. The supervisor reflected genuine interest, enthusiasm, and professional concern for my development and growth as an	Single Selection	No	Yes			No		No No	
60 14. When needed, the supervisor provided me with appropriate teaching and management tips.	Single Selection	No	• Yes	O No	[™] N/A	No			(
61 15. The supervisor helped to build my self-confidence and attempted to make me feel at ease in my role.	Single Selection	No	• Yes			No		O No	
62 18. The supervisor encouraged me to have an attitude of inquiry, independent thinking, self-reflection, and respect for alternative approaches.	Single Selection	No	• Yes			No		No	
17. The supervisor regularly reviewed my materials or reflections, and provided feedback. I was made aware of my progress towards meeting IUSB expectations.	Single Selection	No	• Yes	© No	© N∕A	No	© Yes	5 (O) No	(
64 18. What was most helpful about the supervision you received from your University Supervisor?	Comments	No	• Yes	O No	© №A	No	O Yes	0 No	1
65 19. What suggestions do you have to improve the supervision you received from your University Supervisor?	Comments	No	• Yes	O No	[™] N/A	No	O Yes	0 No	6
66 DEPARTMENT OF Mathematical Sciences	Section Title	No	O Yes	O No	N/A	No	O Yes	0 No	(
(A). Please give written comments on the instructor. Possible items to comment on include: providing explanations and 87 examples, ability to kindle interest, handling of questions, being prepared for class, office hours, examinations, grading, fairness, etc.	Comments	No	© Yes	© No	N/A	No	© Yes	© No	(
(B). Please give written comments on the course. Possible items to comment on include: opportunity to acquire new skills and understanding, page of the course, appropriateness of laboratory work (if applicable), etc.		No	© Yes	© No	N/A	No	© Yes	No No	(
69 (C). Please give written comments on the instructional support materials used. Possible items to comment on include: textbook handouts, computer software/hardware, graphing calculators, course web page, etc.	^{k,} Comments	No	O Yes	O No	N/A	No	O Yes	0 No	(
70 DEPARTMENT OF FINE ARTS	Section Title	No	O Yes	O No	N/A	No	O Yes	No No	6
71 This class has improved my abilities and skills in art making.	Single Selection	No	O Yes	O No	N/A	No	O Yes	No No	(
72 Please click "Next" to continue	Section Title	No	O Yes	O No	N/A	No	O Yes	No No	(

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35	Inscourse supported the importance or communication skins in order to interact enectively and professionality with interorofessional teams, patients, and families.	Single Selection	No	O Yes	O No	N/A	No	O Yes	No No	0 N
38	DEPARTMENT OF PSYCHOLOGY	Section Title	No	O Yes	O No	N/A	No	O Yes	No No	0 N
37	The instructor welcomed questions and comments.	Single Selection	No			N/A	No	O Yes	O No	0
38	DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	No	O Yes	O No	N/A	No	O Yes	O No	0
39	The target language—Chinese, French, German, Japanese, Spanish, etc.—was used most of the time during class.	Single Selection	No	O Yes	O No	N/A	No		O No	0
40	DEPARTMENT OF ENGLISH	Section Title	No	O Yes	O No	N/A	No	O Yes	O No	0
41	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	No			N/A	No		O No	
42	SCHOOL OF EDUCATION - Student Teaching Questions (EDUC-M425, EDUC-M480, EDUC-K480, EDUC-M482, EDUC-K688 EDUC-L482, EDUC-L482, EDUC-M500, EDUC-M550)	Section Title	No			© N∕A	No		© №	
43	teacher, and me.	Single Selection	No			© N∕A	No		No No	
44	11. The supervisor was easy to talk with and encouraged me to share my ideas and concerns.	Single Selection	No	Yes	O No	© N/A	No	O Yes	No No	0
45	12. The supervisor assisted me as I reflected on my teaching practices.	Single Selection	No	Yes	O No	© N/A	No	O Yes	No 🔍	0
48	13. The supervisor reflected genuine interest, enthusiasm, and professional concern for my development and growth as an educator.	Single Selection	No	• Yes	O No	© N/A	No	O Yes	No No	0
47	14. When needed, the supervisor provided me with appropriate teaching and management tips.	Single Selection	No	• Yes	O No	© N/A	No	O Yes	O No	0
48	15. The supervisor helped to build my self-confidence and attempted to make me feel at ease in my role.	Single Selection	No	• Yes	O No	© N∕A	No	O Yes	O No	0
49	10. The supervisor encouraged me to have an attitude of inquiry, independent thinking, self-reflection, and respect for alternative approaches.	Single Selection	No	• Yes	© №	© №A	No	O Yes	© №	0
50	17. The supervisor observed me teaching at least three (3) times.	Single Selection	No	Yes	O No	© N/A	No	O Yes	No No	0
51	18. The supervisor conferred with the classroom teacher on a regular basis.	Single Selection	No	• Yes	O No	© N/A	No	O Yes	No No	0
52	19. The supervisor regularly reviewed my materials or reflections, and provided feedback. I was made aware of my progress towards meeting IUSB expectations.	Single Selection	No			© N∕A	No		© No	
	20. What was most helpful about the supervision you received from your University Supervisor?	Comments	No			© №A	No		No 🔍	
	21. What suggestions do you have to improve the supervision you received from your University Supervisor?	Comments	No			© N/A	No		No No	
55	SCHOOL OF EDUCATION - Field Experience Questions (EDUC-M101, EDUC-M301, EDUC-M401)	Section Title	No	O Yes	O No	N/A	No	O Yes	No 🔍	0
56	10. The supervisor facilitated effective communication and a positive relationship between the school, program, cooperating teacher, and me.	Single Selection	No			● N/A	No		© No	
	 The supervisor was easy to talk with and encouraged me to discuss my ideas and concerns. 	Single Selection	No			N/A	No		No No	
58	 The supervisor helped me to reflect on my teaching practices. The supervisor reflected genuine interest, enthusiasm, and professional concern for my development and growth as an 	Single Selection	No			N/A	No	O Yes	No No	0
59	13. The supervisor reflected genuine interest, enthusiasm, and protessional concern for my development and growth as an educator. 14. When needed, the supervisor provided me with appropriate teaching and management tips.	Single Selection	No			● N/A	No		No No	
		Single Selection	No			N/A	No		No	
	 The supervisor helped to build my self-confidence and attempted to make me feel at ease in my role. The supervisor encouraged me to have an attitude of inquiry, independent thinking, self-reflection, and respect for 					N/A			No No	
62	 The supervise regularly reviewed my materials or reflections, and provided feedbad. I was made aware of my progress 	Single Selection	No			N/A	No		© No	
63	towards meeting IUSB expectations.	Single Selection	No	O Yes	O No	N/A	No	O Yes	No No	0
64	18. What was most helpful about the supervision you received from your University Supervisor?	Comments	No	O Yes	O No	N/A	No	O Yes	No 🔍	0
65	19. What suggestions do you have to improve the supervision you received from your University Supervisor?	Comments	No	O Yes	O No	N/A	No	O Yes	No No	0
66	DEPARTMENT OF Mathematical Sciences	Section Title	No	O Yes	O No	N/A	No	O Yes	No 🔍	0
67	(A). Please give written comments on the instructor. Possible items to comment on include: providing explanations and examples, ability to kindle interest, handling of questions, being prepared for class, offlice hours, examinations, grading, fairness, etc.	Comments	No	O Yes	© №	N/A	No	O Yes	No No	0
68	(B). Please give written comments on the course. Possible items to comment on include: opportunity to acquire new skills an understanding, pace of the course, appropriateness of laboratory work (if applicable), etc.	Comments	No	© Yes	© No	N/A	No	© Yes	© №	•
69	handouts, computer software/hardware, graphing calculators, course web page, etc.		No			N/A	No		© №	
	DEPARTMENT OF FINE ARTS	Section Title	No			N/A	No		No No	
71	This class has improved my abilities and skills in art making.	Single Selection	No			N/A	No		No 🔍	
	Please click "Next" to continue	Section Title	No	O Yes	O No	N/A	No	O Yes	No No	0
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	13. The supervisor reflected genuine interest, enthusiasm, and professional concern for my development and growth as an educator.	Single Selection	No	O Yes	© No	N/A	A No	O Ye	25 🔘 No	• N/A
	60 14. When needed, the supervisor provided me with appropriate teaching and management tips.	Single Selection	No	O Yes	O No	N/A	A No	O Ye	No 🔘 No	N/A
	61 15. The supervisor helped to build my self-confidence and attempted to make me feel at ease in my role.	Single Selection	No	© Yes	O No	● N/A	No No	O Ye	es 🔘 No	N/A
	10. The supervisor encouraged me to have an attitude of inquiry, independent thinking, self-reflection, and respect for alternative approaches.	Single Selection	No	O Yes	O No	• N/A	No	O Ye	es 🔘 No	• N/A
	17. The supervisor regularly reviewed my materials or reflections, and provided feedback. I was made aware of my progress towards meeting IUSB expectations.	Single Selection	No	© Yes	© No	N/A	A No	© Ye	no 🔊 No	N/A
	64 18. What was most helpful about the supervision you received from your University Supervisor?	Comments	No	O Yes	O No	N/A	A No	O Ye	s 🔘 No	N/A
	65 19. What suggestions do you have to improve the supervision you received from your University Supervisor?	Comments	No	O Yes	O No	N/A	No	O Ye		• N/A
	66 DEPARTMENT OF Mathematical Sciences	Section Title	No	• Yes	O No		A No	O Ye	es 🔘 No	• N/A
	(A). Please give written comments on the instructor. Possible items to comment on include: providing explanations and 67 examples, ability to undle interest, handling of questions, being prepared for class, office hours, examinations, grading, fairness, etc.	Comments	No		© No			© Ye	es 🔘 No	• N/A
	(B). Please give written comments on the course. Possible items to comment on include: opportunity to acquire new skills an understanding, pace of the course, appropriateness of laboratory work (if applicable), etc.	d Comments	No	• Yes	© No	© N/A	A No	© Ye	es 🔘 No	• N/A
	69 (C). Please give written comments on the instructional support materials used. Possible items to comment on include: textboo handouts, computer software/hardware, graphing calculators, course web page, etc.	^{ok,} Comments	No	• Yes	O No	© N/A	A No	O Ye	es 🔘 No	• N/A
	70 DEPARTMENT OF FINE ARTS	Section Title	No	O Yes	O No	N/A	A No	🔘 Ye	No 🔘 No	N/A
	71 This class has improved my abilities and skills in art making.	Single Selection	No	© Yes	O No	● N/A	No No	O Ye	es 🔘 No	N/A
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VALIDATING THE COURSES THAT ARE BEING EVALUATED THIS SEMESTER

This needs to happen in two steps.

- 1) Make sure the proper filter is in place (the right filter condition is applied to the IU data sources)
- 2) Make the proper filter actually works (picks the right courses for our campus and this semester)

To accomplish the first step, we need to recognize that in BLUE, courses are actually called SUBJECTS. These courses are loaded from the IU data source called the(Evaluation Planner) (and remember we set them up for automatic refresh earlier when we copied the project). However, the data source from IU many include courses from other semesters, or other campuses for that matter. So, during the TEST CYCLE we created a filter to ensure only IUSB courses for this semester are included. Here we need to make sure that Filter is still in place and it is accurate.

We do this by clicking the DEFINITION tab, and then "SUBJECT FILTER" sub tab. We need to make sure:

Institution code is equal (IUSBA) and the Term Code is equal '4162' (Spring 2016) and Evaluate flag = '1'

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To accomplish step 2 (above) we must click the SUBJECTS tab. (see below)

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Ok, the first thing to look at is to make sure the TERM CODE is the correct semester.

The next thing to look at is to see how many records were retrieved. In the case above we got back 1978 items. This is different than what we got back during the TEST CYCLE.

AUDIT POINT

Somehow this difference (1978 courses now during the production cycle), vs. (1811 courses 3 days ago retrieved during the test cycle) (about 167 extra records) must be reconciled. This difference is quite large, if it was one or two classes, it could have been explained by perhaps a couple of departments adding new sections to the schedule. One other explanation is that 8 week classes for the second 8 weeks are just being added (5 weeks into the semester). If that is the case, we have a big problem, since we can't really PUBLISH the project and create the tasks until all courses, faculty, students, enrollments are there. Check with Johnny and Alexandra.

NOTE TO SELF: Develop a procedure for the secretary to do this.

AUDIT POINT

At THIS POINT we probably need to print all of these courses and have the department secretaries validate them and signoff on their accuracy.

So at this point it would be logical to be able to click on button that allows us to download these subjects (courses). Well, there is not such button on this screen! But don't worry, there is button some place. See next page...

DOWNLOADING THE COURSES FOR AUTITING

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Oh Yes, the download button for subjects can be found under. MEMBERS tab, then under EXPORT/IMPORT sub tab.

Now we have two things that we can EXPORT (download).

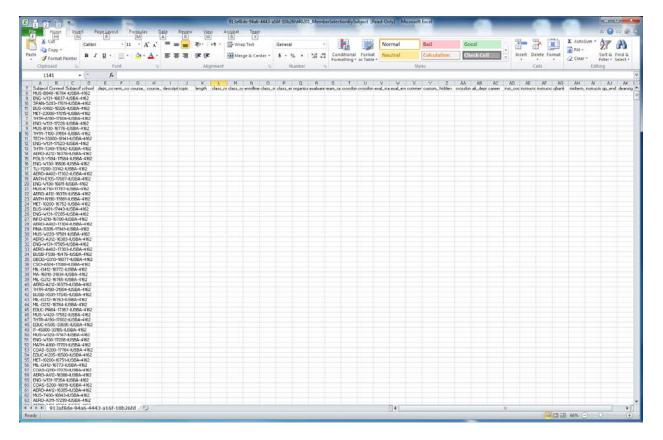
- 1) Export Members
- 2) Export Subjects

Click EXPO

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	What should Firefox do with this file?
RT SUBJECTS	OK Cancel

IMPORTANT: Note that the spreadsheet may actually have some empty fields. In fact, I almost thought something was wrong since the initial 167 records for spring 2016 seem to be pretty much empty. I only saw the rest of the data when I scrolled down quite a bit. Also, these 167 records seem to be the same number of extra records that are in the PRODUCTION cycle and not the TEST cycle. Of course I don't know this for sure, since I have not looked at all of these records!

(THIS IS ANOTHER POTENTIAL POINT OF FAILURE)



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AUDIT POINT

Note that we should have audited this during the TEST CYCLE, but since the retrieved spreadsheet during the PRODUCTION may be different than the one used during the TEST CYCLE, the above spread sheet should (once again) be audited and validated by the department secretaries at about 2 weeks into the semester. This means that the campus must submit all of its courses, and finalize the schedule by two weeks into the semester. (IS THIS EVEN POSSIBLE??)

DISABLING the GROUPS THAT WERE CREATED DURING THE TEST CYCLE

We created the following 3 groups during the TEST CYCLE.

- 1) HH_Student Test Group (FO) Form fill out
- 2) HH_Faculty Test Group (QP) Question personalization
- 3) HH_Faculty Test Group(SVM) Subject view management

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WE now have to edit each HH group and remove their privilege. Otherwise the members of this group will also get those privileges for all the courses in that semester.

See below screen shots for each group.

HH_Student Test Group(FO)

- Group Linked to: Subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Form Fill Out (SHOULD BE REMOVED)

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HH_Faculty Test Group (QP)

- Group Linked to: Secondary subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Question Personalization (SHOULD BE REMOVED)

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HH_Faculty Test Group (SVM)

- Group Linked to: Subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Subject View Management (SHOULD BE REMOVED)

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FINALLY THE "HH" GROUPS SHOULD HAVE NO PRIVILEGES (SEE BELOW)

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Make sure SAVE the project again!

ENABLING THE GROUPS FOR PRODUCTION CYCLE

Recall that we DISABLED the privileges of several groups when we were creating a TEST CYCLE. We now have to reenable their privileges.

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click the DEFINITION tab, and then the GROUP tab, and we will see the following groups:

Note the first 3 groups do not have any privileges. Their privileges have to be restored so that they look like the following:

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To enable the privileges, click the EDIT link for each group, and:

- 1) Give FO privileges to (Students) group
- 2) Give SV privileges to (Teachers SV) group
- 3) Give QP privileges to (Teachers QP) group

Here is the final result:

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USER INTERFACE DESIGN PROBLEMS:

At this point you may be thinking who are members of each of the above groups? How does one get into these groups?

For example, I may want to see the Teachers in the TEACHER SV group. It looks like I can download and view the members of these groups by clicking the Radio button next to the group, and then click the EXPORT GROUPS button, at the bottom of the screen.

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Well, let's try that! It downloaded something but not what we were looking for. So is it possible that there is another place where this data can be found? There is always that possibility... I'll have discover that later... based on previous experience, when I would add the groups one place and then go to members to add members to the group someplace else, I suspect it might be under the MEMBERS tab. But that would be considered consistent, and we can't have that.

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Now, if we go to MEMBERS tab, then click the EXPORT/IMPORT tab, then click the EXPORT MEMBERS button, we do get a big spreadsheet which appears to be un-normalized warehouse of fields which also include all the users including some members of the above groups. Specifically students and faculty. As for the other groups like ADMIN, DEANS, etc. the research continues...

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NOTE TO SELF

I assume this data can only be uploaded by someone at IUB, if so, that means every time we have a new secretary, chair, dean, etc. we need to send that information to David at IUB. This is another potential design problem for the system, when one person becomes the bottleneck for the entire university.

SELECTING CLASSES FOR THE TEST CYCLE

Let's check our deductive abilities. To pick classes for the test cycle, we go to..... SUBJECTS tab, and then SUBJECT SELECTION tab.

Because I selected all classes before, right now all of the classes appear as SELECTED SUBJECTS (COURSES).

Verify that all the sections are there. Usually about 1500-2000 sections per semester (Fall or Spring) for IUSB.

AUDITING THE TASKS

The concept of **TASKS and DYNAMIC DAYS** has been explained in TEST CYCLE WORK FLOW, and probably should have been set up during the TEST CYCLE project. However, for PRODUCTION, we need to make sure that the EMAILs are actually sent to users. Recall that we intentionally suppressed emails during the TEST CYCLE.

So we don't have go back to the other document below is a quick reminder of what is a task and what is dynamic days. To understand this we need to understand the following two concepts as it regards to BLUE.

- 1) What is a TASK?
 - a. BLUE's workflow is based on the notion of tasks. For example, when a student completes an evaluation, they are performing a task, when the faculty personalizes their evaluation form by adding their own questions, they are performing a task, when the faculty checks to see how many students have completed their evaluations, they are performing a task. When the faculty or department administrators view their reports, they are performing a task.
 - b. Associate with each task there is start date
 - c. Associate with each task there is an end date
 - d. Associated with each task there is are two reminders. Reminders are date/time at which email notifications (reminders) are sent to the user to perform the task.
 - e. In addition, each task has several options that can be turned on or off. (the most important of these is to sometime turn off the email feature, which is especially important if we are in a test cycle.

2) What is the notion of Dynamic Day?

a. We'll explain this later in a little more detail, but the notion of dynamic days allows customization of when notifications should be sent to the users. In other words, we can create an IF-THEN rule that indicates when the notification should be sent. The rule is typically based on the fixed deadline. For example 7 days before the course end send a notification to the student to complete the evaluation.

Since the Tasks Settings have already been created (By Alexandra), Click the TASKS tab, and then the SETTINGS sub tab. We should see the following:

There are several different tasks in the system, however 3 of them are important to us (during project creation). The forth one is important during Report Generation.

- 1) Form Fill Out (FO)
 - a. This is for students to complete their evaluations
- 2) Question Personalization (QP)
 - a. This is to give the opportunity to faculty to add more question to their evaluation (if they wish)
- 3) Subject View Management (SVM)
 - a. This is for faculty to be able to login and see how many students have completed their evaluation in each class.
- 4) Report Viewing (RV)
 - a. This is for faculty (or others) to be able to login and see their evaluation report for each class they are teaching.

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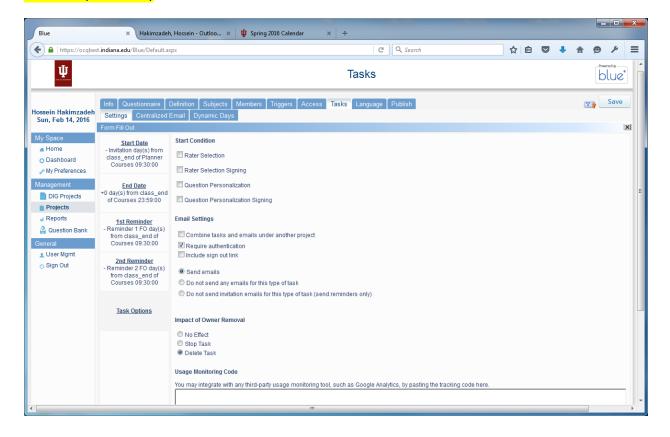
Now to view the details on each task we can click the EDIT

Below is the screen shot for FORM FILL OUT task:

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		Clear Date Back To Task Settings	Subsequent Email Email Subject					

NOTE that Alexandra has already set up the start date, end date, 1st reminder, 2nd reminder, and task options.

All we have to do at this point is to click the TASK OPTIONS link, and make sure the RADIO button for SEND EMAILS is selected. (see below)



We can do the same for the other two tasks: Question Personalization and Subject view management (See below)

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PUBLISHING THE PRODUCTION PROJECT

After the courses are selected, we :

- 1) click the PUBLISH tab
- 2) SET the Project START DATE
- 3) SET the Project END DATE.
- 4) Then click the VALIDATE button. More than likely, we will get warning saying that the course does not have enough students in it. (There was a warning in validating the project.) (hossein and johnny)

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Eile Edit Format View Help			
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Finally, click the PUBLISH button

Wait for the PUBLISH process to finish, then go and see if the tasks are generated.

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AUDIT POINT

Someone has to make sure all the TASKS are created for:

- Students (FO)
- Faculty (QP, SVM, etc.)
- CHAIRS
- DEANS
- ADMINS
- SECRETARIES
- Etc.