

Managing Student Evaluation Data for use in Appendix 6 & your Supplemental Materials file

Step 1: Identify how your student feedback from the period under consideration was collected.

As UML continues its transition to using centralized student feedback on instruction ([SFI](#)), you may find that your “student evaluation” results are not all in one place. Refer to the chart below.

Student survey administration timeline for MSP faculty

Fall 2019 and prior	Department/College; GPS administered separately
Spring 2020-Fall 2021	Optional, self-administrated (Covid exemption)
Spring 2022-Winter 2024	Department/College; SFI used for MSP faculty teaching overload courses for GPS*
Spring 2024 and beyond	SFI (except Francis College of Engineering)

* Francis College of Engineering Faculty may have SFI evaluations for courses in this period identified to SFI as overloads.

It’s important to note that the SFI system has some basic criteria for course inclusion in a survey:

- At least five students enrolled
- “Traditional” classes (with a room assignment vs. internships, directed studies, etc.)
- Instructor is listed Primary Instructor (PI) in SiS and is active in UML HR system
- Courses not meeting these criteria *are not surveyed* with SFI.

Step 2: Gather, scan, and tabulate NON-SFI student feedback as needed.

- **Locate** any electronic or paper evaluation results that were administered by your department/college/GPS for the period under review.
- If, after checking with your chair and department administrator, some sets of evaluations cannot be located, remember to **provide a list** of any missing items and brief explanation as to why each item has not been included in your supplemental materials file, per the guidelines.
- **Scan** any paper/scantron evaluations and written comments—front and back—for inclusion in your Supplemental Materials.

Tips!

- Scan one course or semester at a time—decide which based on how many evaluations you have and what fits in your scanner’s auto-feed.
- As you scan, save the PDFs, naming each file carefully (term and course section, or term only) so it will be recognizable and easy to put in order. The file name will serve as a bookmark in your supplemental materials file.
- If your college’s survey has a summative item such as “What is your overall rating of this instructor’s teaching?” you may use that item to calculate your average for pre-SFI evaluations, **but** remember to disclose that in a note on Appendix 6. (Beyond this, we do not recommend selecting particular items to average, even if some are not instructor focused. Past reviewers have noted discrepancies between Appendix 6 and the student evaluations themselves, so be sure to be clear.)
- **Enter** all relevant numerical results into a spreadsheet to calculate your average scores. (**You will not submit the spreadsheet**, so don’t worry about formatting.)
- **Download** the “blank” version of Appendix 6 from www.uml.edu/pandt and fill in the details for all the courses you taught, whether they were evaluated or not. That information is available to you in SiS.
- Enter your average for each course based on paper evaluations, noting the scale (e.g. Scale of 1-5, Scale of 1-4) into the relevant row.

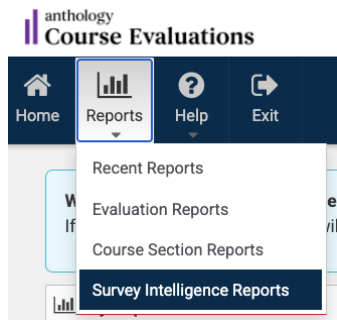
Step 3: Download your student feedback averages from any courses surveyed with SFI.

If you have surveys in SFI, you can download the **P&T SFI Summary** for a simple view of your average in each surveyed course and paste or transcribe those averages into Appendix 6. This summary view makes it easier to complete Appendix 6 when mixing older evaluation methods with SFI. You do **not** need to include the P&T SFI Summary Report in your portfolio.

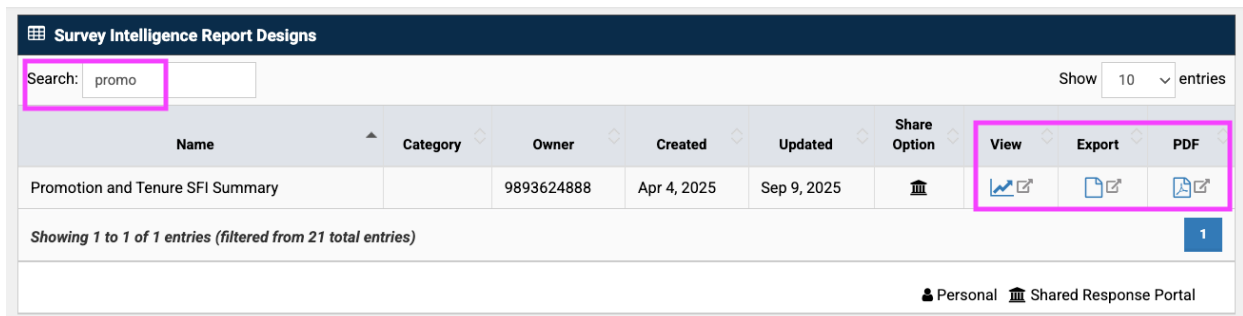
To get to that report:

- Log in to the system (www.uml.edu/sfi) and click on the “Reports” menu at the top left of your screen.
- From the list of options, choose **“Survey Intelligence.”** See the screenshot on the following page.





- In the search box that appears, type “promotion” and the correct report will come up:



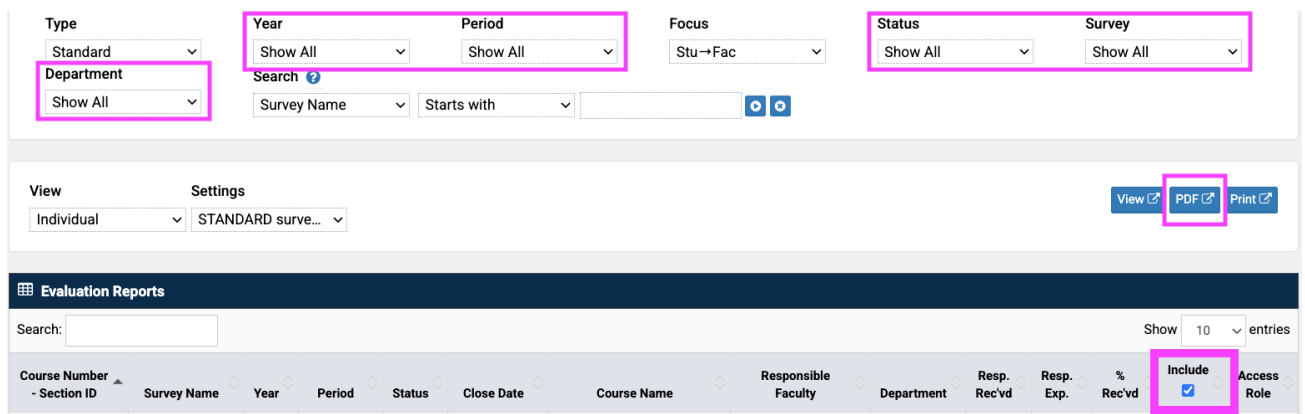
- On the right, choose your preference to see the report – but we recommend choosing “Export” and clicking “Download results file (CSV).”
- On that spreadsheet, you can easily cut and paste course names, numbers and the “overall” score (found in the far-right column) directly into your Appendix 6.

Note: All SFI evaluation items are on a scale of 1-5. If your earlier evaluations were on a different scale, you will need to make them proportional to the 5-point scale to calculate your overall average.

Step 4: Download all of your SFI reports, which include both complete data and student comments.

The system will generate a **single** document that you will include in your Supplemental Materials file.

- Return to the “Reports” menu as depicted above. This time, choose **“Evaluation Reports.”** You will see a list of your courses that might be continued on several pages.
- Set the filters at the top as shown below, selecting **“Show All”** in the highlighted fields to ensure that you are retrieving all your survey results.
- In the column header of the list of Evaluation Reports, **be sure to click the “Include” box** as shown at the bottom right of the screenshot below.



- Finally, click the “PDF” export box and save the resulting file. It will include both numerical results and any comments that students have provided. Depending on how many courses you have in the system, this might take a moment to complete. You can add that .PDF file directly to your Supplemental Materials file.

Still need help? Reach out to us at pandt@uml.edu.