

Faculty User Guide



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System Generated Emails

You will receive system-generated emails when the SFI administration window opens as well as reminders throughout the administration. If you are teaching class sections in multiple sessions, you will receive email notifications for each.

View Real-Time Response Rates

As an instructor, you can view real-time response rates for your open surveys through links provided to you in system-generated emails or through logging in directly to Blue.

Access from email notification

Link in Email

You will receive system-generated emails for your open surveys. Click on the link provided in the email to view real-time response rates.

From: Office of Institutional Research <SFI@wcupa.edu>
Sent: Tuesday, August 20, 2024 5:40 PM
To: Brett McDaniel <bmcddaniel@explorance.com>
Subject: Student Feedback on Instructor Surveys are Starting Soon

Student Feedback on Instructor surveys are Starting Soon!

Hello Brett,

Fall 2024 Student Feedback on Instructor surveys for the courses listed below will start soon.

What you need to know

- Students will receive an email invitation from SFI@wcupa.edu containing links to complete Student Feedback on Instructor surveys.
- Students will also see any open surveys on their D2L home page.
- Students will receive reminder emails and reminder pop-ups in D2L until they have submitted all surveys.

What you need to do

- Talk about the surveys with your students and encourage them to participate. You may find this [PowerPoint Presentation](#) useful.
- You are encouraged to use class time for your students to take the survey. If you choose this option, allocate time either at the beginning or end of the class period for the survey. After giving the students instructions on how to access the online survey, please exit the classroom to allow students to complete the survey.

The following Student Feedback on Instructor surveys are currently available. Click below to view real-time response rates.

COURSE	SURVEY START DATE	SURVEY END DATE
TST100-11 McDaniel	November 14, 2024	December 6, 2024

[VIEW MY RESPONSE RATES](#)

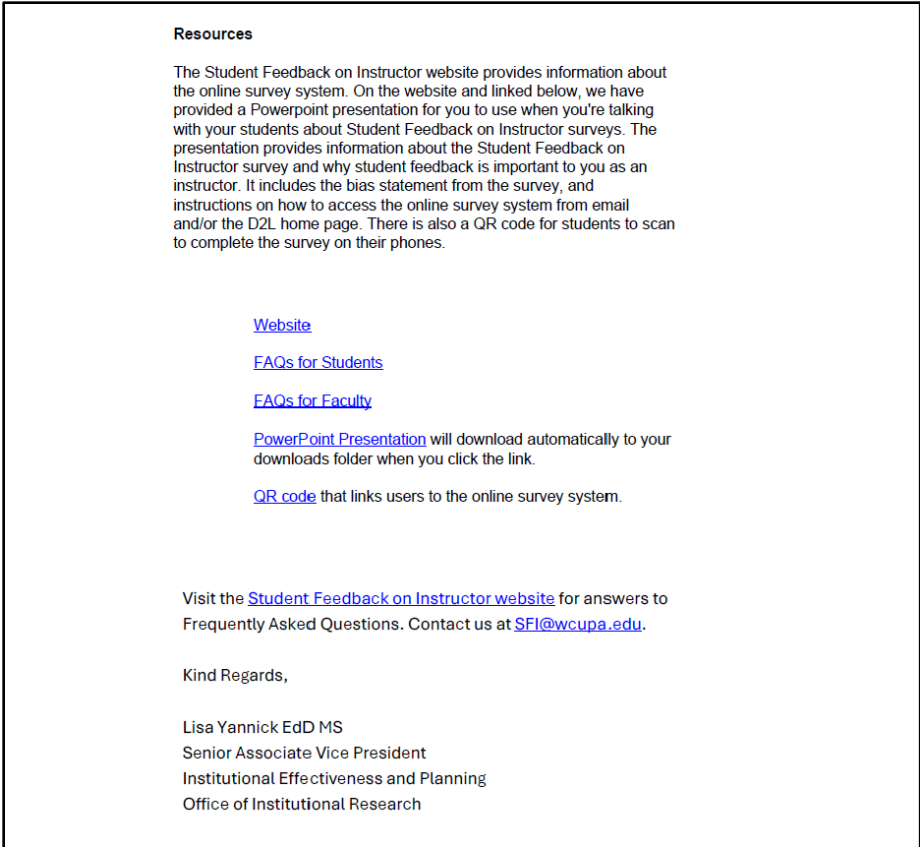


Figure 1: Email to Faculty

Blue Log in

Log in to Blue using your WCUPA username and password.

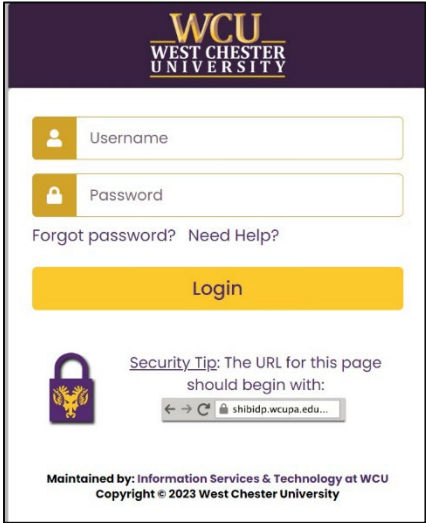


Figure 2: WCUPA Duo Authentication

Select User Group — Instructors.

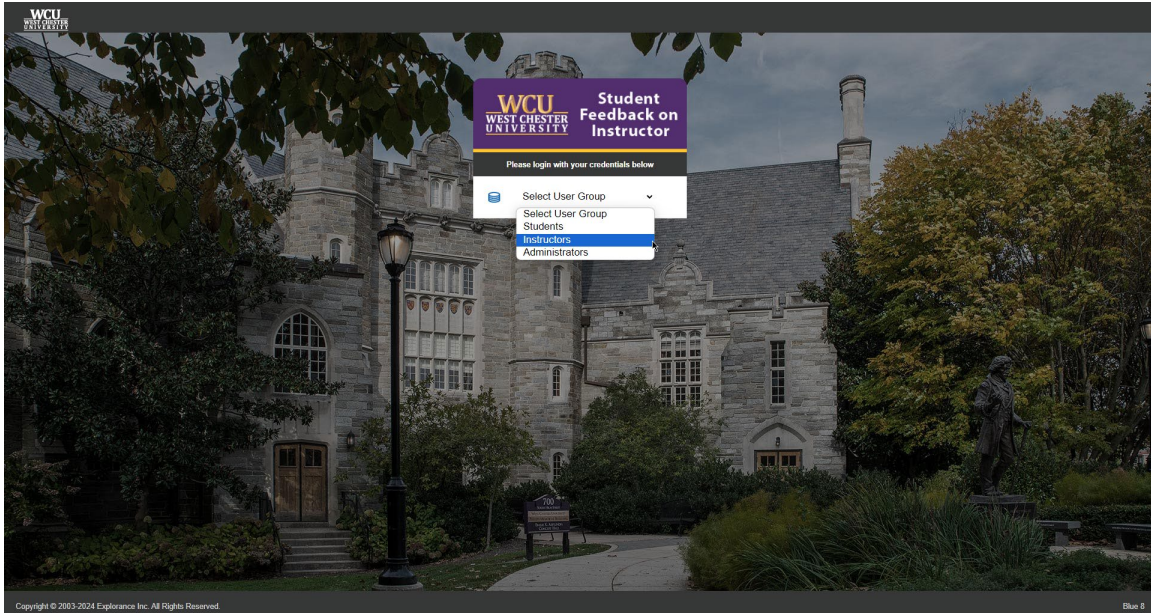


Figure 3: Blue Log In

Task List

Click the task “view response Rates for...” to view response rates for each class section.

The screenshot shows the WCU My Home page. At the top left is the WCU logo. The header includes 'Welcome [User Name]' and 'West Chester University of PA'. On the right, there are 'English' and 'Sign Out' buttons. The left sidebar has 'Home' and 'Response Rate' links. The main content area has a 'My Home' title and a 'Subject Management' button. A banner for 'Student Feedback on Instructor' is displayed. Below this is a 'Tasks' section with a search bar, 'All' filter, and 'Reset' button. It shows '3 of 3 (filtered from 3 tasks)'. Three tasks are listed: 'View response Rates for TST100-12 McDaniel', 'View response Rates for TST100-13 McDaniel', and 'View response Rates for TST100-14 McDaniel', each with a timestamp and '2024 Fall Open' status. Below the tasks is a 'Reports' section with a search bar, 'All' filter, and 'Reset' button. It shows '0 of 0 (filtered from 0 tasks)' and 'No reports found'. The 'blue' logo is in the bottom left corner.

Figure 4: Instructor Task List

View Response Rates

View response rates for all your class sections by clicking “Subject Management” on your Blue home page.

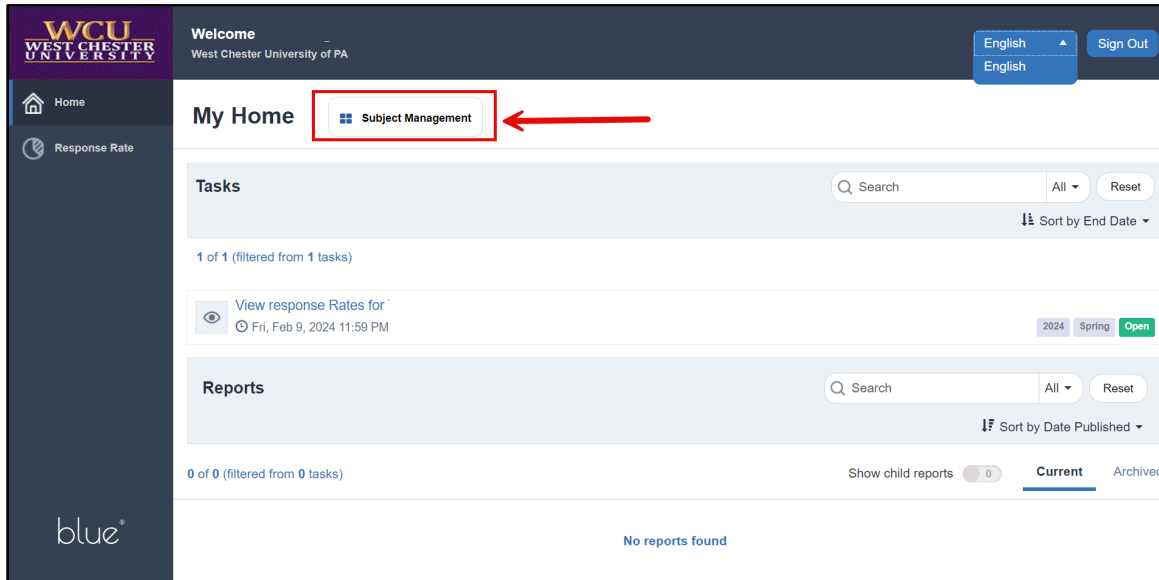


Figure 5: Subject Management

Subject management

Hi: [redacted], you have been invited to manage the following subjects.

Search...

Filters 5

Sort by: Due date

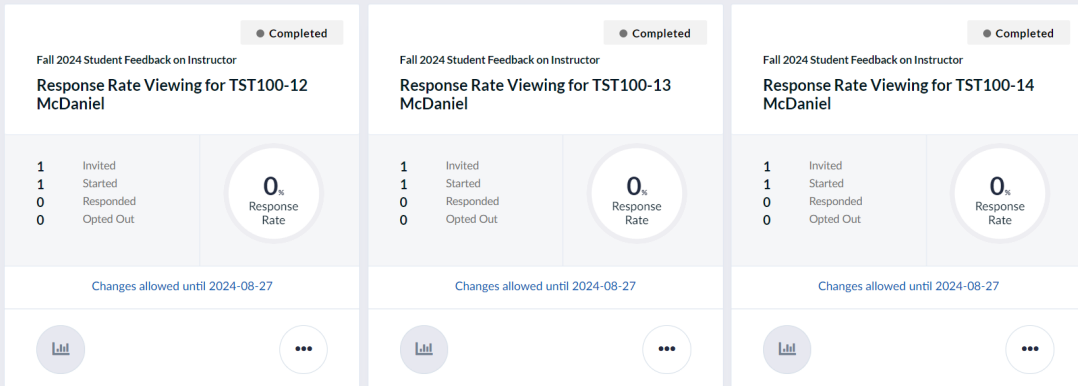


Figure 6: Subject Management – Response Rates

View Response Rates

Hi Brett McDaniel, you are invited to view the response rates for these courses.

Search...

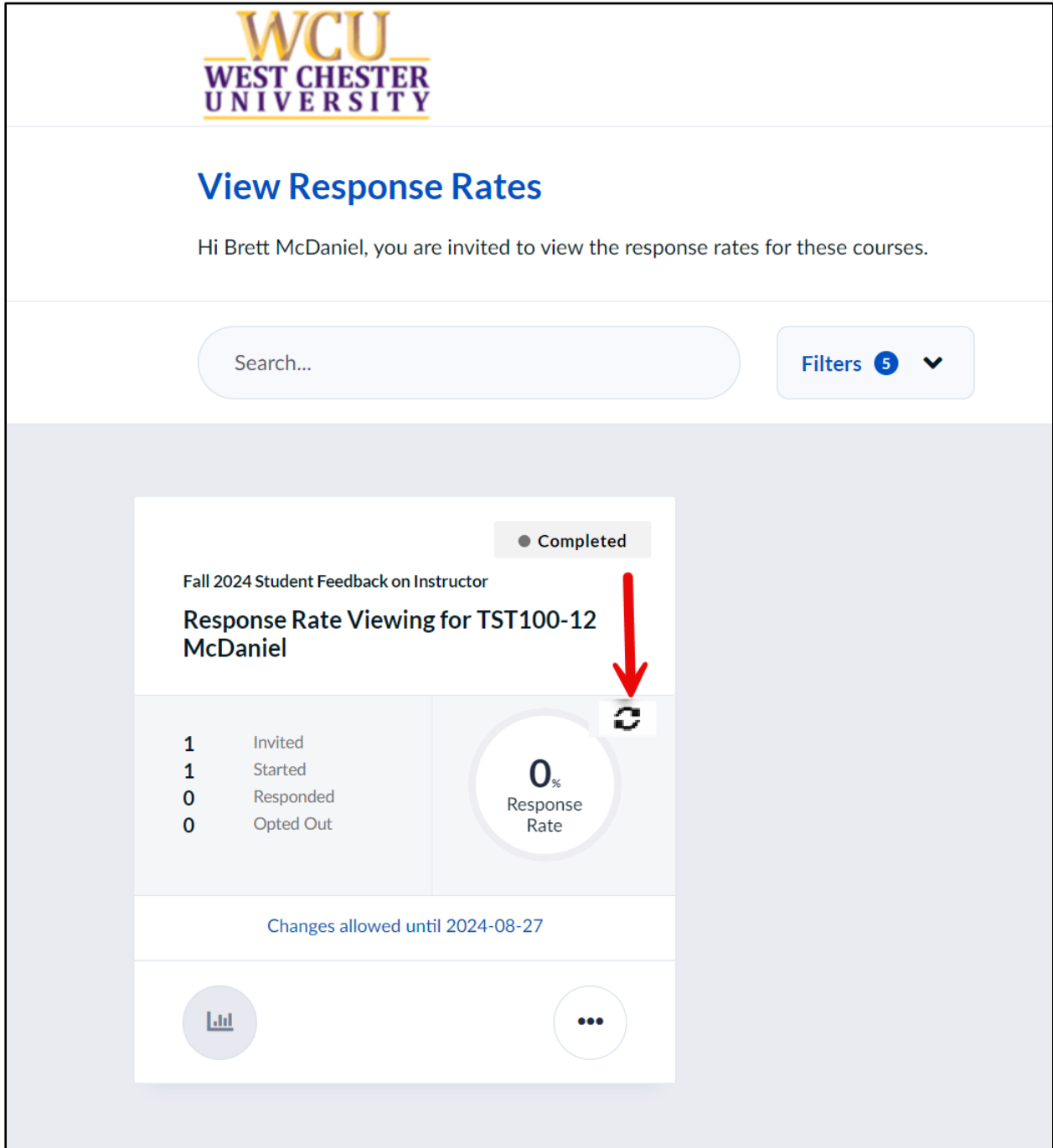
Filters 5



Figure 7: View Response Rates

Refresh Response Rates

To refresh your response rates, click the .



WCU
WEST CHESTER
UNIVERSITY

View Response Rates

Hi Brett McDaniel, you are invited to view the response rates for these courses.

Search... Filters 5

Completed

Fall 2024 Student Feedback on Instructor

Response Rate Viewing for TST100-12
McDaniel

1	Invited
1	Started
0	Responded
0	Opted Out

0%
Response Rate

Changes allowed until 2024-08-27



 

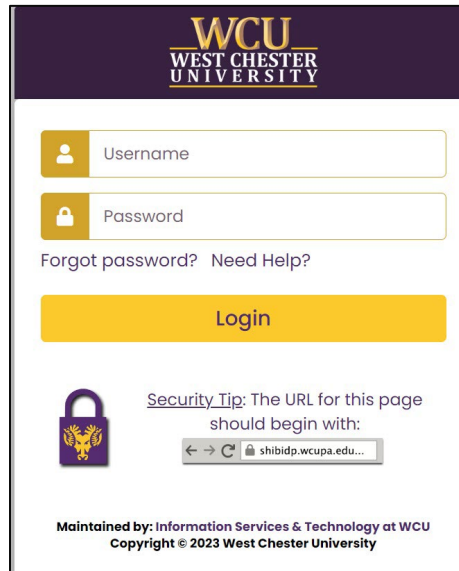
Figure 8: Refresh Response Rates

Access from Blue

Blue Log In

Navigate to <https://SFI.wcupa.edu>.

Log in using your WCUPA username and password.



The image shows a login form for West Chester University (WCU). At the top, the WCU logo is displayed. Below it, there are two input fields: one for 'Username' with a person icon and one for 'Password' with a lock icon. Underneath the password field, there are links for 'Forgot password?' and 'Need Help?'. A large yellow 'Login' button is centered below these links. At the bottom of the form, there is a security tip: 'Security Tip: The URL for this page should begin with:' followed by a browser address bar showing 'shibidp.wcupa.edu...'. At the very bottom, it says 'Maintained by: Information Services & Technology at WCU Copyright © 2023 West Chester University'.

Figure 9: WCUPA Duo Authentication

Select User Group, and then choose “Instructors”.

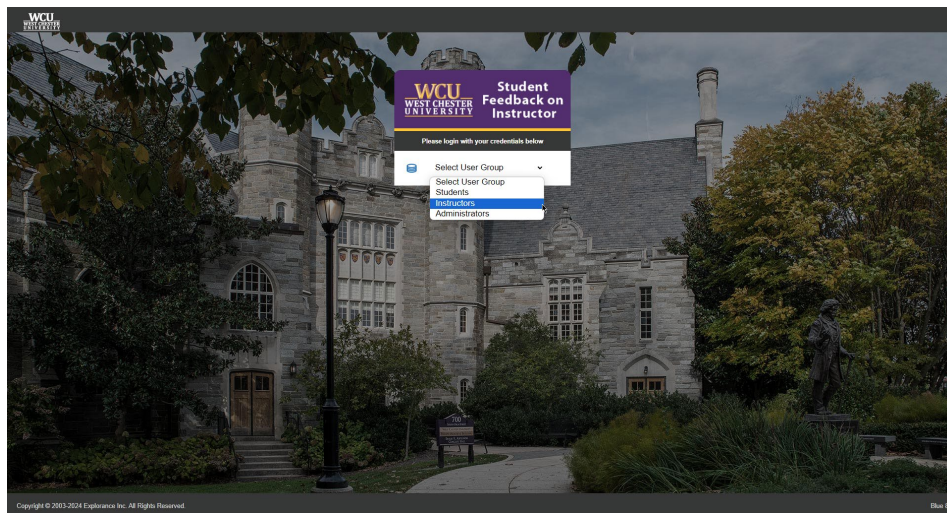


Figure 10: Blue Log In

Task List

Click the task “view response Rates for ...” to view response rates for each class section.

The screenshot shows the WCU My Home interface. At the top, there is a navigation bar with the WCU logo, a welcome message, and options for language and sign out. Below this is a 'My Home' section with a 'Subject Management' button. A large banner for 'Student Feedback on Instructor' is displayed. The main content area is divided into 'Tasks' and 'Reports' sections. The 'Tasks' section shows a list of three tasks, each with a search icon, a title, a timestamp, and a status indicator. A red arrow points to the first task: 'View response Rates for TST100-12 McDaniel'. The 'Reports' section shows no reports found.

Task Title	Timestamp	Status
View response Rates for TST100-12 McDaniel	Tue, Aug 27, 2024 8:52 AM	2024 Fall Open
View response Rates for TST100-13 McDaniel	Tue, Aug 27, 2024 8:52 AM	2024 Fall Open
View response Rates for TST100-14 McDaniel	Tue, Aug 27, 2024 8:52 AM	2024 Fall Open

Figure 11: Task List

View Response Rates

WCU
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UNIVERSITY

View Response Rates

Hi Brett McDaniel, you are invited to view the response rates for these courses.

Search... Filters 5

Completed

Fall 2024 Student Feedback on Instructor

Response Rate Viewing for TST100-12 McDaniel

1	Invited
1	Started
0	Responded
0	Opted Out

0%
Response Rate

Changes allowed until 2024-08-27

Bar chart icon | More options icon

Figure 12: View Response Rates

Results Reports

How to Access Reports

1. Faculty will receive a system-generated email when results reports are ready for you to view and download (after final grades have posted). Department Chairs and Evaluation Committee Chairs will also receive a system-generated email containing links to download reports that were ordered for TeP purposes.

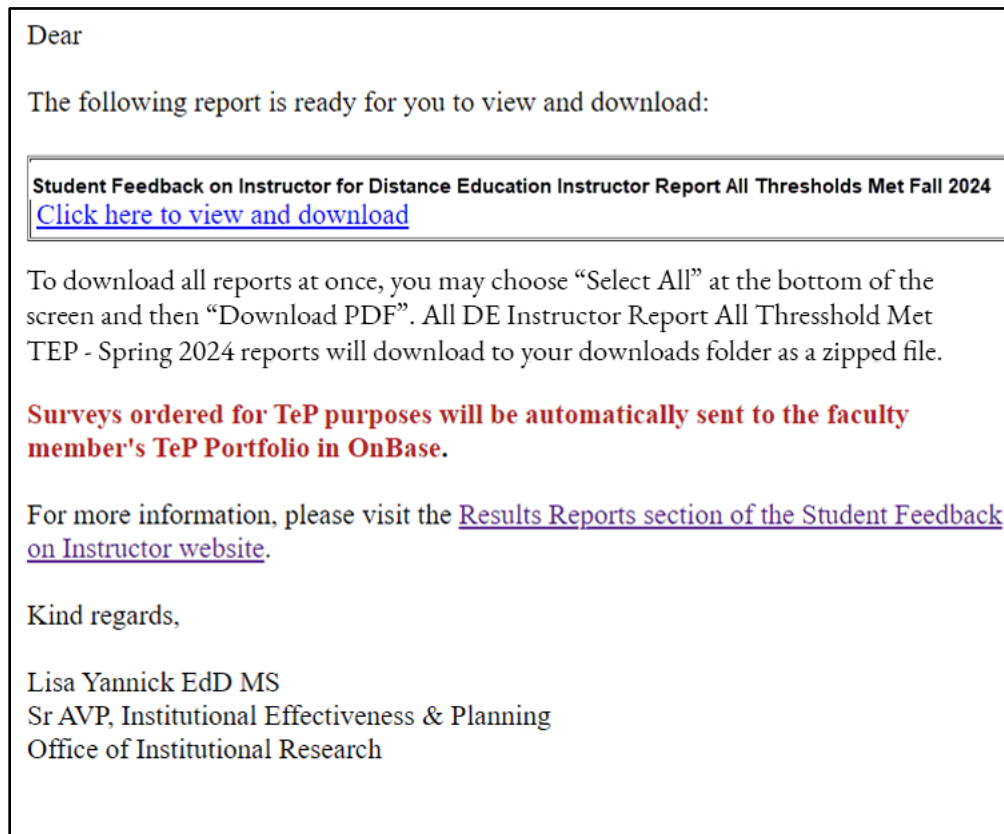


Figure 13: Example of System Generated Email

2. Click on the link in the email “Click here to view and download your reports”.
3. You may also access reports by logging into Blue <https://wcupa.edu/SFI>. Please note: Department Chairs and Evaluation Committee Chairs should choose the “Instructors” login to access department reports.
4. To download all reports at once, you may choose “Select All” at the bottom of the screen and then click “Download PDF”.

prompted to choose where to unzip those files. The default is in a folder within the same location as the zip file, bearing the same name as the zip file but you can choose to extract the files in any folder of your choosing.

7. How to Unzip Files on a Mac

To unzip a zip file on a Mac, you simply double click the zip file in the Finder app. This will create a folder containing the zipped files in the same location.

Automatic Transfer of Reports to Faculty TeP Portfolio in OnBase

Reports for surveys that were ordered for TeP purposes will be transferred digitally to the faculty member's TeP Portfolio in OnBase.

Comments Reports

Comments Reports contain student responses to open-ended survey questions and will be issued only to the instructor.

Report Examples

Redacted examples of Blue Reports are available on the Student Feedback on Instructor website.

Faculty Resources

We have launched a [Student Feedback on Instructor website](#) that provides information about the move to an online survey system. On the website and linked below, we have provided a PowerPoint presentation for you to use when you're talking with your students about SFI. The presentation provides information about what the Student Feedback on Instructor is and why SFI is important to you as an instructor. It includes the bias statement from the SFI survey, and instructions on how to access the online SFI system from email and/or the D2L home page. There is also a QR code for students to scan to complete the survey on their phone.

[Website](#)

[FAQs for Students](#)

[FAQs for Faculty](#)

[PowerPoint Presentation](#) - the PowerPoint presentation will download automatically to your downloads folder when you click the link

[QR code](#) that links to the online survey system (Blue)

[Student User Guide](#)

Need Help?

- If you have questions regarding *SFI orders* please contact Soozie Davidson, by email SDavidson@wcupa.edu or by phone [610-436-2835](tel:610-436-2835)
- If you have questions regarding the *Blue platform*, please refer to the [FAQ](#) section of the website or contact Sandi Unger by email SUnger@wcupa.edu or by phone [610-436-2475](tel:610-436-2475)
- If you have questions regarding *SFI administration, rules, or interpreting reports*, please contact Lisa Yannick, LYannick@wcupa.edu or by phone [610-436-3075](tel:610-436-3075)