

**Use of Form Creator for Administering the “Student Evaluation of Teaching”  
Surveys in the Comprehensive Reappointment,  
Renewal, and Repeated Term Appointment Reviews (RRR)**

1. Introduction

a. Disclaimer

1. Since Evaluation and Assessment (E&A) – formerly Academic Research and Planning (ARP) – and IIT will likely implement certain changes in Form Creator in the summer of 2008, this document should be considered valid for use during Spring Semester 2008. After changes have been implemented in Form Creator, a revision of this document will take place.
2. E&A currently recommends that departments using Form Creator to collect alumni data for use in the faculty review process control for multiple responses from individual survey respondents. The Form Creator application does not automatically control for this when the “group name” and “group password” are used. Since alumni participation in the “Student Evaluation of Teaching” surveys depends on the “group name” and “group password” features, E&A recommends adding a control. For more information on this subject, please contact E&A directly.

b. Background:

1. The structure of the survey process for the RRR reviews will follow one of two scenarios: Either there will be a survey for current STO students (i.e. student who have a STO “user name”) or, there will be one survey for current STO students and a second separate survey for alumni (i.e. individuals who do not necessarily have a STO “user name”). For this reason, explanation for both scenarios is given. First, explanation regarding the administration of the “Student Evaluation of Teaching” survey with current STO students is provided first. This is followed by an explanation of the administration of the same survey with alumni. Individuals administering the latter two-survey scenario should follow the directions in order and, therefore, create the survey for current STO students first.

## Surveys for Current STO Students

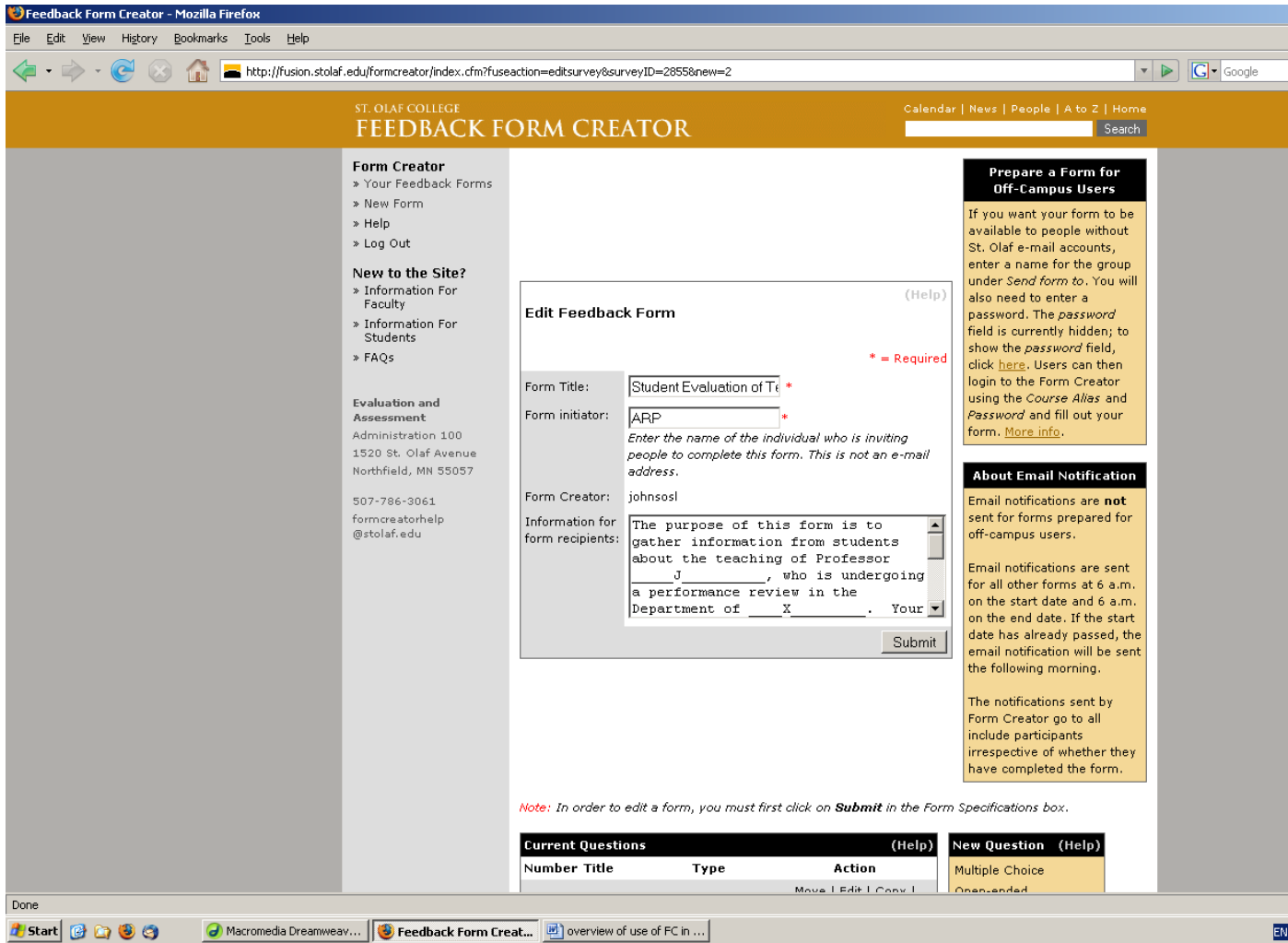
### To create a survey in Form Creator:

1. Login to Form Creator with your STO username and STO password at:  
<http://fusion.stolaf.edu/formcreator/>

The screenshot shows a Mozilla Firefox browser window displaying the St. Olaf College Feedback Form Creator login page. The browser's address bar shows the URL <http://fusion.stolaf.edu/formcreator/>. The page has a blue header with the text "ST. OLAF COLLEGE FEEDBACK FORM CREATOR" and navigation links for "Calendar | News | People | A to Z | Home". A search bar is also present. The main content area is divided into two columns. The left column, titled "Form Creator", contains the text: "Login to access your feedback form(s).", "Evaluation and Assessment", "Administration 100", "1520 St. Olaf Avenue", "Northfield, MN 55057", "507-786-3061", "formcreatorhelp@stolaf.edu". The right column, titled "St. Olaf Feedback Form Creator", contains the text: "Welcome to the St. Olaf Feedback Form Creator. You must login below to access this site.", "Username:" followed by a text input field, "Password:" followed by a password input field, and a "Login" button. A yellow callout box on the right contains the text: "Students, faculty, and staff: Use your current St. Olaf username and password. This is the same username and password that you use for your e-mail or network access. If you have been provided with a group username and password, use those to login." At the bottom of the page, there is a footer with the text: "St. Olaf College, 1520 St. Olaf Avenue, Northfield, Minnesota 55057 © 2003-2008 St. Olaf College. All rights reserved. [About this site.](#) Contact us at [webmaster@stolaf.edu](mailto:webmaster@stolaf.edu) or 507-786-2222." The Windows taskbar at the bottom shows the Start button and several open applications: "Macromedia Dreamweav...", "Faculty evaluation process", "overview of use of FC in ...", and "Feedback Form Creat...".

2. Select “New Form” from menu in upper left
3. In list of survey templates, find “Student Evaluation of Teaching” (ed. Your department chair might equally decide to use “Student Evaluation of Teaching – Short”. The short version has all close-ended responses and, therefore, is more quickly completed by survey participants.)

4. Select “use” to the right of the survey title.



5. Complete the three “Form Specifications” fields titled: “Form Title,” “Your Name,” and “Form Instructions.” Please note E&A recommendations are as follows:

- a. “Form Title”: Add name of faculty under review to “Form Title” field, so that it reads “[LAST NAME OF FACULTY UNDER REVIEW] - Student Evaluation of Teaching”. This will help you identify this survey if it is in a list of surveys. This also helps students identify the purpose of the survey.
- b. “Form initiator”: Add name of department chair or other faculty member who is responsible for conducting the faculty review.
- c. “Information for form recipients”: Add (A) your Professor’s name, (B) the specific type of review and (C) the name of your department in

appropriate blanks. Types of reviews include but are not limited to the following: “More comprehensive second-year,” “More comprehensive fourth-year,” “Repeat of term,” and “Renewal of Term.” If you are uncertain of what type of review is in question, ask the Department Chair or the faculty overseeing the review.

6. Upon completion of the three above-mentioned “Form Specifications” fields, click “Submit”. At the top of the page you will see “Changes Saved” directly above an expanded “Edit Feedback Form” table.
7. Complete the additional five “Edit Feedback Form” fields. E&A recommendations are as follows:
  - a. “Start Date”: Enter a start date. This should be a date in the future. If you put today’s date, the survey will be live for the included participants as soon as you hit submit. Enter dates in the format MM/DD/YY.
  - b. “End Date”: The end date will also be a date in the future. In particular, it should be a date three weeks from the start date. Access to the survey for specified participants will end at 11:59 p.m. on the date entered.
  - c. “Email Notification”: E&A recommends that you check this box. If checked, an automatic email will go out to on-campus survey participants two times. First this email will go out to all participants at 6 a.m. on the date listed as the start date. Second, an email will go out to all participants at 6 a.m. on the end date. Email notifications are sent for all forms at around 6 a.m. on the start date and at around 6 a.m. on the end date. If the start date has already passed, the email notification will be sent the following morning. The following is an example of the e-mail notification that survey participants will receive on the end date.

**Reminder:** the following questionnaire will close tomorrow:  
*(If you have already completed this questionnaire, disregard this e-mail.)*

<b>Feedback from [name here] regarding [Form Title here]</b>	<i>Feedback</i> Prepared by: [username of Form Owner here]
<b>Available:</b>	[starting date here] – [ending date here]
<b>Description:</b> Please complete the following survey. We would appreciate obtaining your feedback so as to better structure the content and delivery of E&A services, especially those regarding the support provided for Form Creator. All responses submitted through this survey in Form Creator are anonymous.	
To complete this questionnaire, <a href="#">click here</a> . Log in as directed with your e-mail user name and password. Then select the questionnaire from the list of "Feedback Forms You Can Complete." When you have entered your responses, simply click "Submit" at the end of the questionnaire.	
If the link above doesn't work, cut and paste the following address into a browser window: <p style="text-align: center;"><a href="http://fusion.stolaf.edu/formcreator/index.cfm">http://fusion.stolaf.edu/formcreator/index.cfm</a></p>	

- d. "Share With": Do not include anything here unless specified by the Department Chair or other faculty member overseeing the review. If you create the survey, certain Department Chairs may ask that their user name be listed here.
  - e. "Send form to": If you would like to send it to a group of people then you should go to the Account Services website. Create an alias called using the name of the faculty member and the word "eval" (e.g. SMITHeval). In this alias include all of the user names for on-campus students who should receive this survey.
8. Upon completion of these five additional form specifications fields, click "Submit".
  9. Proceed to the box below titled "Current Questions".
  10. Edit and move questions as indicated by the Department Chair or the other faculty member overseeing the review. To see how to edit or move questions, select FAQs on the menu on the left. Then select the link on the menu on the left titled "to edit a question on a feedback form" or "move a question on feedback form".

11. Add individualized questions to the survey if requested by the individual overseeing the review. In this survey template, E&A has created “Question 10” and “Question 11,” both titled “Dept. Question,” as places where individualized questions from the department can be easily added.
  - a. To add individualized questions in these locations, select the “edit” action in the row of the question to be edited. Add the individualized question to the “question” field. Hit “submit.
  - b. If no questions or only one question will be added, delete the unneeded question from the list. To delete any unused or unneeded question place holders, select the “delete” action from the row of the question to be deleted.

**12. To add additional questions beyond the two places for question 10 and question 11, select FAQs on the menu on the left. Then select the link on the menu on the left titled “add a question in Feedback Form Creator.” Then click “Submit”.**

13. To view your complete survey, go to “Your Feedback Forms” on the left menu. Select the “title” of the form you wish to view under the header “Feedback Forms You Have Prepared”. If you see something to be changed, go back to “Your Feedback Form.” Then proceed to edit (see FAQs: “Edit a feedback form”).

**Actions to be taken while the survey is active:**

1. During the period when the survey is active, E&A recommends that you send out an email reminder to students to encourage them to participate (see: <http://www.stolaf.edu/offices/arp/tenure/Samplecoverletters.htm>). For example, if the survey is active for a three-week period, we would recommend that you send out an email to the group alias one week into the survey and two weeks into the survey.

**To check results of survey:**

1. The survey is active until 11:59pm of the end date. To end a survey before the end date, go into the survey and change the end date to a date in the past. Results can be viewed at any time when the survey is active or after it has expired. To do this see in Form Creator, select FAQs from the menu on the left. Then select the link “see results of a feedback form” from the menu on the left.

**To export results:**

1. The results from a survey in Form Creator can be exported to MS Excel. When viewing results (see preceding step), follow the link “Export to Excel”. Results can be viewed, manipulated and printed just like any other MS Excel Spreadsheet.

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## Surveys for Alumni

### **To create a survey in Form Creator:**

1. Login to Form Creator at: <http://fusion.stolaf.edu/formcreator/>.
2. Select “Your feedback forms” from menu on upper left.
3. In list of survey templates, find the survey that was created above.
4. Select “copy” to the right of the survey title.
5. Complete “Edit Feedback Form” specification fields with the following recommendations:
  - a. Form Title: First and foremost, add the word “alumni” to the end of the existing title. This will help you identify that this survey concerns a particular faculty member. Since the title from your survey created for current STO students in the previous section has carried over, you will now have a survey titled, “[LAST NAME OF FACULTY UNDER REVIEW] - Student Evaluation of Teaching alumni.”
6. Select “submit.” Do not go to the following step unless you have saved the name change by selecting “submit.”
7. In the box on the upper-right titled “Prepare a Form for Off-Campus Users,” click “here” in the phrase “to show the *password* field, click here.”
8. Complete additional “Edit Feedback Form” fields. E&A recommendations are as follows:
  - a. “Form initiator”: leave “as is.”
  - b. “Information for form recipients”: leave “as is.”
  - c. “Start Date”: leave “as is.”
  - d. “End Date”: leave “as is.”
  - e. “Email Notification”: This box will not make a difference if you notify alumni of their inclusion in a survey by sending them a letter.

[The St. Olaf Advancement database does not have email addresses for all STO alumni. For this reason, it is unlikely that a sample of alumni taught by a given faculty member would include email addresses for all alumni in the sample. Moreover, since alumni are not given the chance to indicate whether an email address is a work or personal account, email addresses provided by Advancement may not be appropriate for St. Olaf communication with them. For these and other reasons, E&A recommends that departmental correspondence with sampled alumni in the faculty reviews be conducted, at least initially, by post.]

- f. Group User Name: We recommend that you add the word “alumni” to the existing entry. This is not case sensitive. Write this down. You will need to include this in the letter that you send to your alumni before the survey starts.
  - g. Password: Select a password. This is not case sensitive. Write this down. You will need to include this in the letter that you send to your alumni before the survey starts.
  - h. Share With: leave as is.
9. Upon completion of form specifications, click “Submit.”
10. Proceed to the box below titled “Current Questions.” E&A recommends that all questions are left as they are.
11. To view your complete survey, go to “Your Feedback Forms” on the left menu. Select the “title” of the form you wish to view under the header “Feedback Forms You Have Prepared”. If you see something to be changed, go back to “Your Feedback Form.” Then proceed to edit (see FAQs: “Edit a feedback form”).

**Additional actions to be taken before the survey goes active:**

1. Contact alumni in order to inform them that they have been selected to participate in this survey. In particular, send a letter to all alumni selected for this survey (see: <http://www.stolaf.edu/offices/arp/tenure/Samplecoverletters.htm>). Use the alumni addresses provided by E&A. Mail this letter on the day before the survey goes active in order that alumni receive it when the survey is already active. When possible, use departmental stationary and letterhead and obtain the signature of the individual overseeing the review for the letter.

**Actions to be taken while the survey is active:**

1. During the period when the survey is active, E&A recommends that you send out a reminder letter to alumni to encourage them to participate. For example, if the survey will be active for a three-week period, we would recommend that you send out a letter to all alumni one week into the survey and two weeks into the survey.

**To check results of survey:**

1. The survey is active until 11:59 p.m. of the end date. To end a survey before the end date, go into the survey and change the end date so that it reflects a date in the past. Results can be viewed at any time when the survey is active or after the survey has expired (i.e. after the end date). To view results in Form Creator, select FAQs from the menu on the left. Then select the link “see results of a feedback form” from the menu on the left.

**To export results:**

1. The results from a survey in Form Creator can be exported to MS Excel. When viewing results (see preceding step), follow the link “Open Results in Excel”. Results can be viewed, manipulated and printed just like any other MS Excel Spreadsheet.

**Additional Resources:**

<http://fusion.stolaf.edu/formcreator/help/index.cfm?fuseaction=faq>

<http://www.stolaf.edu/offices/ea/tenure/>

[formcreatorhelp@stolaf.edu](mailto:formcreatorhelp@stolaf.edu)