

Purdue Evaluation Submission Process

1. Type the following link into your browser: <https://www.eiu.edu/~cats/occe/login.php>.
2. Login to this link using your EIU username and password.
3. Select the current semester to evaluate courses.
4. Click on “**Course Listing**” to show all your courses taught for the current semester.
5. Click on the course desired to produce an evaluation.
6. The University Core questions automatically will appear for each evaluation.

University Core Questions	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
Instructor demonstrates command of the subject/discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor effectively organizes material for teaching/learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor is readily available outside of class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor presents knowledge or material effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor encourages and interests students in learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If your department has core questions, these will automatically appear for each of your evaluations. If your department does not have a core, no department core questions will appear.
8. If so desired, you may wish to add additional Purdue catalog questions to individualize your evaluations. You may either choose from all possible questions or questions related to general categories in the drop down box.
9. Click on “**Show Items**”. The Purdue question list will appear.

Purdue Questions
<input type="checkbox"/> 1. I understand easily what my instructor is saying.
<input type="checkbox"/> 2. My instructor is able to simplify difficult materials.
<input type="checkbox"/> 3. My instructor explains experiments and/or assignments clearly.
<input type="checkbox"/> 4. Difficult topics are structured in easily understood ways.

- 5. My instructor has an effective style of presentation.
- 6. My instructor seems well prepared for class.
- 7. My instructor talks at a pace suitable for maximum comprehension.
- 8. My instructor speaks audibly and clearly.
- 9. My instructor draws and explains diagrams effectively.
- 10. My instructor writes legibly on the blackboard.
- 11. My instructor has no distracting peculiarities.
- 12. My instructor makes learning easy and interesting.
- 13. My instructor holds the attention of the class
- 14. My instructor senses when students are bored.
- 15. My instructor stimulates interest in the course.
- 16. My instructor displays enthusiasm when teaching.
- 17. This course supplies me with an effective range of challenges.
- 18. In this course many methods are used to involve me in learning.
- 19. My instructor makes me feel involved with this course.
- 20. In this course I always felt challenged and motivated to learn.
- 21. My instructor motivates me to do further independent study.
- 22. This course motivates me to take additional related courses.
- 23. This course has been intellectually fulfilling for me.
- 24. My instructor has stimulated my thinking.
- 25. My instructor has provided many challenging new viewpoints.

- 26. My instructor teaches one to value the viewpoint of others.
- 27. This course caused me to reconsider many of my former attitudes.
- 28. In this course I have learned to value new viewpoints.
- 29. This course fosters respect for new points of view.
- 30. This course stretched and broadened my views greatly.
- 31. This course has effectively challenged me to think.
- 32. The class meetings helped me to see other points of view.
- 33. This course develops the creative ability of students.
- 34. My instructor encourages student creativity.
- 35. My instructor emphasizes relationships between and among topics.
- 36. My instructor helps me to apply theory to solve problems.
- 37. My instructor emphasizes conceptual understanding of material.
- 38. My instructor effectively blends facts with theory.
- 39. My instructor clarifies topics with developments in other fields.
- 40. My instructor makes good use of examples and illustrations.
- 41. Relationships among course topics are clearly explained.
- 42. This course builds understanding of concepts and principles.
- 43. My instructor recognizes when some students fail to comprehend.
- 44. Everything possible is provided to help me learn.
- 45. My instructor's explanations and comments are always helpful.
- 46. My instructor evaluates often and provides help where needed.

- 47. My instructor appears to grasp quickly what a student is saying.
- 48. My instructor is careful and precise when answering questions.
- 49. My instructor is readily available for consultation.
- 50. My instructor regularly checks and rewards progress in learning.
- 51. My instructor suggests specific ways I can improve.
- 52. My instructor recognizes and rewards success in this course.
- 53. My instructor can gauge what I know and what I should do next.
- 54. Exams are used to help me find my strengths and weaknesses.
- 55. My instructor returns papers quickly enough to benefit me.
- 56. This course shows a sensitivity to individual interests/abilities.
- 57. My instructor adjusts to fit individual abilities and interests.
- 58. The flexibility of this course helps all kinds of students learn.
- 59. My instructor tailors this course to help many kinds of students.
- 60. The design of this course lets me learn at my own pace.
- 61. Students proceed at their own pace in this course.
- 62. I was able to keep up with the work load in this course.
- 63. My background is sufficient to enable me to use course material.
- 64. A teacher/student partnership in learning is encouraged.
- 65. Each student is encouraged to contribute to class learning.
- 66. I am free to express and explain my own views in class.
- 67. When I have a question or comment I know it will be respected.

- 68. I feel free to ask questions in class.
- 69. I feel that I am an important member of this class.
- 70. Mutual respect is a concept practiced in this course.
- 71. My instructor respects divergent viewpoints.
- 72. My instructor respects constructive criticism.
- 73. I feel free to challenge my instructor's ideas in class.
- 74. My instructor relates to me as an individual.
- 75. My instructor deals fairly and impartially with me.
- 76. My instructor readily maintains rapport with this class.
- 77. This instructor encourages divergent thinking.
- 78. This course has clearly stated objectives.
- 79. The objectives of this course were clearly explained to me.
- 80. The stated goals of this course are consistently pursued.
- 81. The course objectives allow me to know when I am making progress.
- 82. I was able to set and achieve some of my own goals.
- 83. I had an opportunity to help determine course objectives.
- 84. Lecture information is highly relevant to course objectives.
- 85. The course content is consistent with my prior expectations.
- 86. This course material is pertinent to my professional training.
- 87. This course contributes significantly to my professional growth.
- 88. I can apply information/skills learned in this course.

- 89. This course will be of practical benefit to me as a student.
- 90. My technical skills were improved as a result of this course.
- 91. This course directly contributes to my vocational preparation.
- 92. This course is a valid requirement for my major.
- 93. The relationship of this course to my education is apparent.
- 94. The practical application of subject matter is apparent.
- 95. This course gives me an excellent background for further study.
- 96. This course is up-to-date with developments in the field.
- 97. This course includes adequate information on career opportunity.
- 98. This course includes a sufficient number of practical exercises.
- 99. The content of this course is relevant to my needs.
- 100. The amount of material covered was reasonable.
- 101. My instructor develops classroom discussion skillfully.
- 102. There is sufficient time in class for questions and discussions.
- 103. My instructor allows student discussion to proceed uninterrupted.
- 104. My instructor encourages students to debate conflicting views.
- 105. My instructor does not monopolize classroom discussion.
- 106. One real strength of this course is the classroom discussion.
- 107. Challenging questions are raised for discussion.
- 108. This course provides an opportunity to learn from other students.
- 109. Exams accurately assess what I have learned in this course.

- 110. Exams are fair.
- 111. Exams are free from ambiguity.
- 112. Exams cover a reasonable amount of material.
- 113. Exams stress important points of the lecture/text.
- 114. Exams in this course have instructional value.
- 115. Exams are creative and require original thought.
- 116. I know how I stand relative to others in the class on exams.
- 117. Exams are reasonable in length and difficulty.
- 118. Exams are coordinated with major course objectives.
- 119. My final grade will accurately reflect my overall performance.
- 120. Grades are an accurate assessment of my knowledge in this course.
- 121. The grading system was clearly explained.
- 122. The contract grading method is used appropriately in this course.
- 123. My instructor has a realistic definition of good performance.
- 124. The assigned readings significantly contribute to this course.
- 125. The assigned reading is well integrated into this course.
- 126. Length and difficulty of assigned readings are reasonable.
- 127. Assigned readings are interesting and hold my attention.
- 128. Assignments are of definite instructional value.
- 129. Assignments are related to goals of this course.
- 130. Directions for course assignments are clear and specific.

- 131. The number of course assignments is reasonable.
- 132. Class projects are related to course goals and objectives.
- 133. The course's programmed learning materials are effective.
- 134. The group work contributes significantly to this course.
- 135. Student presentations significantly contribute to this course.
- 136. Student presentations in class are interesting/stimulating.
- 137. I am generally pleased with the text(s) required for this course.
- 138. I find the course emphasis on individual projects stimulating.
- 139. My instructor is not overly demanding of my time.
- 140. This course had made excellent use of TV.
- 141. The televised portions of class are a great help to learning.
- 142. TV reception was of good quality.
- 143. Audio reception (TV, recorder, etc.) was of good quality.
- 144. The use of television made the course very interesting.
- 145. Media (films, TV, etc.) used in this course are well chosen.
- 146. Media (films, TV, etc.) are an asset to this course.
- 147. Films in this course contributed significantly to my learning.
- 148. This course had made excellent use of films.
- 149. Films in class were well-integrated with course topics.
- 150. Team teaching is effectively used in this course.
- 151. Instruction is well-coordinated among the team teachers.

- 152. Team teaching provided insights a single instructor could not.
- 153. The team teaching approach adequately meets my needs/interests.
- 154. Course topics are dealt with in sufficient depth.
- 155. Teaching methods used in this course are well chosen.
- 156. The format of this course is appropriate to course purposes.
- 157. The teaching strategy used in this course is appropriate.
- 158. This course is accurately described in the catalog.
- 159. Lecture information is adequately supplemented by other work.
- 160. Class lectures contain information not covered in the textbook.
- 161. Bibliographies for this course are current and extensive.
- 162. Mimeographed handouts are valuable supplements to this course.
- 163. The guest speakers contribute significantly to this course.
- 164. The speakers who addressed us communicated effectively.
- 165. An appropriate number of outside lecturers is used.
- 166. Lab procedures are clearly explained to me.
- 167. My instructor thoroughly understands lab experiments/equipment.
- 168. Assistance is always available throughout lab sessions.
- 169. The lab sessions are well-organized.
- 170. The content of the lab is a worthwhile part of this course.
- 171. Lab assignments are reasonable in length and complexity.
- 172. Lab assignments have instructional value.

- 173. The lab in this course has adequate facilities.
- 174. My lab assignments are promptly returned to me.
- 175. The class mixture of Fr., So., Jr., Sr., or Grad. is appropriate.
- 176. The size of this class is appropriate to course objectives.
- 177. The facilities for this course are excellent.
- 178. I have easy access to equipment/tools required in this course.
- 179. I had sufficient opportunity to use lab/practice room facilities.
- 180. The lab/practice room is well equipped.
- 181. I highly recommend this course.
- 182. I would enjoy taking another course from this instructor.
- 183. I like the way the instructor conducts this course.
- 184. Frequent attendance in this class is essential to good learning.
- 185. I am satisfied with my accomplishments in this course.
- 186. These items let me appraise this course fully and fairly.
- 190. My instructor identifies major or important points in the course.
- 191. I have put much effort into this course.
- 192. I feel that I have done very well in this course.
- 193. Field trips offered insights that lectures or readings could not.
- 194. Field trips, relative to course objectives, are well planned.

10. Click into the box to the left of the question(s) desired to be added.

11. When you have finished with your additional Purdue question selections, click on **“Add Questions”**.
12. A note at the top of the next screen will come up stating that the survey has been updated and will direct you to the page to view your evaluation thus far.
13. If, after you have reviewed your evaluation, you wish to add more Purdue questions, repeat steps 9 through 11.
14. For those departments that have utilized Instructor Supplied Items in the past, (#187, #188, and #189 in Purdue Catalog choices) use the related link to the left on the main screen to produce the new or extra questions for your evaluation. The above question numbers will not appear in this online list. You must use the **“Add Instructor Question”** link to create your individual questions.
15. Click on the **“Add Instructor Question”** link to create a new question. Then click on the **“Create a New Question”** to proceed.
16. Type your desired question in the box. Make sure all spelling is correct and check for grammatical errors. **This is how your question will appear on the evaluation.**
17. Choose either **“Comment/Open Ended”** or **“Likert Scale”** for your responses.
 - Comment/Open Ended will not be scannable, this is for written responses.
 - Likert Scale will be scannable on the same scale as throughout the rest of the evaluation.
18. When finished, click on the box to add the instructor item.
19. A note at the top of the next screen will come up stating that the survey has been updated and will direct you to the page to view your evaluation thus far.
20. If you desire to add more instructor questions, repeat steps 14 through 18.
21. After reviewing your evaluation, you may choose to delete some of the questions before final submission. There is a link to the left of the main screen to do so.
22. After you have completely reviewed your evaluation and checked it thoroughly, you may click the link to the left to submit survey request.
23. On this screen, enter the number of students in the course. **This number must be entered** for the Office of Academic Assessment and Testing to produce the correct number of evaluations for your course packet.

24. Next on this screen, you have the option to choose either “**Online Form (Web-Based)**” or “**Scannable Form (Scantron)**” for your evaluation. Please choose one and click on the “**Request Survey**” button to send your evaluation to Academic Assessment and Testing for processing.
25. You will then be redirected to the beginning again to submit an evaluation request for another course if you choose to do so at that time.
26. If you choose to submit another request, you may pull in questions from previously submitted evaluation requests by using the “**Import Questions**” link at the left side of the main screen. Follow the prompts to automatically pull in previously chosen questions for ease in creating additional course evaluations. Repeat the above process to finalize your additional requests.

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