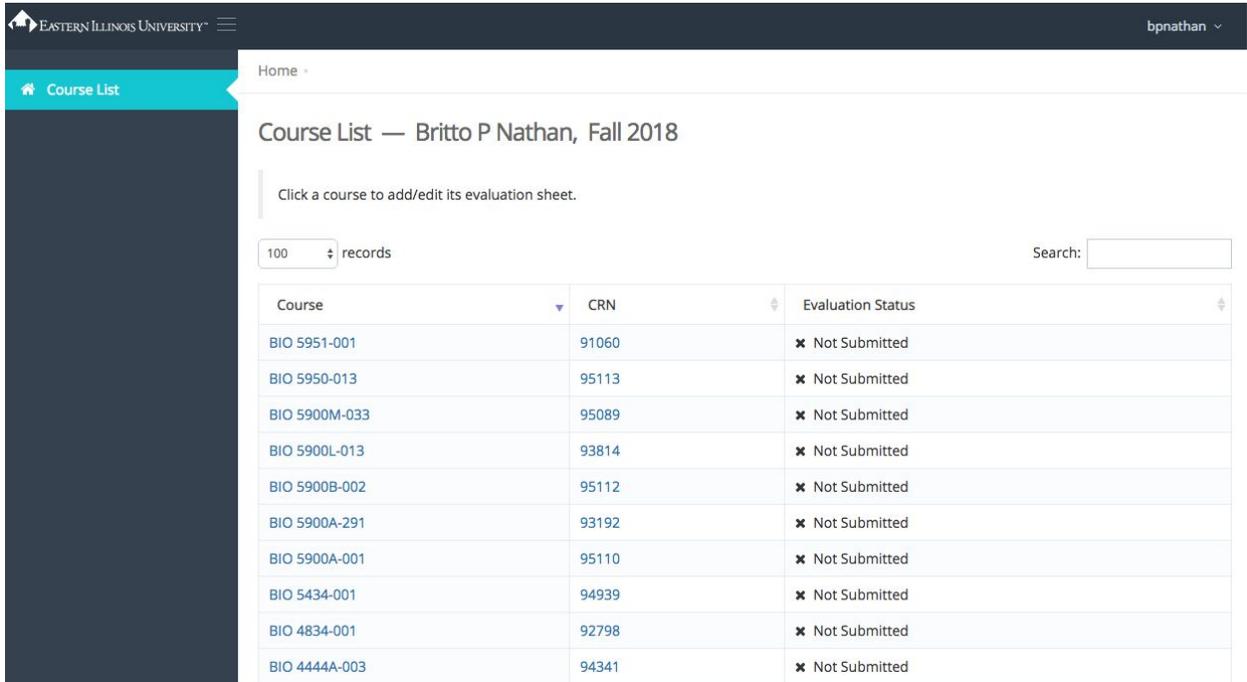


Eastern Illinois University

Purdue-based Evaluation Submission Process

1. Type the following link into your browser:
<https://www.eiu.edu/apps/purdue-request>
2. Login using your EIU net-id and password.
3. Once logged in, a list showing your courses for the current semester will appear:



The screenshot shows the 'Course List' page for Britto P Nathan in Fall 2018. The page includes a search bar and a table of courses. The table has three columns: Course, CRN, and Evaluation Status. All courses listed have a status of 'Not Submitted'.

Course	CRN	Evaluation Status
BIO 5951-001	91060	✘ Not Submitted
BIO 5950-013	95113	✘ Not Submitted
BIO 5900M-033	95089	✘ Not Submitted
BIO 5900L-013	93814	✘ Not Submitted
BIO 5900B-002	95112	✘ Not Submitted
BIO 5900A-291	93192	✘ Not Submitted
BIO 5900A-001	95110	✘ Not Submitted
BIO 5434-001	94939	✘ Not Submitted
BIO 4834-001	92798	✘ Not Submitted
BIO 4444A-003	94341	✘ Not Submitted

4. Click on the course for which you wish to submit an evaluation request. This will open a new form which has a few options (image shown on next page):
 - 1) Evaluation Administration Date
 - 2) Administration Type (scannable form or online)
 - 3) Purdue Catalog Questions
 - 4) Custom Questions

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Course List → Create Evaluation Request

Create Evaluation Request

Create Evaluation Request

Course:	Fall 2018 — BIO 3460-001 (CRN: 94065)
Instructor:	Britto P Nathan
Department Evaluation Header:	N/A
Administration Date:	<input type="text" value="mm/dd/yyyy"/>
Administration Type:	<input type="text" value="Scannable Form"/>

UNIVERSITY CORE QUESTIONS

1. Instructor demonstrates command of the subject/discipline.

5. The university core questions and your department's core questions (if they exist) will appear automatically. To add purdue catalog questions, scroll down and click the button labelled "Add Library Question":

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10. Overall, I would rate this instructor:

Comments

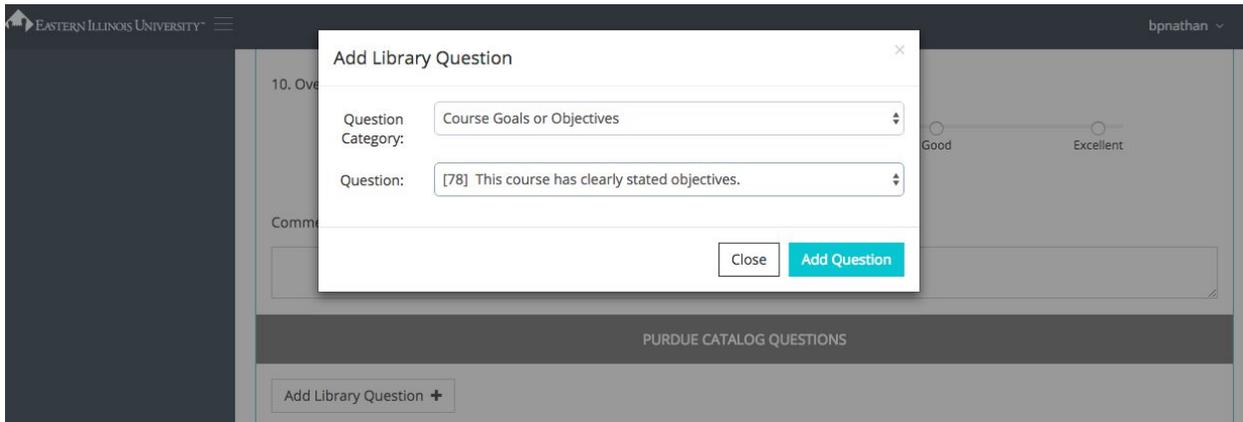
PURDUE CATALOG QUESTIONS

Add Library Question +

CUSTOM QUESTIONS

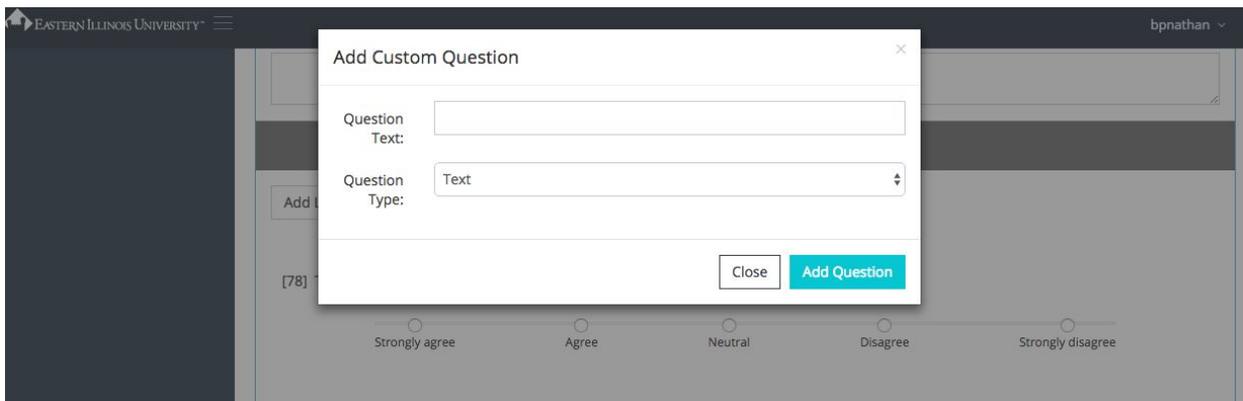
Add Custom Question +

This will open a box listing the purdue question categories; select a category to view its questions, or select “view all” to view all questions.



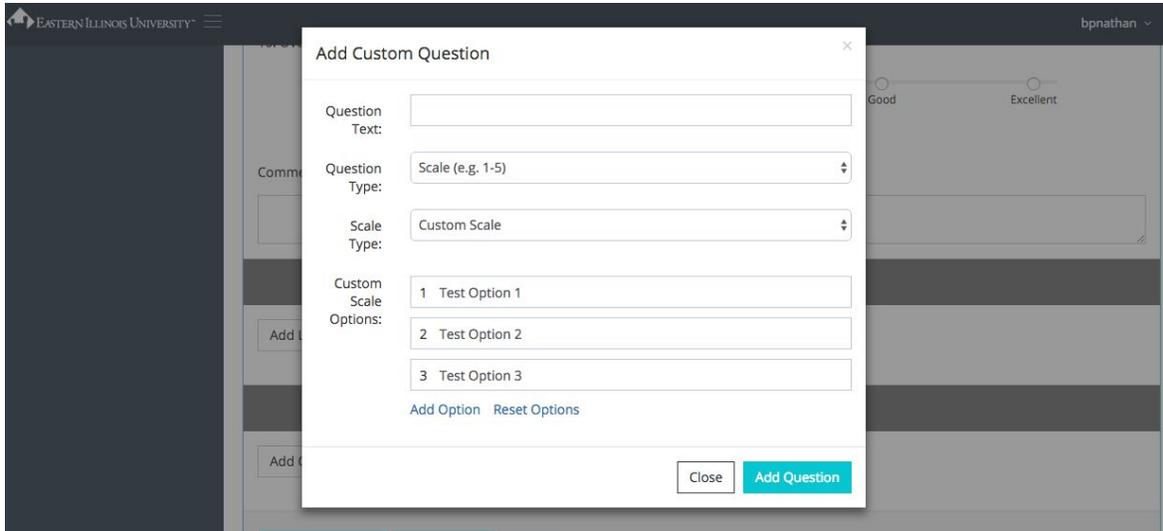
Once a question has been selected, click the blue “Add Question” button. The question will then appear on the evaluation form.

6. To add a custom question, click the “Add Custom Question” button, which is below the purdue question section. This will open a box similar to the purdue question box:



The question’s label goes in the “Question Text” box. Below that, you may select a question response type: either “text” or “scale”. If scale is selected, a new selection box will appear allowing you to pick from 3 scale types:

- 1) Likert Scale type 1: *Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree*
- 2) Likert Scale type 2: *Poor, Fair, Satisfactory, Good, Excellent*
- 3) Custom: this option allows you to create your own scale options via the options that appear below once selected. A single box will appear first, and further scale options can be added by clicking “Add Option”.



Once finished, click the blue “Add Question” button. The new question will appear on the evaluation form.

7. Once the evaluation form is complete, you may submit the survey to the Office of Testing and Evaluation for approval, or you may save it as a draft to come back to later.

Please note, once you have made an evaluation request for the semester, the course will no longer be accessible to edit. You will receive an email confirming the submission, and also when the Office of Testing and Evaluation has approved/processed your request.

Revised 8/22/2018