

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](#)

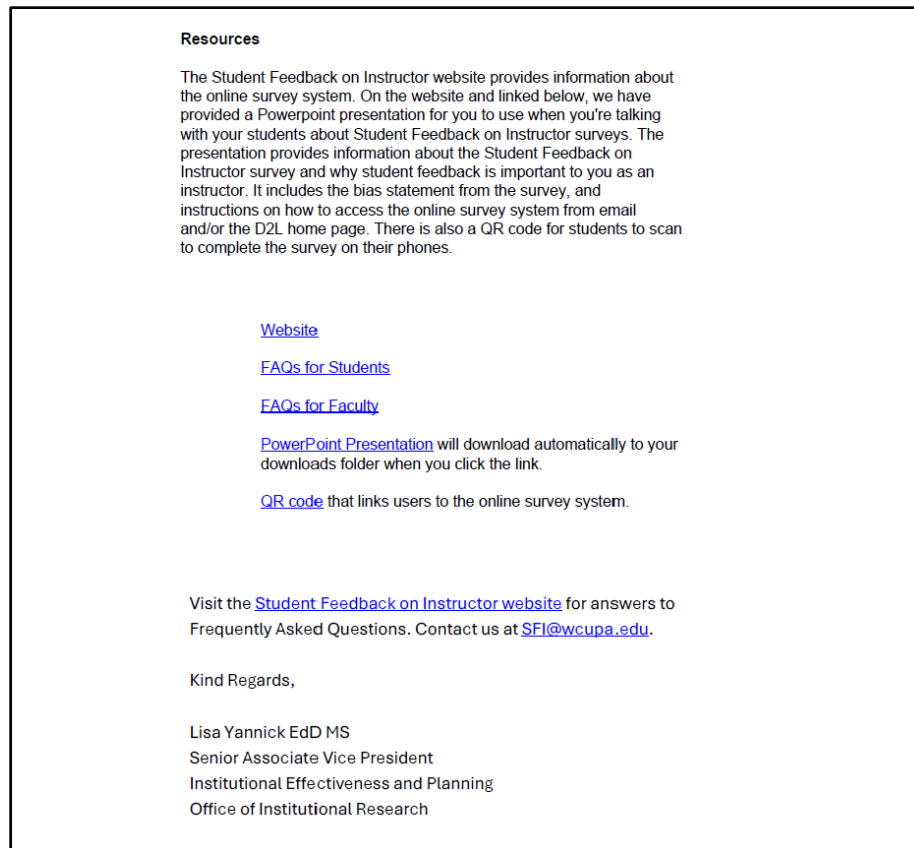


Figure 1: Email to Faculty

Blue Log in

Log in to Blue using your WCUPA username and password.

WCU
WEST CHESTER
UNIVERSITY

Username

Password

[Forgot password?](#) [Need Help?](#)

Login

Security Tip: The URL for this page should begin with:

shibidp.wcupa.edu...

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Figure 2: WCUPA Duo Authentication

Select User Group — Instructors.

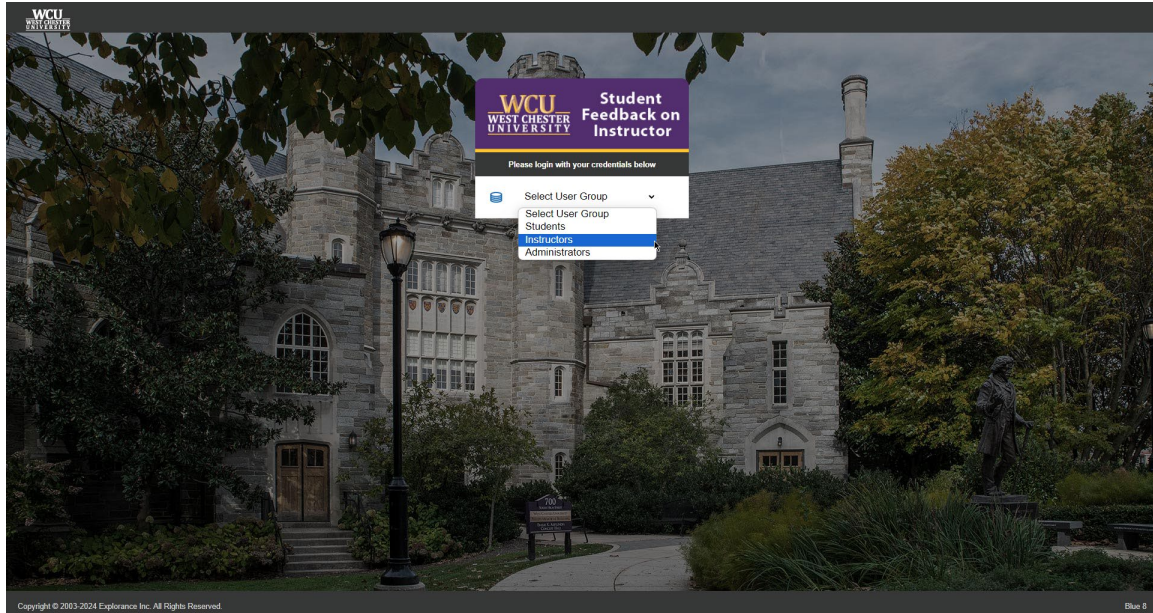


Figure 3: Blue Log In

Task List

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

WCU WEST CHESTER UNIVERSITY

Welcome [User Name]
West Chester University of PA

English Sign Out

Home Response Rate

My Home Subject Management

WCU WEST CHESTER UNIVERSITY Student Feedback on Instructor

Tasks Search All Reset Sort by End Date

3 of 3 (filtered from 3 tasks)

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

Reports Search All Reset Sort by Date Published

0 of 0 (filtered from 0 tasks) Show child reports 0 Current Archived

blue

No reports found

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.

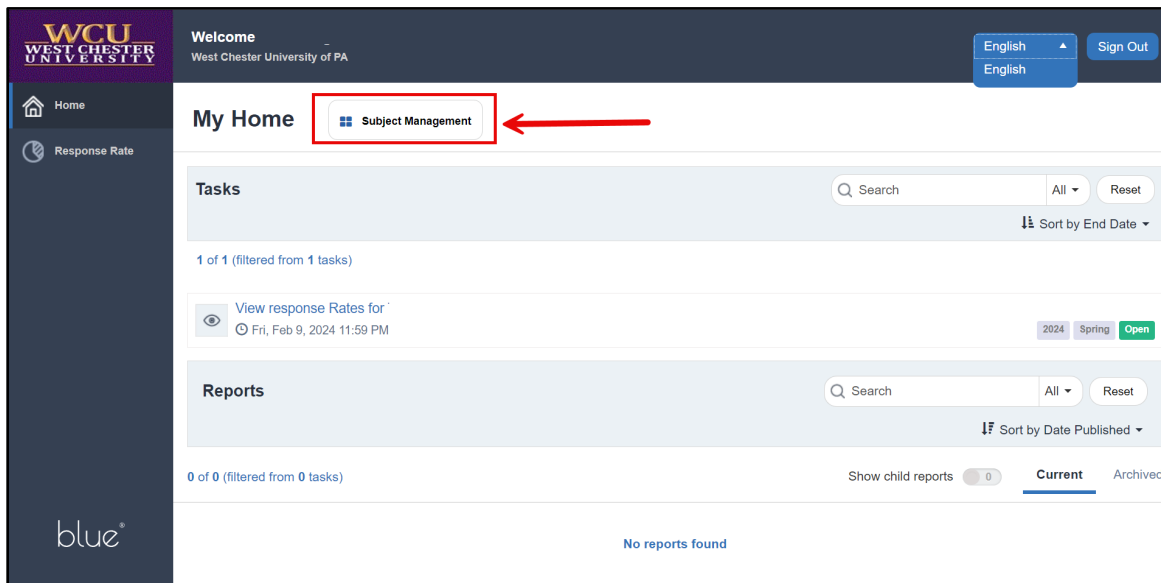


Figure 5: Subject Management

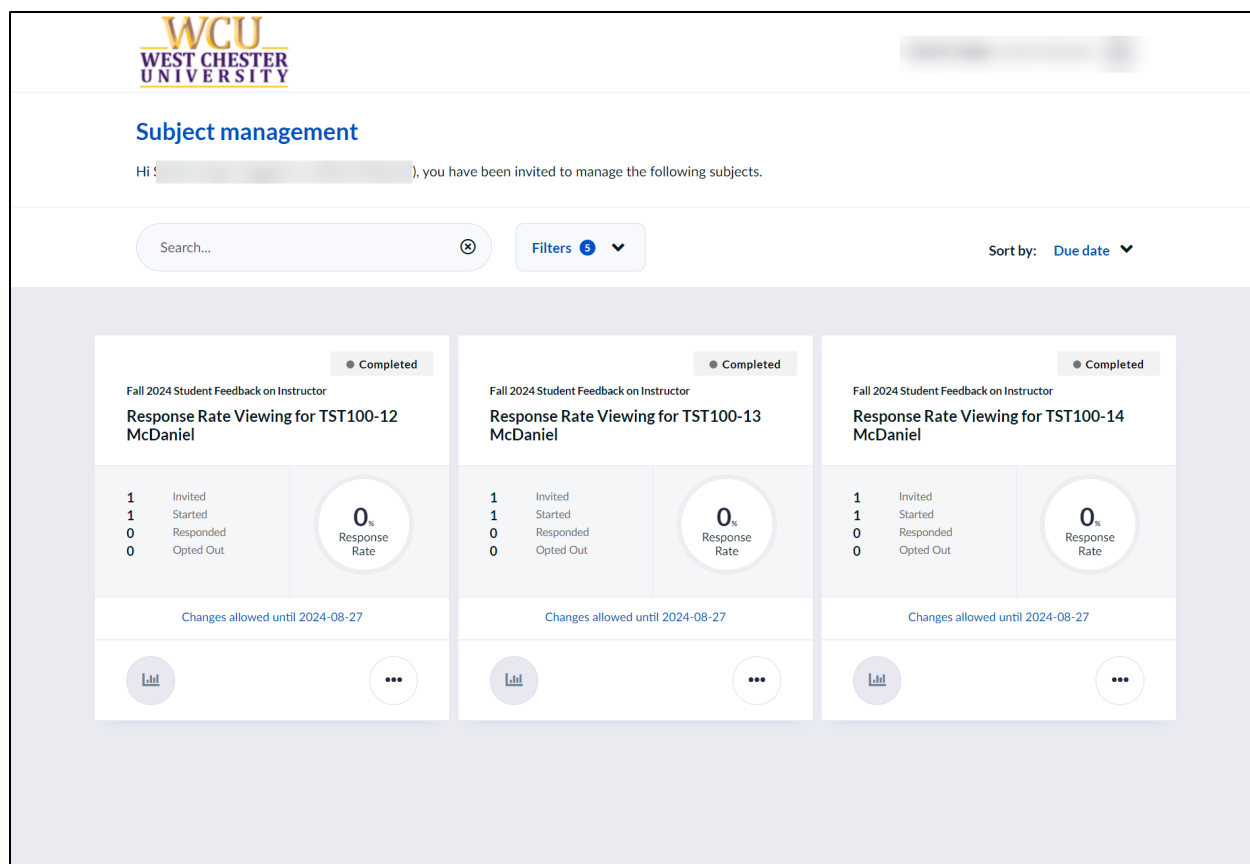


Figure 6: Subject Management – Response Rates

View Response Rates

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

Search...

Filters 5 ▼

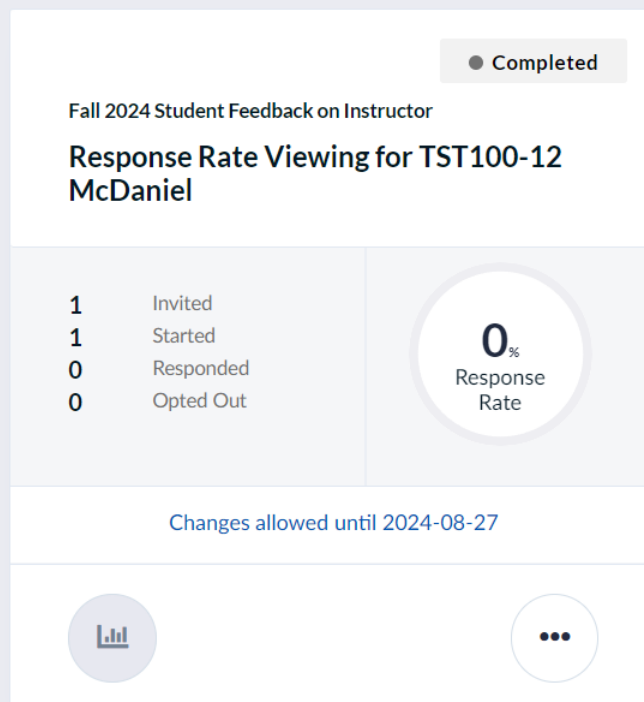
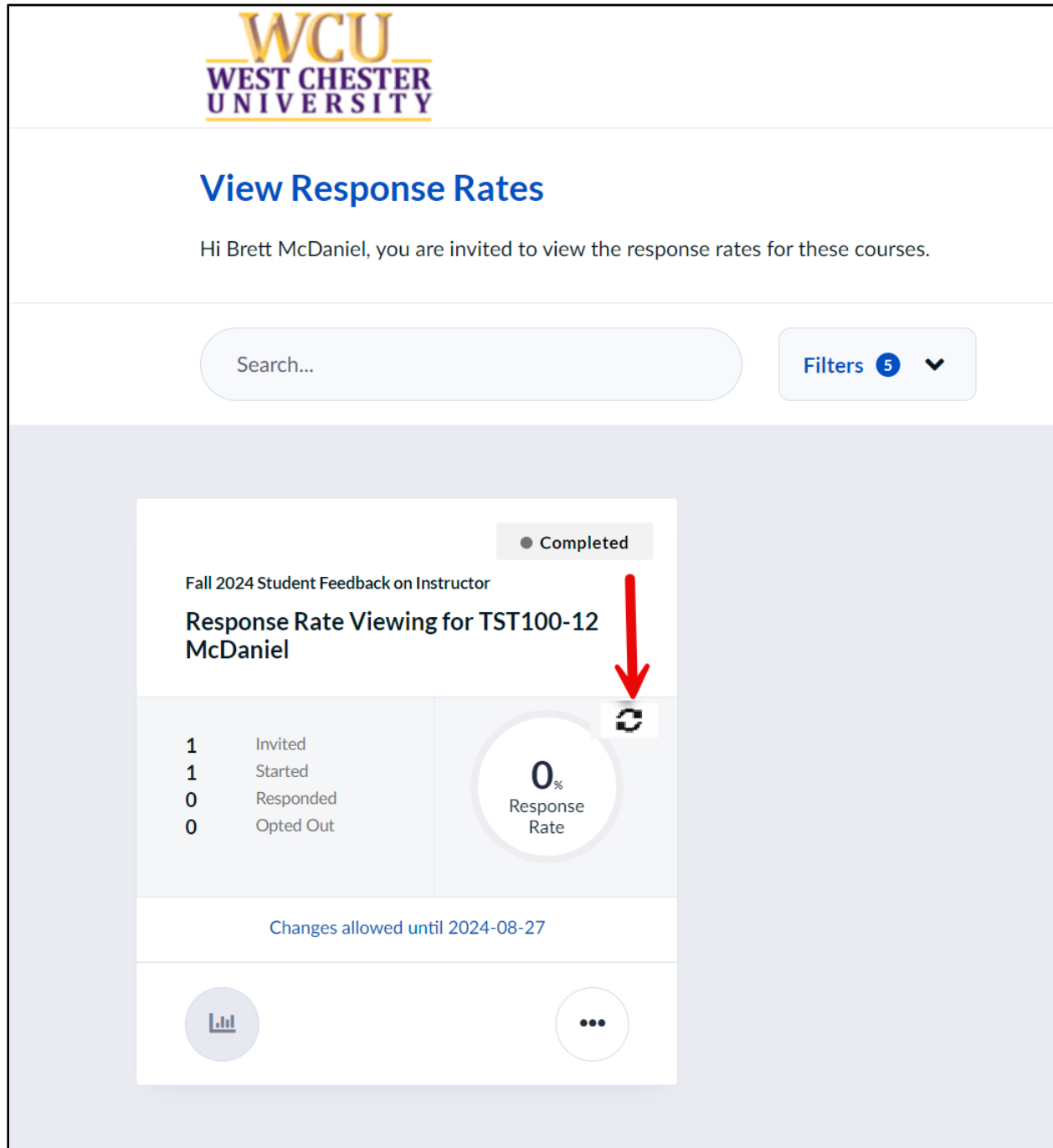


Figure 7: View Response Rates

Refresh Response Rates

To refresh your response rates, click the .



The screenshot shows the WCU (West Chester University) interface for viewing response rates. At the top is the WCU logo. Below it is the heading "View Response Rates" and a greeting: "Hi Brett McDaniel, you are invited to view the response rates for these courses." There is a search bar and a filters button labeled "Filters 5". The main content area shows a card for "Fall 2024 Student Feedback on Instructor" with the title "Response Rate Viewing for TST100-12 McDaniel". A red arrow points to a refresh icon (a circular arrow) located next to a circular gauge showing "0% Response Rate". To the left of the gauge is a list of status counts: 1 Invited, 1 Started, 0 Responded, and 0 Opted Out. Below the gauge, it says "Changes allowed until 2024-08-27". At the bottom of the card are two circular icons: a bar chart and a menu icon (three dots).

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.

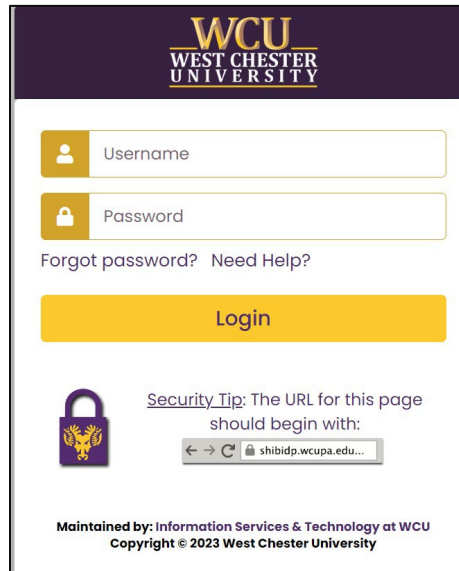
The image shows a login form for West Chester University (WCU). At the top is the WCU logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. There are links for 'Forgot password?' and 'Need Help?'. A large yellow 'Login' button is below the fields. Under the button is a security tip with a padlock icon: 'Security Tip: The URL for this page should begin with: shibdp.wcupa.edu...'. At the 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”.

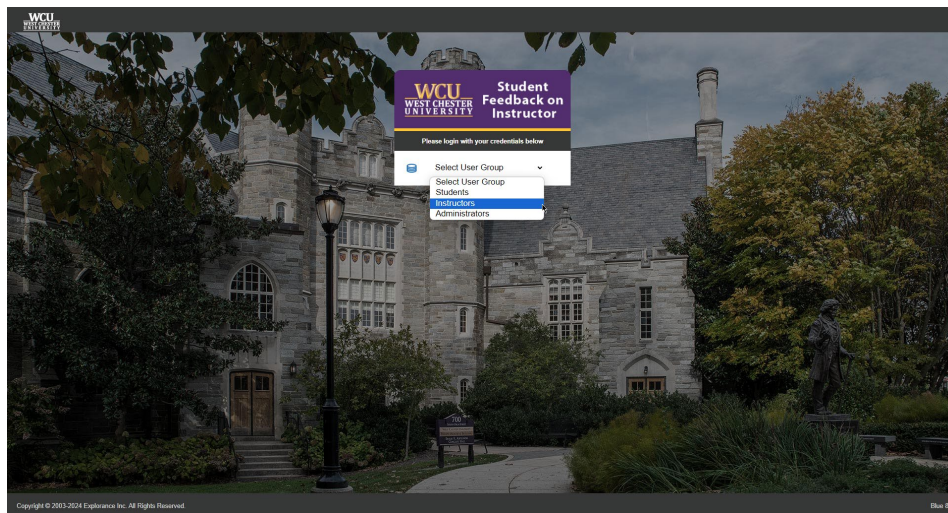


Figure 10: Blue Log In

Task List

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

The screenshot displays the WCU West Chester University of PA Faculty User Guide interface. The top navigation bar includes the WCU logo, a welcome message, and links for English and Sign Out. The left sidebar contains links for Home and Response Rate. The main content area is titled 'My Home' and features a 'Subject Management' button. A large banner for 'Student Feedback on Instructor' is visible. Below the banner, the 'Tasks' section shows a list of three tasks, each with an eye icon, a title, a timestamp, and a status button. A red arrow points to the first task, 'View response Rates for TST100-12 McDaniel'. The 'Reports' section below shows no reports found.

Task	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

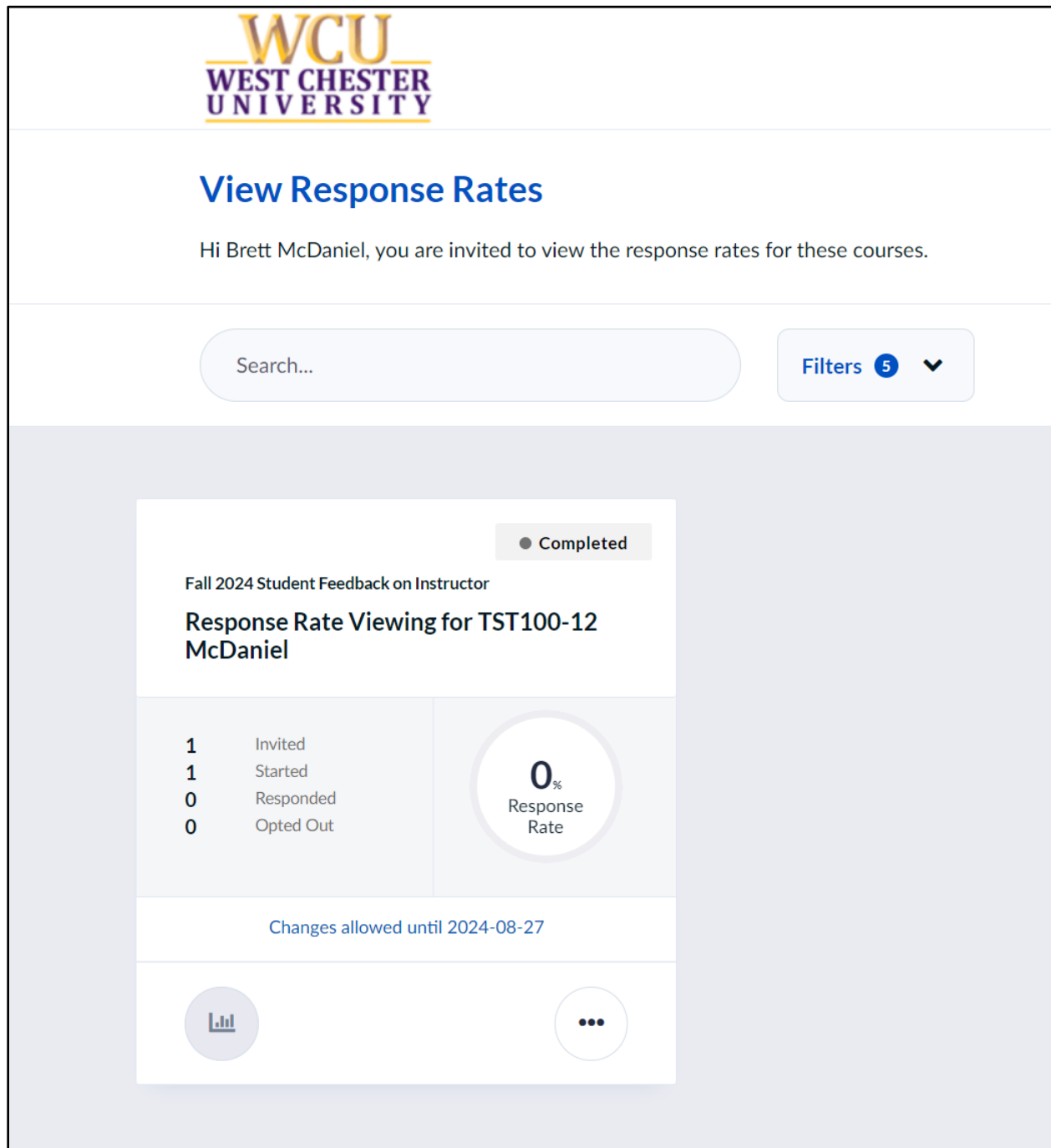


Figure 12: View Response Rates

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.

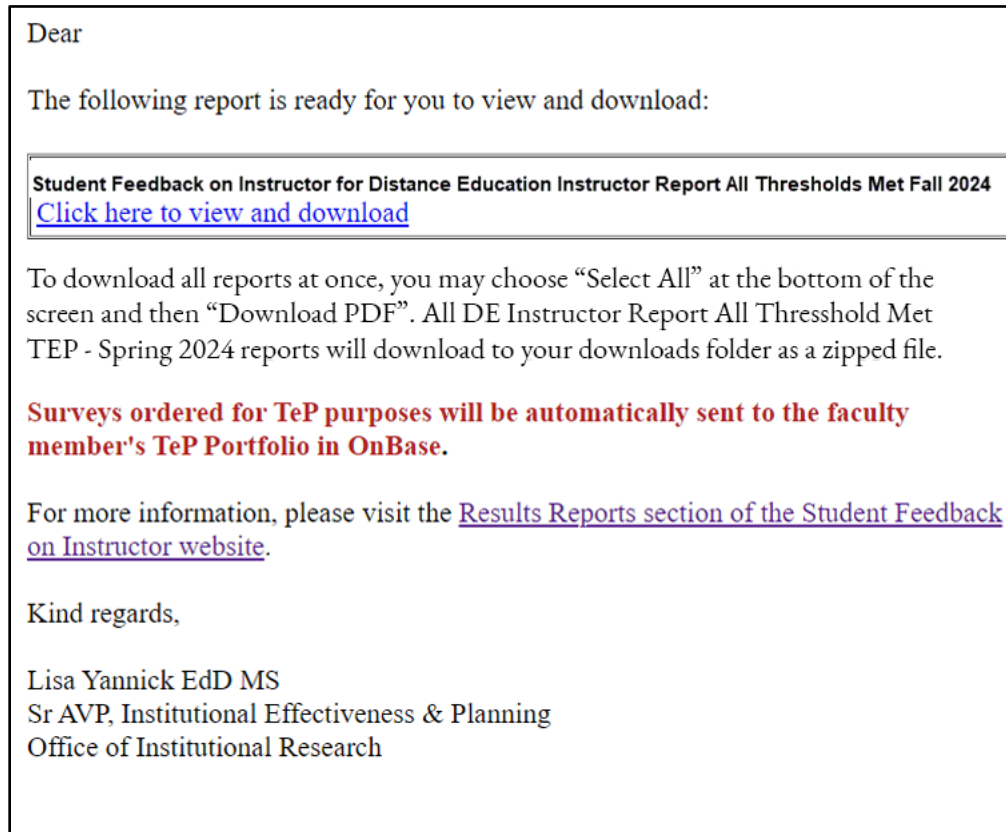


Figure 13: Example of System Generated Email

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".

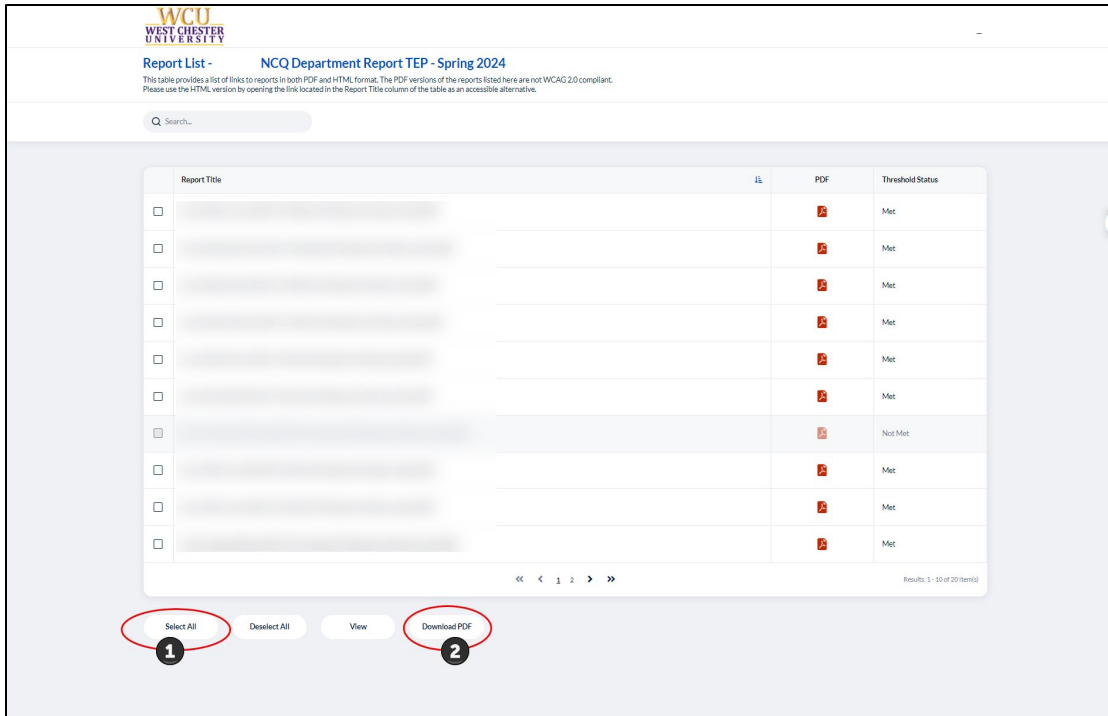


Figure 14: Download Reports

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

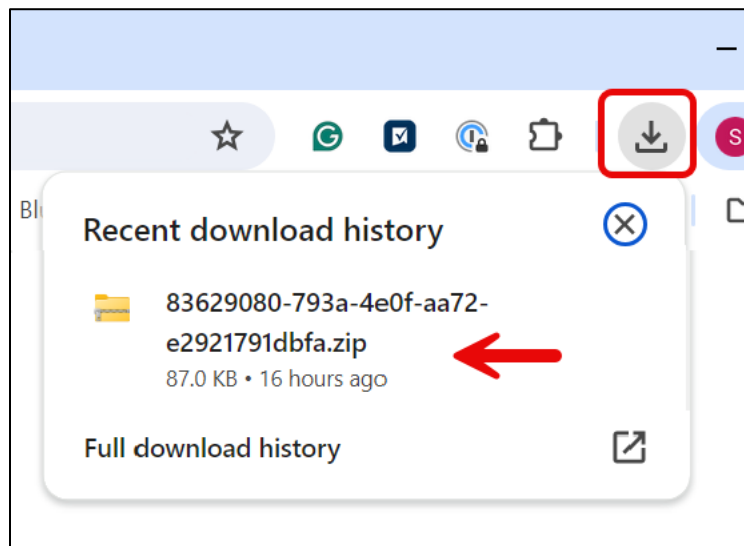


Figure 15: Downloaded as a zip file

- 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.

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.

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)