Faculty and Dean User Document for Survey of Student Opinions

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Introduction and Purpose

The Survey of Student Opinions application was created to allow faculty and administrators of the college to view student survey information easily and confidentially. Adjunct faculty will be able to see the student surveys, associated with the classes they teach, three (3) weeks after the class has ended. Deans and department heads will have access to the student surveys immediately.

Gaining Access to the System

The application is located at [http://webapps.ccac.edu/SurveyStudents](http://webapps.ccac.edu/SurveyStudents). You must login to the system to use it, there is no public access to the information contained within. You login using your normal network Username and Password.

If you have not logged into the system previously, you will need to register. This is a simple process and can be completed in just a few moments. Start by entering your CCAC username and password. This is the same username and password that you use to log into the CCAC network. You must have a valid CCAC username and password to use and register with the application. Click Login to continue…

Note: If you have previous registered with this application, you will immediately be logged in after entering your CCAC username and password. You will not have to register with the application each time.
Now you will be asked to provide some information about yourself. This information is used to verify and register your credentials within the Survey Of Student Opinions software. Once you enter all the information, click the Register button to finish registering.

If you are unsure of your Colleague ID, you can press “What’s this?” and see an example:
When you successfully register, you will see a confirmation (shown below). At this point, you can begin to use the system, by clicking on the Survey Results tab near the top of the page. You will not need to register with the website the next time you wish to view your results. You can simply login to the system on the front page, using your regular username and password.

Once you click on the Survey Results tab (after successfully registering or logging in), you will see the following screen:

The Survey Results page will allow you to look at your Survey of Student Opinion results. Select the Term you wish to view. Once you have selected a Term, click on the View Report button to actually see your results. The results window will look similar to this:

Note: Deans and Department Heads will have a different set of selections (see appendix A).
The view you will first see is a summary of all of your results for the chosen term. Each question is listed and the average results for that question. You should notice, that you are looking at page 1 out of 10 in this case (noted by the 1 in the box above the lower CCAC logo). If you press on the arrow pointing right (without the line) you will be taken to the next page.
You will see your results, and the comments associate with them. The image above has 2 responses at one time, since neither response has written comments associated with them (denoted by the line “No written comments were given on this response.”), while the image below shows a possible 3 out of 3 responses given.
Each course you have taught for the chosen term, that had a student survey, will be shown. If you wish to print the report, click on the small printer icon 📑.

Unless you are a Dean or a Department Head, you will only be able to see the results of the student surveys for your particular classes.
Appendix A

Below you will see an image of what a Dean or Department head will view when they come to the Survey Results tab.

A Dean or Department Head has 3 possible options available:

If he/she has taught any classes that have been surveyed, the “My Results” radio button will be available, otherwise it will be grayed out and not clickable.

The “Run Results As” radio button (with drop down box) is so a Dean or Department Head can run a “My Report” as a particular faculty member. This will allow him/her to see the exact same report that a faculty member sees, although he/she is still restricted to seeing only “Adjunct” and “Non-Tenured” faculty members.

The “Organization Results” radio button should be selected if the Dean or Department Head would like to see the normal organizational results report. When this radio button is clicked, additional choices are given, as shown here:
A Dean or Department head should then select if he/she would like to view “Adjunct” or “Non-Tenured” full time faculty member. The term is then selected as well as how he/she would like to view the report. Once the radio button is selected for how to view the report, a drop down will be given of choices, shown here:

A Dean or Department Head may then wish to further narrow his/her search down by selecting a specific Subject / Course / Division / Department / or Location.

Finally, the “View Report” is clicked.

If “My Results” or “Run Results as” has been selected, then the Dean or Department Head will see the same report as shown on page 5, otherwise, he/she will see the following report:
## Student Survey Results for Term 07SP

| Allergy/Compass | O1 | O2 | O3 | O4 | O5 | O6 | O7 | O8 | O9 | O10 | O11 | O12 | O13 | O14 | O15 | O16 | O17 | O18 | O19 | O20 | O21 | O22 | O23 | O24 | O25 | Average |
|-----------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Name            |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Course          |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Course          |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Course          |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Course          |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Name            |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |