ISIS Instructions
Viewing Your Course Evaluations

1) Go to ISIS:  https://isis.mtholyoke.edu

2) Click Log In, then enter your MHC userID and password. Select “ISIS for Faculty” if not already selected. The Faculty Menu will appear. To review the online evaluations available for courses you have taught in past semesters, select Course Evaluations.

3) Click on the small blue down-arrow above the Submit button, to see the list of courses you taught in past semesters for which online evaluations have been collected.

Course Evaluations

Pick the course for which you want to see the evaluations. Note that this list will only include courses evaluated through the online evaluation system and available for release to faculty. (Course evaluations are not available for release until after the final grading deadline.)
Notes about this course list:

- Evaluations were collected on paper forms prior to Fall 2011, so they are not available via ISIS. Copies may be requested through the Dean of Faculty’s Office as needed.
- Online evaluations are not collected for all courses. For example, course labs, independent studies, and most Music performance and ensemble courses are not evaluated online. Neither were PE courses in Fall 2011. Courses not included in online evaluation will not be listed here. Thus it may not be a complete list of all courses you have taught.
- Cross-listed courses will appear multiple times in the list – once for each cross-listing. It doesn’t matter which you pick. They’re just different routes to the same information, as all of the evaluations in a cross-listed course are presented together.
- In the case of a team-taught course, both/all instructors will be able to access the evaluations for that course.
- As soon as we start collecting evaluations from students at the end of a semester, those courses will be listed here but, until after the date grades are due to the Registrar (early January/late May), you will not be able to see your evaluations.
- Department Chairs seeking to access the course evaluations of courses taught by other faculty in their departments use WebReports, not ISIS, to access the evaluations of courses taught in their departments. A separate instruction sheet for WebReports access by Chairs is posted on the Registrar’s website.

4) Click on the course you want, and press Submit.

5) Your course evaluations for the selected course will display. Below the identifying information about a course (term, course number, title, any cross-listings it has, and the names of all instructors), is a row of counts, a “valid” or “invalid” indicator, and, if you or another instructor adds any, your comments about the evaluations. Read on for more information about all of these!

<table>
<thead>
<tr>
<th>2011/FA  SOCI-103-01 Intro to Group Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jane Doe</strong></td>
</tr>
<tr>
<td><strong>Evaluations Expected:</strong> 15 <strong>Evaluations Received:</strong> 5 <strong>Declines Received:</strong> 0</td>
</tr>
<tr>
<td><strong>Evaluations for this course are considered:</strong> INVALID</td>
</tr>
<tr>
<td>Note: per Faculty Legislation, the evaluation results are considered &quot;invalid&quot; only if either fewer than 50% of the students in the course submitted evaluations or if the course was taught by a tenure-track faculty member in his/her first semester. Even if &quot;invalid&quot;, the instructor may elect to validate the results within a prescribed period soon after evaluations become available, via the &quot;Course Evaluations - Add Comments&quot; function in ISIS.</td>
</tr>
<tr>
<td><strong>Comments from Jane Doe</strong></td>
</tr>
<tr>
<td>While I agree with much of the feedback offered by the students, evaluation 1234 feels unfairly negative. I... [sample comments]</td>
</tr>
</tbody>
</table>
Notes about the counts:

- Evaluations expected: counts all students in the course (or any of its cross-listings who remained enrolled, without “W”, grade, to the final week of the semester).
- Evaluations received: counts all evaluations received. It does not include responses from students who elected to decline to evaluate the course.
- Declines received: counts all those who declined to respond to the usual questions and instead selected “I choose not to evaluate this course.”

Notes about the VALID/INVALID indicator:
Classification of the evaluation results as “valid” or “invalid” is no reflection of the content of the evaluations. Per Faculty Legislation, evaluations are “valid” unless either: 1) the course was taught by a tenure-track faculty member in his/her first semester at Mount Holyoke, or 2) fewer than 50% of the students in the course submitted an evaluation (decline responses are not counted towards meeting the 50% minimum).

Even if originally ‘invalid”, an instructor may, within a 10-day period after the evaluations become available for review, choose to change the evaluation status to “valid”. Only “valid” course evaluations remain available to those beyond the instructor him/herself. That is, if the course evaluation indicator remains “invalid”, its evaluations will not be available to others beyond the instructor herself/himself --such as the Chair of that department/program, the Dean of Faculty, and the Advisory Committee on Appointments, Reappointments, and Promotions.

The instructions for an instructor who wishes to reset an “invalid” course evaluation to “valid” are included in the separate documentation of the ISIS “Course Evaluation – Add comments” function.

Notes about the faculty comments:
Below the Valid/Invalid indicator will appear any comments about these evaluations previously submitted by any of its instructors. (For instructions on how to submit comments through the ISIS “Course Evaluations – Add Comments” function, please consult the separate documentation.)

- Faculty Legislation stipulates that the instructor(s) of a course may, within a prescribed period after release of the evaluations, submit comments which will then become part of the permanent evaluation records of the course. Once submitted, these comments will be displayed to others who have access to the evaluations of this course. The comment period is the first 10 days after the evaluations are made available for review of the instructor.
- If the course was team-taught, each of its instructors may submit separate comments, all of which would be listed here, with its author clearly listed.
7) Below any instructor comments are the students' evaluations. A horizontal line separates each from the next student's evaluation.

Evaluation Number: 2464  
Student, Meaghan Q.

Please evaluate and discuss the instructor's teaching. Be specific. Any details you provide will be useful.

For Jane Doe

Professor Doe's lectures were excellent. Her explanations of the material really helped me understand the readings, and I got a lot out of this class. She was always very well-prepared and listened thoughtfully in class discussions.

Please discuss how much you learned in this course and how much effort you put into it.

I learned a lot in this course. I had not had any previous courses in Sociology and so I approached this course with some fear that I might not be able to keep up with the class. I found some of the readings much more difficult than others. I put a huge amount of work into my final research paper.

Discuss how well the instructor fulfilled basic responsibilities to the class: being clear about course expectations, being prompt and helpful with feedback, being predictable about office hours, being respectful of students, and so on. Specific comments and examples are especially helpful.

For Jane Doe

Her instructions to the class were always clear, and the syllabus contained all the details I needed to know. I never had any problem finding her during her office hours and she responded to my emails quickly. I did find it hard to read her handwritten comments sometimes. In discussion, she was encouraging and led us into interesting discussions.

Please assess the course material, e.g., tests, assignments, readings, projects, etc.

Some of the books were extremely difficult -- particularly Henley. I found working on the research paper a big challenge, but the preparatory assignments helped make it manageable. I wish we could have spent more time in discussion.

Each evaluation ends with the two multiple choice questions and a separator line:

What were your reasons for taking this course? Check all that apply.

distribution requirement

Select your anticipated grade in the course:

+
Notes about the evaluations:

- The evaluations are displayed in the order they were submitted by the students.
- Most evaluations are presented only by number. In the infrequent cases when a student has elected to record her name with the evaluation so that it is no longer anonymous, her name will be printed next to the Evaluation Number.
- If a student has responded to the call for evaluations by declining to provide an evaluation, her evaluation response will be recorded as follows:

  **Evaluation Number: 2465**

  I choose not to evaluate this course

- If the course is team-taught, all instructors will see the full evaluation of the course. Students will have been asked to fill out the instructor-specific courses multiple times, once for each instructor.