Updating Teacher Collect Screen for On-line Course Evaluation

Changes needed for the on-line evaluation can be entered in the teacher collect screen (go te) found in the student information system (SIS). Listed below is a copy of the screen after the department prefix has been entered. (For additional instruction on the related fields in this screen please review the Teacher Collect instructions located in the ***Online Scheduling Guide***)

```
1 - UMDMVS                                                         _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SCH427P1                    UMCP/SCH Scheduling System            10/22/08
SB5-0293                         Teacher Collect                        TE
==========================================================================
Prfx: TEST Term: 0808 Sub-Term: B Missing: N Seats Iss: N Ind Instr: N FID: N

 Course  Sec  CIS  Iss   UID        Name                       Eval Oth
TEST100  0101 Lec       100316391 Registrations, Test A.        Y
TEST201  0101 Lec       100311006 Registrations, Test Y         Y
TEST201  0101 Dis       100316391 Registrations, Test A.        N
TEST201  0201 Dis       100316414 Registrations, Test C.        N
TEST401  0101 Lec       100310993 Registrations, Test Jackson   Y    Yes
TEST498T 0101 Lec       100310993 Registrations, Test Jackson   Y
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____

==>
F1=Help       F2=Clear      F3=Menu       F5=>>>More Teachers     F6=Print
F7=Prev Pg    F8=Next Pg    F9=Cmd Line   F10=Top                 F12=Cancel
Make changes and press ENTER or use a function key.
4A              1 Sess-1     129.2.128.7              TCP00293        8/26
```

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 evaluated) and the N=no (this person will not be evaluated).

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) evaluated 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 evaluated).

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. I would recommend placing your cursor over a letter or number versus a blank space. This will take you to the supplemental in which changes can be processed. The next two screens will demonstrate the instructions that have been described.

```
1 - UMDMVS                                                         _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SCH427P1                    UMCP/SCH Scheduling System            10/22/08
SB5-0293                         Teacher Collect                        TE
==========================================================================
Prfx: TEST Term: 0808 Sub-Term: B Missing: N Seats Iss: N Ind Instr: N FID: N

 Course  Sec  CIS  Iss   UID        Name                       Eval Oth
TEST100  0101 Lec       100316391 Registrations, Test A.        Y
TEST201  0101 Lec       100311006 Registrations, Test Y         Y
TEST201  0101 Dis       100316391 Registrations, Test A.        N
TEST201  0201 Dis       100316414 Registrations, Test C.        N
TEST401  0101 Lec       100310993 Registrations, Test Jackson   Y    Yes
TEST498T 0101 Lec       100310993 Registrations, Test Jackson   Y
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____
_____  ____ ___  ___   _____ _____     _    ____

==>
F1=Help       F2=Clear      F3=Menu       F5=>>>More Teachers     F6=Print
F7=Prev Pg    F8=Next Pg    F9=Cmd Line   F10=Top                 F12=Cancel
Make changes and press ENTER or use a function key.
4A              1 Sess-1     129.2.128.7              TCP00293       12/26
```

```
1 - UMDMVS                                                              _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SCH425P2              UMCP Student Information System          10/22/08
SB5-0293                    Instructor Update
====================================================================
   TERM: 0808      CRS: TEST401       SEC: 0101       CLASS Lec

                Pct
     UID       Inst  Function  Profile            Name            Eval
 1) 100310993  50 % 1 Instr    1 Faculty Registrations, Test Jacks 10/22/08 Y
 2) 100311013  50 % 1 Instr    1 Faculty Registrations, Test Z     10/22/08 N
 3) 100316407   0 % 3 Lab/Dis  5 TA      Registrations, Test B     10/22/08 N
 4) 100316421   0 % 8 Techie   3 Special Registrations, Test D.    10/22/08 N

F1 =Help              F3 =Return    F4 =Del Rec  F5 =Del ALL  F6 =Print
F7 =Prev Pg  F8 =Next Pg           F10=Top       F11=Bottom   F12=Cancel
Modify instructors and press ENTER to update
4A              1 Sess-1    129.2.128.7              TCP00293      9/6
```

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 evaluated). Teaching assistants should be marked N=no (not to be evaluated) for large lectures and should be marked Y=yes(to be evaluated) within each discussion section they are teaching.


```
1 - UMDMVS                                                              _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SCH425P2              UMCP Student Information System          10/22/08
SB5-0293                    Instructor Update
====================================================================
   TERM: 0808      CRS: TEST401       SEC: 0101       CLASS Lec

                Pct
     UID       Inst  Function  Profile            Name            Eval
 1) 100310993  50 % 1 Instr    1 Faculty Registrations, Test Jacks 10/22/08 Y
 2) 100311013  50 % 1 Instr    1 Faculty Registrations, Test Z     10/22/08 Y
 3) 100316407   0 % 3 Lab/Dis  5 TA      Registrations, Test B     10/22/08 Y
 4) 100316421   0 % 8 Techie   3 Special Registrations, Test D.    10/22/08 N

F1 =Help              F3 =Return    F4 =Del Rec  F5 =Del ALL  F6 =Print
F7 =Prev Pg  F8 =Next Pg           F10=Top       F11=Bottom   F12=Cancel
Modify instructors and press ENTER to update
4A              1 Sess-1    129.2.128.7              TCP00293      9/6
```

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 evaluated).

Then use the F3 key to return to the initial screen.


```
1 - UMDMVS                                                              _ □ ×
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SCH427P1              UMCP/SCH Scheduling System               10/22/08
SB5-0293                    Teacher Collect                          TE
====================================================================
Prfx: TEST Term: 0808 Sub-Term: B Missing: N Seats Iss: N Ind Instr: N FID: N

 Course  Sec  CIS  Iss   UID         Name                 Eval  Oth
 TEST100 0101 Lec        100316391 Registrations, Test A.     Y
 TEST201 0101 Lec        100311006 Registrations, Test Y      Y
 TEST201 0101 Dis        100316391 Registrations, Test A.     N
 TEST201 0201 Dis        100316414 Registrations, Test C.     N
 TEST401 0101 Lec        100310993 Registrations, Test Jackson Y    Yes
 TEST498T 0101 Lec       100310993 Registrations, Test Jackson Y

==>
F1=Help        F2=Clear      F3=Menu      F5=>>>More Teachers     F6=Print
F7=Prev Pg    F8=Next Pg    F9=Cmd Line  F10=Top                F12=Cancel
Make changes and press ENTER or use a function key.
4A              1 Sess-1    129.2.128.7              TCP00293      12/26
```

 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.