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.
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.
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.

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.