

# WSC SurveyDig User's Guide for Faculty



# Online Course Evaluations (Web for Faculty):

Log in to Web for Faculty as you normally would do

**Westfield State College Online Services**

**Students, Faculty and Staff:**

Please enter your College Wide ID below preceded by a capital A. For example, if your CWID is 10023877 you would enter, A10023877. Then, enter your Personal Identification Number (PIN). When finished, click Login.

Please note: your CWID with the capital A is your CWID for all online services.

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To protect your privacy, please Exit and close your browser when you are finished.

Access to online services at Westfield State College will **not** be available from 2:30 a.m. - 5:30 a.m. daily. Please do not try to access the system during these times. Thank you.

While using this system, if you are inactive for more than 30 minutes, you will be automatically logged out.

**On February 1, 2006 the college will use e-mail as a method for sending official communication to students.**  
Click [here](#) for more information.

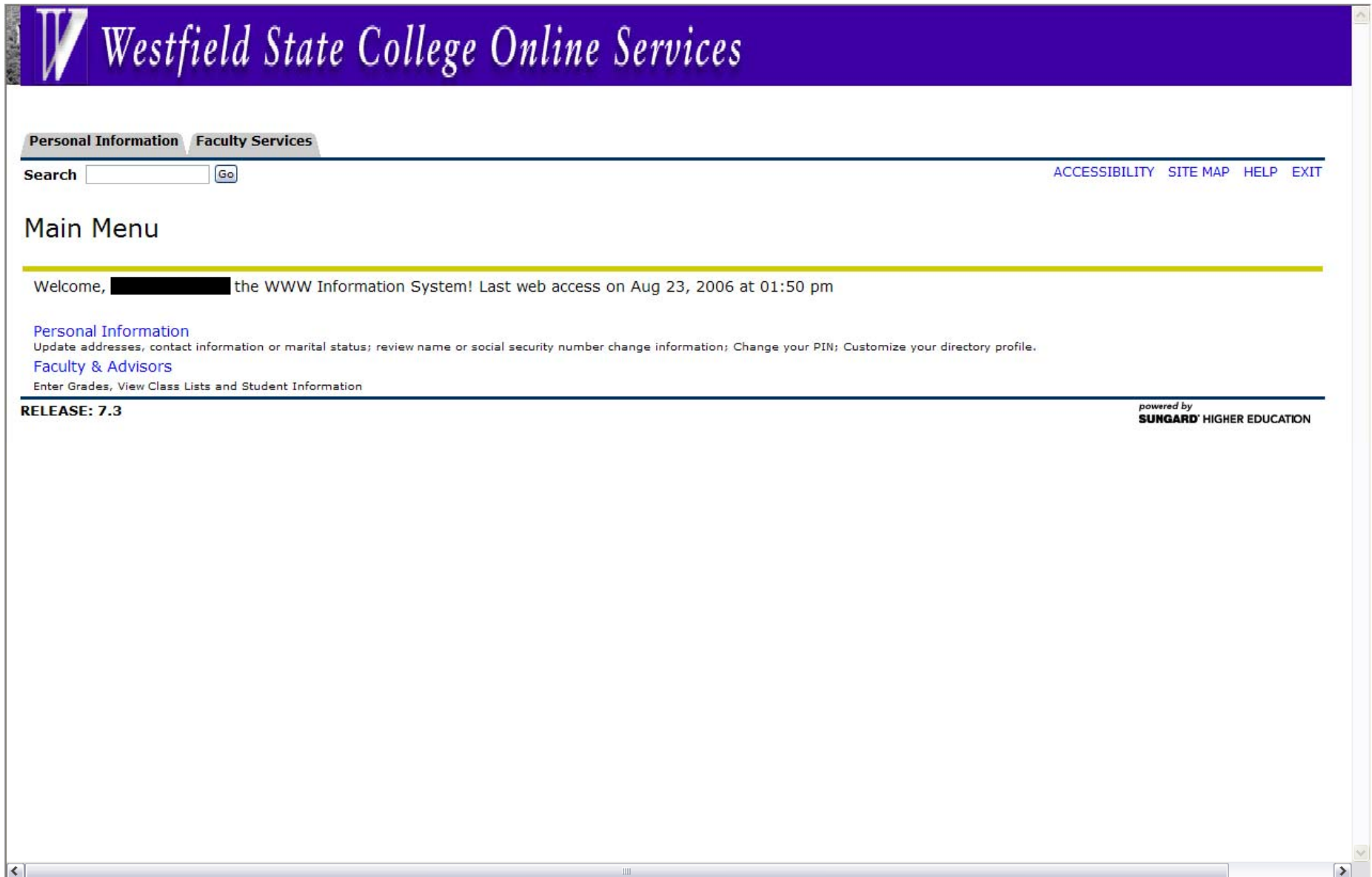
User ID:

PIN:

RELEASE: 7.3

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Click on Faculty & Advisors:



The screenshot shows a web browser window displaying the 'Westfield State College Online Services' page. The page has a purple header with the college logo and name. Below the header, there are two tabs: 'Personal Information' and 'Faculty Services'. A search bar is located on the left, and navigation links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area features a 'Main Menu' section with a yellow horizontal line. Below this line, a welcome message is displayed, followed by links for 'Personal Information' and 'Faculty & Advisors'. At the bottom, there is a 'RELEASE: 7.3' notice on the left and a 'powered by SUNGARD HIGHER EDUCATION' logo on the right. The browser's address bar and navigation buttons are visible at the bottom of the window.

**Westfield State College Online Services**

**Personal Information** **Faculty Services**

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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Welcome, [REDACTED] the WWW Information System! Last web access on Aug 23, 2006 at 01:50 pm

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Faculty & Advisors](#)  
Enter Grades, View Class Lists and Student Information

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**RELEASE: 7.3**

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Click on Faculty Detail Schedule:

The screenshot shows the Westfield State College Online Services website. At the top, there is a purple banner with the college logo and the text "Westfield State College Online Services". Below the banner, there are two tabs: "Personal Information" and "Faculty Services", with "Faculty Services" being the active tab. A search bar is located below the tabs, with a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty Services" and contains a list of menu items: "Student Information Menu", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Week at a Glance", "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", "Final Grades", "Look Up Classes", "Electronic Gradebook by Component", "Faculty and Advisor Security Information", and "Active Assignments". A vertical scrollbar is visible on the right side of the page.

**Westfield State College Online Services**

**Personal Information** **Faculty Services**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Faculty Services

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- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Final Grades](#)
- [Look Up Classes](#)
- [Electronic Gradebook by Component](#)
- [Faculty and Advisor Security Information](#)
- [Active Assignments](#)

Select the Term in order to view Online Evaluations:  
Click Submit:



The screenshot shows a web browser window with a purple header bar. The header contains the Westfield State College logo (a stylized 'W') and the text "Westfield State College Online Services" in a white serif font. Below the header, there is a search bar with the label "Search", an empty input field, and a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, the text "Select Term" is displayed. To the right of this text, there is a black redaction box and the date and time "Sep 06, 2006 01:37 pm". Below "Select Term", there is a dropdown menu labeled "Select a Term:" with "Fall 2006" selected. Below the dropdown menu is a "Submit" button. In the bottom left corner, the text "RELEASE: 6.1" is visible. In the bottom right corner, there is a logo for "powered by SUNGARD HIGHER EDUCATION".

You will be launched into a new window apart from Banner Web for Faculty. You can click on the number value under the "Surveys Taken" field, in this case "7" to view the results of the evaluations.

**Course Evaluation Reporting**

**Courses for: Any Anyone**

Course: % Term: Summer II 2006 Department: [ ]

Sort By 1: [ ] Sort By 2: [ ] Output: Summary Records: 25 [ Search ]

Only Courses **with** Surveys  
 Only Courses **without** Surveys  
 Show Number Response Counts  
 Include Min / Max / Median  
 Display Item Code

Term	Division	Department	Course ID	Course	Description	Primary Professor	Surveys Taken	Total Enrollment	% Complete
							7	10	70
<b>Total:</b>							<b>7</b>	<b>10</b>	<b>70%</b>

Records: 1 Time: 0.11 Seconds

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**ORBIT 5.0**

You then can view the details of the evaluations taken by scrolling through the various categories. You can also print these results as you would any web page from your browser. After viewing your results click the red X to close the window and return to Banner Web for Faculty.

### Course Evaluation Reporting

**Courses for:** [REDACTED]

Course: 11057 Term: Summer II 2006 Department: [REDACTED]

Sort By 1: [REDACTED] Sort By 2: [REDACTED] Output: Detail Records: 25 Search

Only Courses with Surveys  
 Only Courses without Surveys  
 Show Number Response Counts  
 Include Min / Max / Median  
 Display Item Code

Term	Division	Department	Course ID	Course	Description	Primary Professor	Surveys Taken	Total Enrollment	% Complete
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	10	80
Total:							8	10	80%

Records: 1 Time: 0.02 Seconds

#### Learning

	5	4	3	2	1	0	Avg	Std Dev
Total	8	52	45	3	0	0	4.48	0.51

Description	5	4	3	2	1	0	Avg	Std Dev
You find the course intellectually challenging and stimulating	8	38	63				4.38	0.52
You have learned something which you consider valuable	8	50	50				4.50	0.53
Your interest in the subject was increased as a consequence of this course	8	63	25	13			4.50	0.76
You have learned and understood the subject materials for this course	7	57	43				4.57	0.53

#### Enthusiasm

	5	4	3	2	1	0	Avg	Std Dev
Total	8	50	50	0	0	0	4.50	0.45

Description	5	4	3	2	1	0	Avg	Std Dev
Instructor is enthusiastic about teaching the course	8	63	38				4.63	0.52
Instructor is dynamic and energetic in conducting the course	8	50	50				4.50	0.53
Instructor's style of presentation holds your interest during class	8	38	63				4.38	0.52

#### Orientation

	5	4	3	2	1	0	Avg	Std Dev
Total	8	54	43	4	0	0	4.51	0.52

Description	5	4	3	2	1	0	Avg	Std Dev
Instructor's explanations are clear	7	43	43	14			4.29	0.76
Course materials are well prepared and carefully explained	7	57	43				4.57	0.53
Proposed objectives agree with those actually taught so you know where the course is going	7	57	43				4.57	0.53
Instructor gives lectures that facilitate taking notes	7	57	43				4.57	0.53