

# Faculty User Guide



## Student Rating of Instructor Survey



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## **System-generated Emails**

You will receive system-generated emails when the SRIS 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 Explorance.

## **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:** [Student Rating of Instructor Survey](#)  
**To:**  
**Subject:** Online SRIS Administration is Open  
**Date:**

**SRIS administration is now open!**

Hello

The survey window for Spring 2024 SRIS administration is now open.

**What you need to know**

- Students will receive an email invitation from [SRIS@wcupa.edu](mailto:SRIS@wcupa.edu) containing links to complete instructor evaluations.
- 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 students instructions on how to access the online survey, please exit the classroom to allow students to complete the survey.

**Online evaluations are currently available for the following courses. Click below to view real time response rates.**

COURSE	EVALUATION END

[VIEW MY RESPONSE RATES](#)

**Resources**

We have launched a Student Rating of Instructor website that provides information about the online evaluation 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 SRIS. The presentation provides information about the Student Rating of Instructor Survey and why SRIS is important to you as an instructor. It includes the bias statement from the SRIS survey, and instructions on how to access the online SRIS 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 phones.

[Website](#)

[FAQs for Students](#)

[FAQs for Faculty](#)

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

Kind Regards,

Lisa Yannick  
Senior Associate Vice President  
Institutional Effectiveness and Planning  
Office of Institutional Research

*Figure 1: Email to Faculty*

# Explorance Log in

Log in to Explorance using your WCUPA username and password.

WCU  
WEST CHESTER  
UNIVERSITY

Username

Password

Forgot password? Need Help?

Login

Security Tip: The URL for this page should begin with:  
shibidp.wcupa.edu...

Maintained by: Information Services & Technology at WCU  
Copyright © 2023 West Chester University

Figure 2: WCUPA Duo authentication

Select User Group — Instructors.

WCU  
WEST CHESTER  
UNIVERSITY

Student Rating of Instructor

Please login with your credentials below

Select User Group

- Select User Group
- Students
- Instructors
- Administrators

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Figure 3: Explorance log in

# Task List

Click the task "view and manage questionnaire .... " to view response rates for each class section.

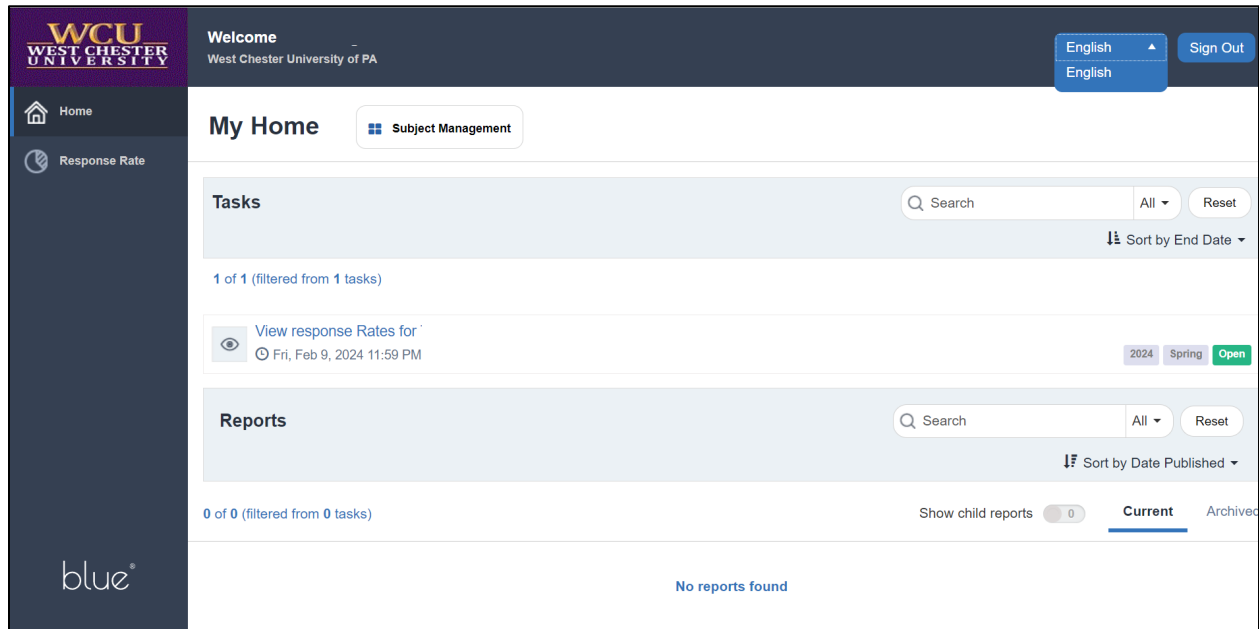


Figure 4: Instructor Task List

# View Response Rates

View Response Rates for all your class sections by clicking “Subject Management” on your Explorance home page.

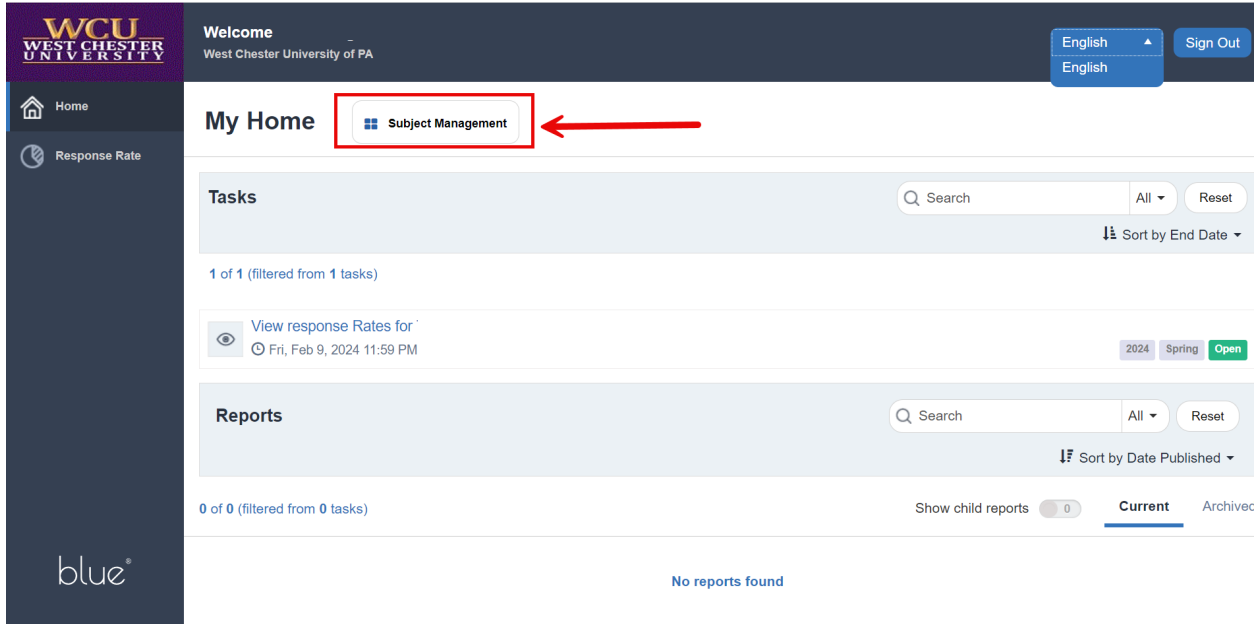


Figure 5: Subject Management

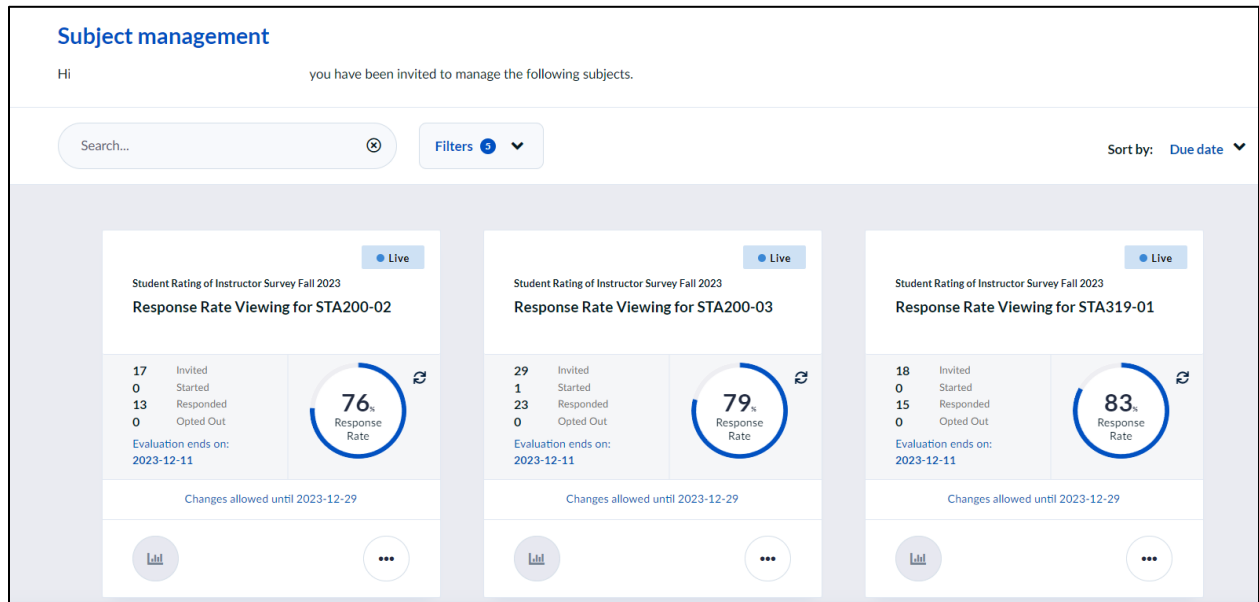


Figure 6: Subject Management – Response Rates

## Response Rate Viewing

Hi Lisa Yannick, you have been 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 refresh.

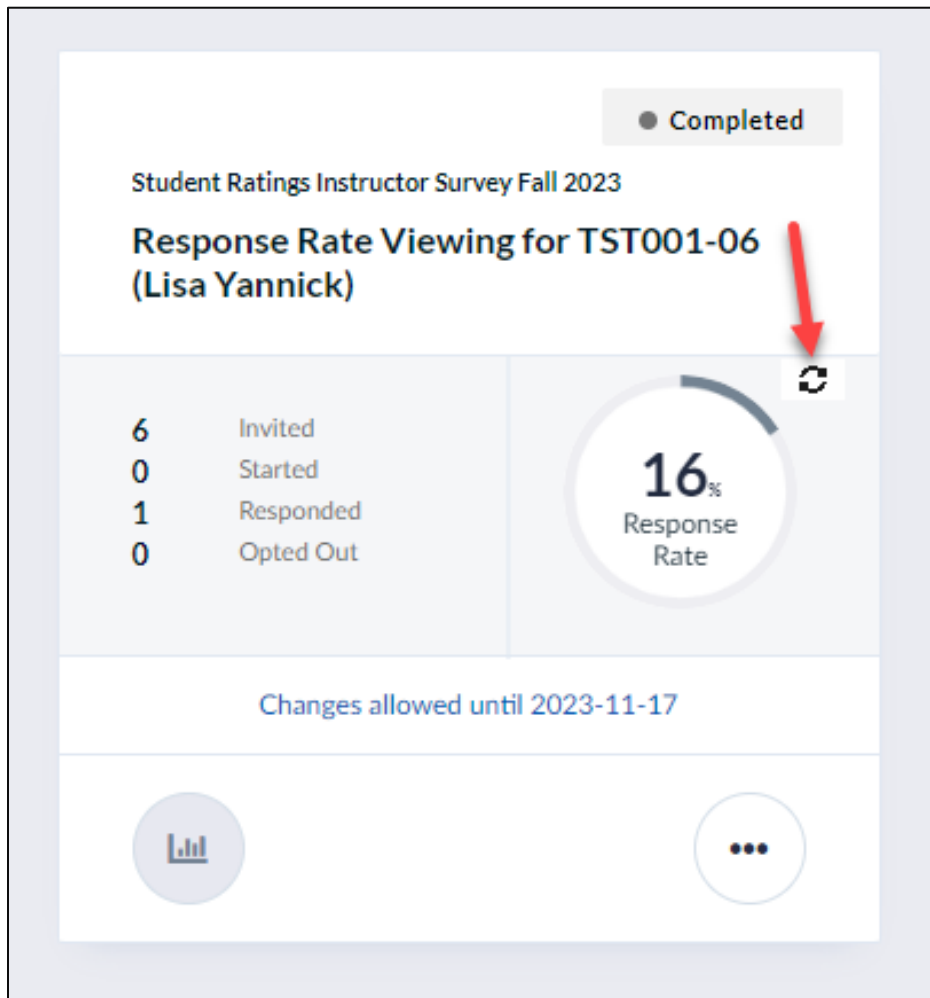


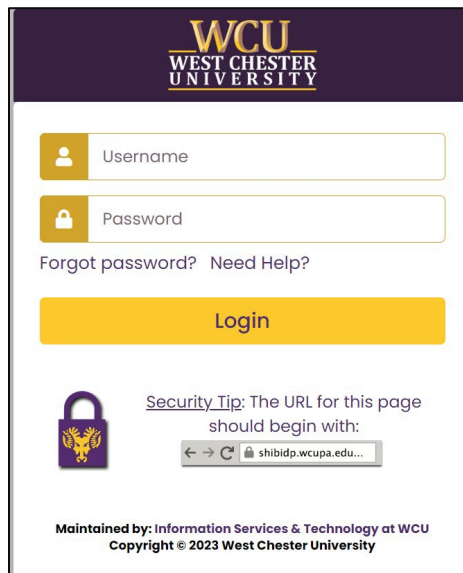
Figure 8: Refresh Response Rates

# Access from Explorance

## Explorance Log In

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

Log in using your WCUPA username and password.



The screenshot shows the login interface for West Chester University (WCU). At the top, the WCU logo is displayed. Below it are two input fields: 'Username' and 'Password'. A yellow 'Login' button is positioned below the password field. To the left of the button are links for 'Forgot password?' and 'Need Help?'. A security tip is provided below the button, stating that the URL should begin with 'shibidp.wcupa.edu...'. At the bottom, it is noted that the page is maintained by Information Services & Technology at WCU, with a copyright notice for 2023.

Figure 9: WCUPA Duo authentication

Select User Group, and then choose "Instructors".

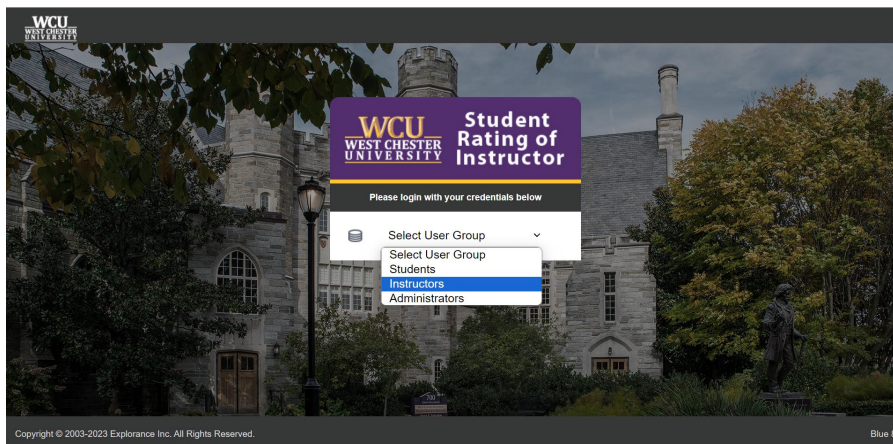


Figure 10: Explorance log in

# Task List

Click the task "view and manage questionnaire .... " to view response rates for each class section.

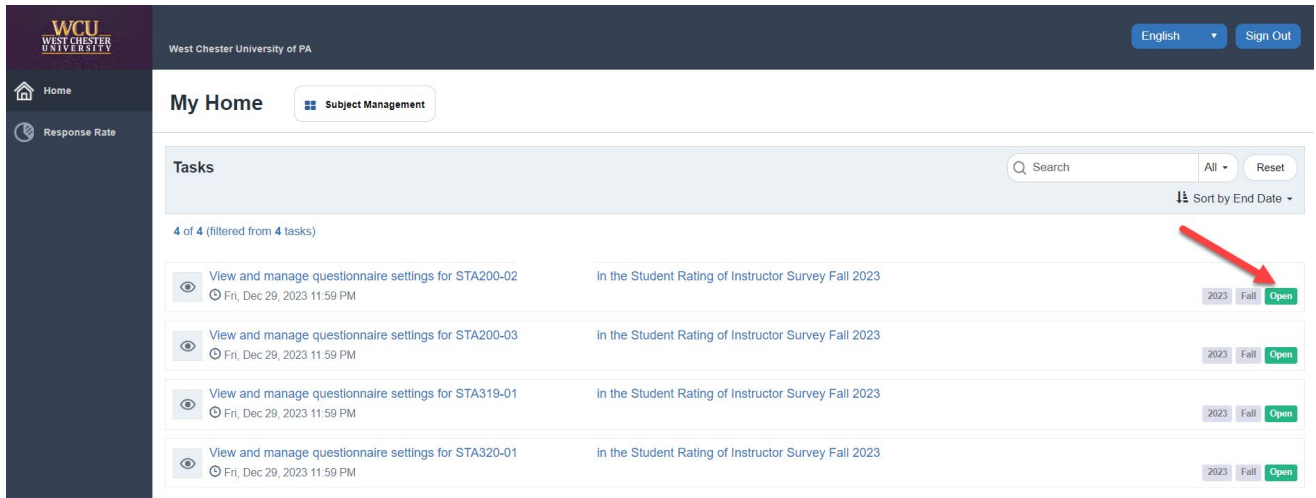


Figure 11: Task List

# View Response Rates

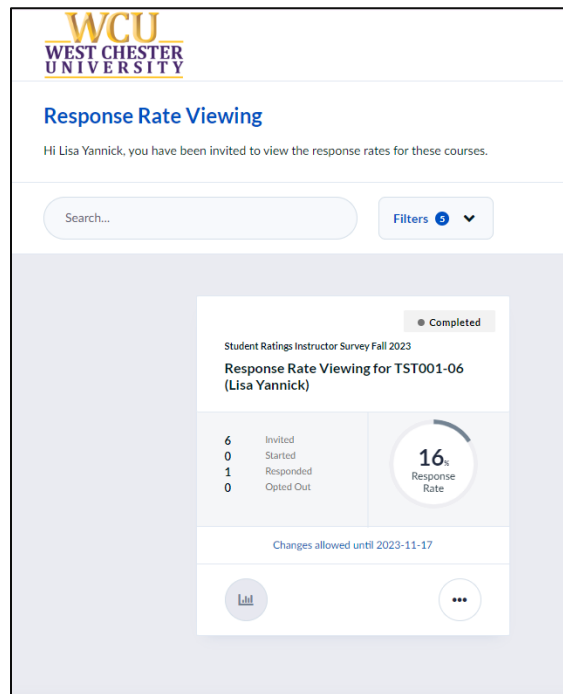
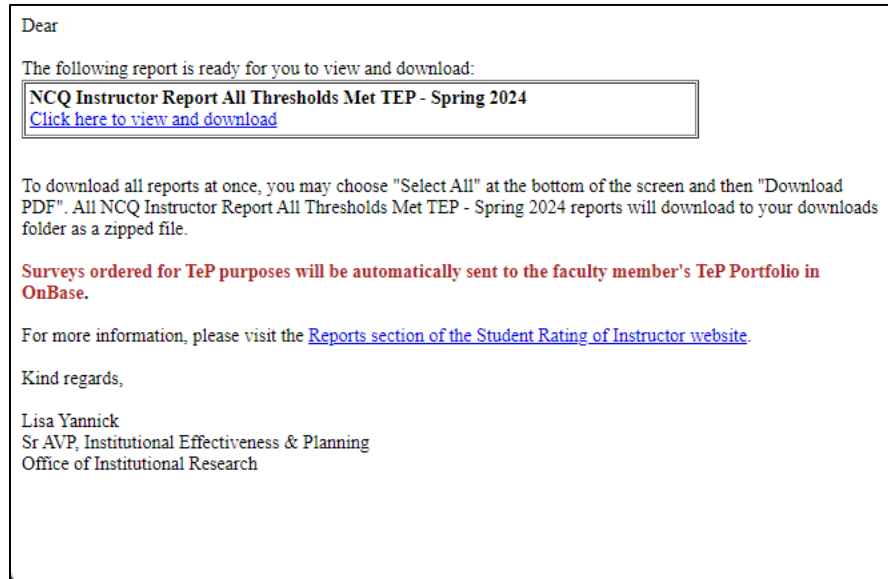


Figure 12: View Response Rates

# 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. To download all reports at once, you may choose "Select All" at the bottom of the screen and then click "Download PDF".

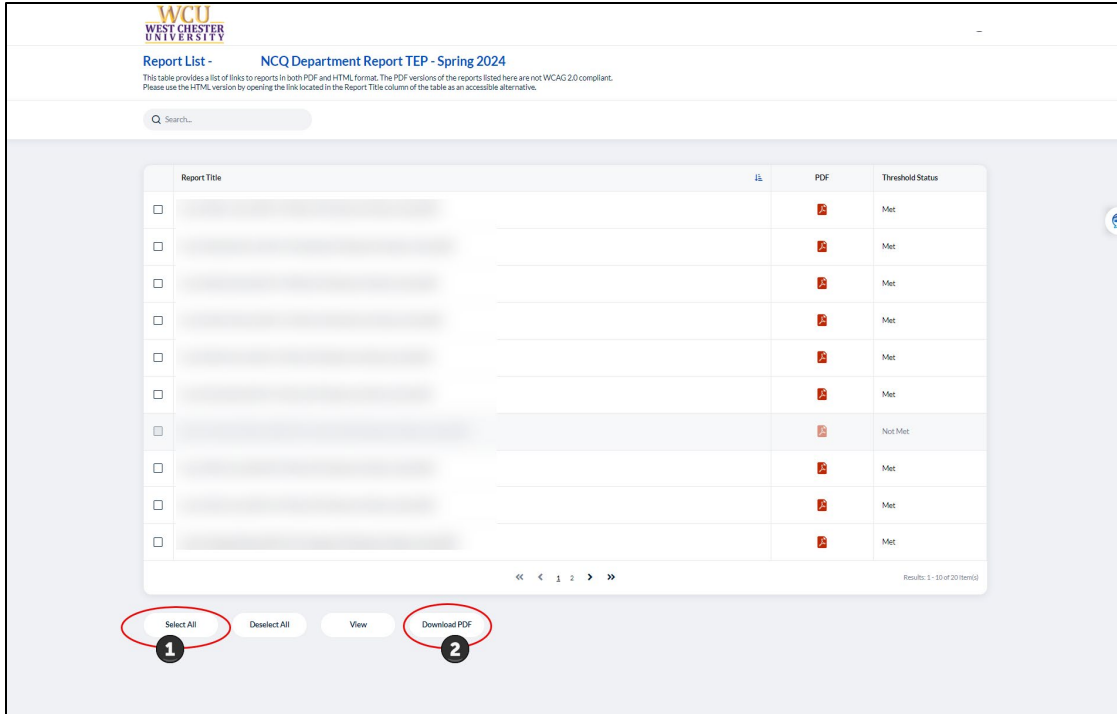


Figure 14 Download Reports

- The reports will be downloaded to your computer's downloads folder as a zip file (.zip).

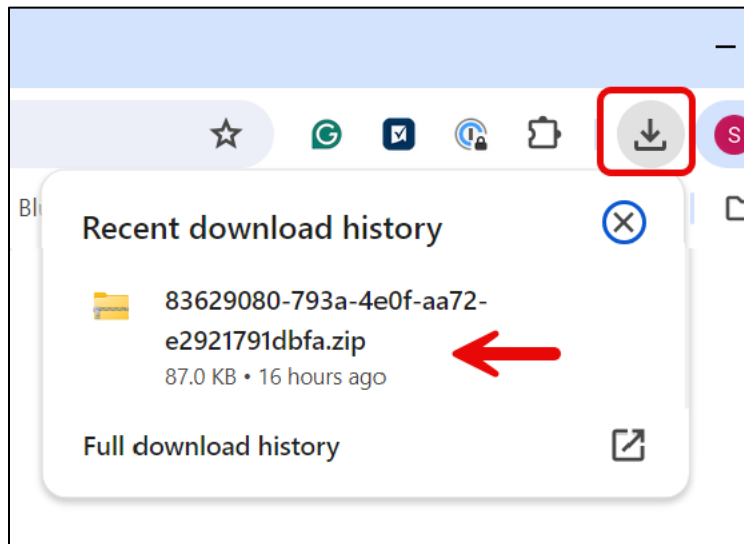


Figure 15 Downloaded as a zip file

5. To unzip a file on a Windows PC, double click the zip file in the File Explorer app. This will bring up a window showing the zip file's contents. Press the Extract All button at the top of this window. You'll be 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.
6. 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 Rating of Instructor website.

## Faculty Resources

We have launched a [Student Rating of Instructor web site](#) 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 SRIS. The presentation provides information about what the Student Rating of Instructor is and why SRIS is important to you as an instructor. It includes the bias statement from the SRIS survey, and instructions on how to access the online SRIS 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 SRIS survey system (Explorance)

[Student User Guide](#)

## **Need Help?**

Email any questions to [SRIS@wcupa.edu](mailto:SRIS@wcupa.edu) or contact the Office of Institutional Research at 436-2835. If you need immediate assistance, contact Lisa Yannick by email [lyannick@wcupa.edu](mailto:lyannick@wcupa.edu) or by phone 610-436-3075.