

# Student User Guide



# Table of Contents

<b>Access Your Evaluations</b> .....	<b>3</b>
<b>Access from D2L</b> .....	<b>3</b>
D2L Pop-up.....	3
D2L Homepage .....	4
<b>Access from Email Notification</b> .....	<b>5</b>
Link in Email.....	5
Log in to Explorance .....	6
<b>Access from Explorance</b> .....	<b>8</b>
Log in to Explorance .....	8
Task List .....	9
<b>Access from a QR code</b> .....	<b>10</b>
<b>Complete Your Evaluation</b> .....	<b>10</b>
Basic Navigation .....	10
Save .....	11
Submit.....	12
<b>Need Help?</b> .....	<b>13</b>

## Access Your Evaluations

You will be able to access your evaluations through either the D2L Learning Management System (LMS) or through notifications and links provided to you in an email.

### Access from D2L

Log in to [D2L](#) as you normally would.

#### D2L Pop-up

If you have class sections to evaluate that have not been submitted, a pop-up window will appear with a link to each for easy access. Click the link in the pop-up window to start an evaluation.



Figure 1: D2L pop-up window

## D2L Homepage

You will also find a list of your evaluations on the D2L homepage in a section called **My Instructor Evaluations**. You may use these links to access your evaluations as well.

The screenshot shows the D2L homepage interface. At the top left is the WCU West Chester University logo. To the right are navigation icons for a grid, mail, chat, notifications, a user profile, and settings. Below the logo are dropdown menus for 'University Resources' and 'D2L Help'. The main content area is divided into two columns. The left column features a 'My Courses' section with a semester navigation bar (Summer I, 2023 Spring, 2023 Fall, 2022/2023 Winter Se..., 2022 Fall, 2023) and two course cards: '2023 Fall-STA513-01-91: Int Linear Models' and '2023 Fall-STA507-01: Intr Cat Data Anal'. A 'View All Courses (2)' link is below. The right column has an 'Announcements' section (empty) and a 'Looking for Help?' section with links to 'ServiceNow Knowledge Base', 'WCU D2L Services', 'Submit a Help Desk Request' (610-436-3350), 'D2L Technical Support', 'Submit a Ticket' (1-866-832-1851), and a 'LiveChat' button. The bottom section is 'My Instructor Evaluations', which includes a search bar and a table of evaluations.

**My Courses**

2023 Fall-STA513-01-91: Int Linear Models

2023 Fall-STA507-01: Intr Cat Data Anal

[View All Courses \(2\)](#)

**My Instructor Evaluations**

My Instructor Evaluations

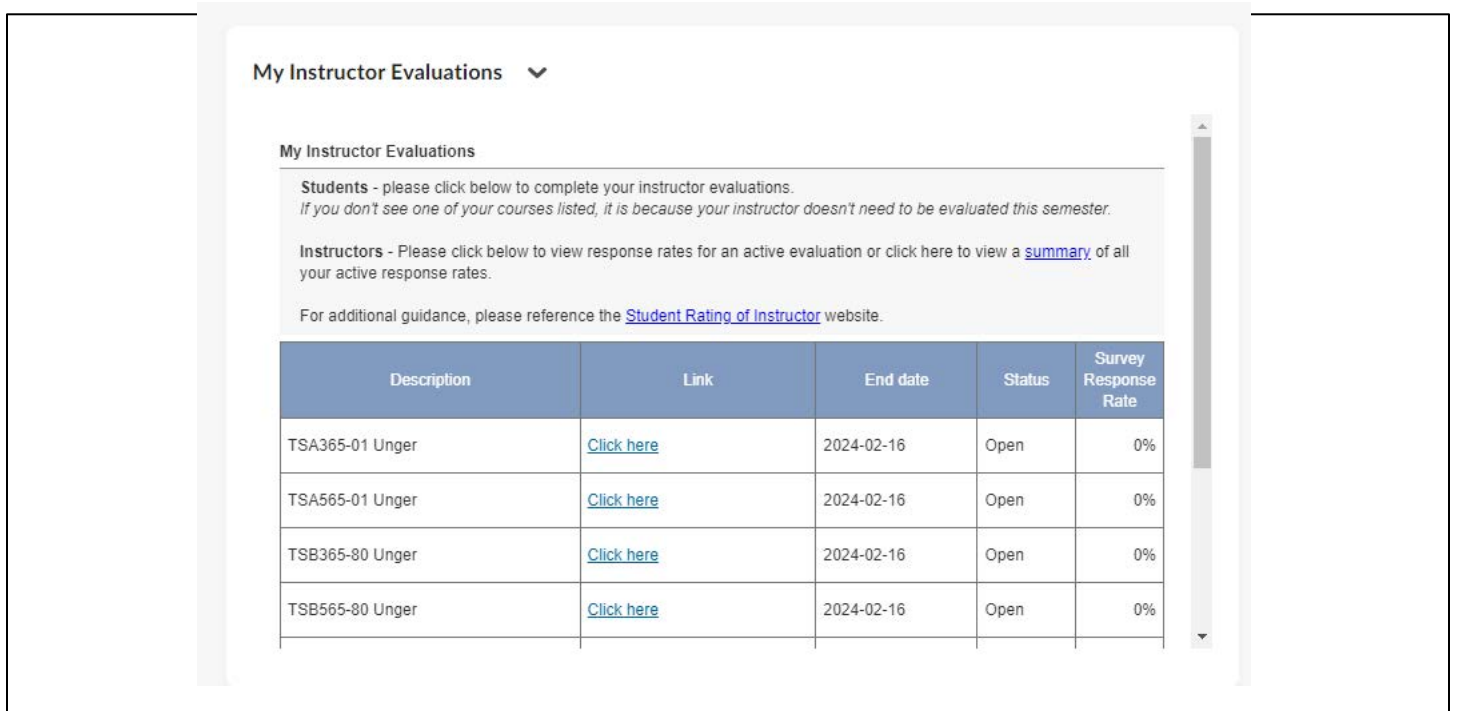
[+] Description

Search Description  Search Button

Task type	Description	End date	Status	Link	Category	Sub-category	Alert	Participation
Fillout	STA507-01 (Randall Rieger)	2023-12-11	In progress	<a href="#">Click here</a>	2023	Fall		21%
Fillout	STA513-01 (Robert Gallop)	2023-12-11	Completed	<a href="#">Click here</a>	2023	Fall		27%

Figure 2: D2L homepage (full page)

Select an evaluation from the list to begin.



**My Instructor Evaluations** ▾

**My Instructor Evaluations**

**Students** - please click below to complete your instructor evaluations.  
*If you don't see one of your courses listed, it is because your instructor doesn't need to be evaluated this semester.*

**Instructors** - Please click below to view response rates for an active evaluation or click here to view a [summary](#) of all your active response rates.

For additional guidance, please reference the [Student Rating of Instructor](#) website.

Description	Link	End date	Status	Survey Response Rate
TSA365-01 Unger	<a href="#">Click here</a>	2024-02-16	Open	0%
TSA565-01 Unger	<a href="#">Click here</a>	2024-02-16	Open	0%
TSB365-80 Unger	<a href="#">Click here</a>	2024-02-16	Open	0%
TSB565-80 Unger	<a href="#">Click here</a>	2024-02-16	Open	0%

Figure 3: My Instructor Evaluations on D2L homepage

## Access from Email Notification

### Link in Email

You will receive a system-generated email for your evaluations. Click on the link provided in the email to access your evaluations.

Please note: If you're enrolled in class sections in multiple sessions – 15-week classes, 7-week classes, or other dynamically dated classes – you will receive separate invitations and reminders for each.

**Your feedback matters!**

Hello Sandi,

West Chester University is committed to ensuring the quality of the teaching and learning experience of our students. An important component of this is the regular rating of instructors by students, or the SRIS - Student Rating of Instructor Survey. We would like your input in the evaluation of your course instructors.

**Online evaluations are currently available for the following course instructors:**

*Remember your survey is not complete until you click the "Submit" button on the last page of the survey.*

COURSE	EVALUATION END

[CLICK HERE TO COMPLETE EVALUATIONS](#)

<p><b>It's quick.</b></p> <p>Most students complete an evaluation in less than 5 minutes. The online system is mobile-friendly and easy to use on the go!</p>	<p><b>It's confidential.</b></p> <p>Your instructor will never see your name or ID attached to your individual responses. Additionally, your anonymized feedback is not available to your instructor until after final grades have been submitted and posted.</p>	<p><b>It's not just a formality.</b></p> <p>Instructors use this valuable information to improve and enhance their courses and they appreciate the time you take to complete the survey and any individual comments you may choose to add.</p>
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**Important Note**

As you complete the survey, try to put aside your reaction to the course itself and focus on the quality of instruction provided by the instructor. Students should strive to avoid cultural and social biases when assessing faculty effectiveness on the Student Rating of Instructor Survey, focusing instead on the effectiveness of instruction. Such biases may include but are not limited to race, ethnicity, sexual orientation, gender identity or expression, national origin, religion, language, disability, and health related characteristics of your instructor. Students should also strive to avoid bias against their instructor due to course materials challenging their beliefs. Faculty have similarly committed themselves to avoiding cultural and social biases when evaluating student work and when there is disagreement with challenging course materials.

**Questions?**

Visit the [Student Rating of Instructor website](#) for answers to Frequently Asked Questions. Contact us at [SRIS@wcupa.edu](mailto:SRIS@wcupa.edu).

Online evaluations will end on the dates indicated above, so complete your course instructor evaluations soon. Your participation is important to help us make West Chester a better university.

[CLICK HERE TO COMPLETE EVALUATIONS](#)

Kind Regards,  
 Lisa Yannick  
 Senior Associate Vice President  
 Institutional Effectiveness and Planning  
 Office of Institutional Research

Figure 4: Email screenshot

## Log in to Explorance

[Explorance](#)

You will be prompted to log in with your WCUPA username and password.

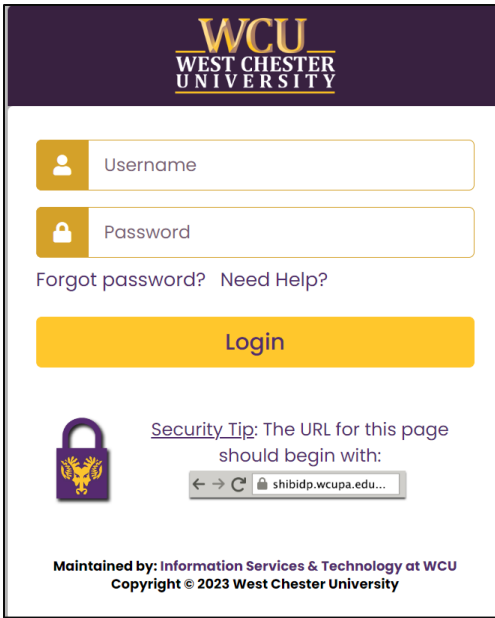


Figure 5: WCUPA Duo authentication

Select User Group, then choose Students.

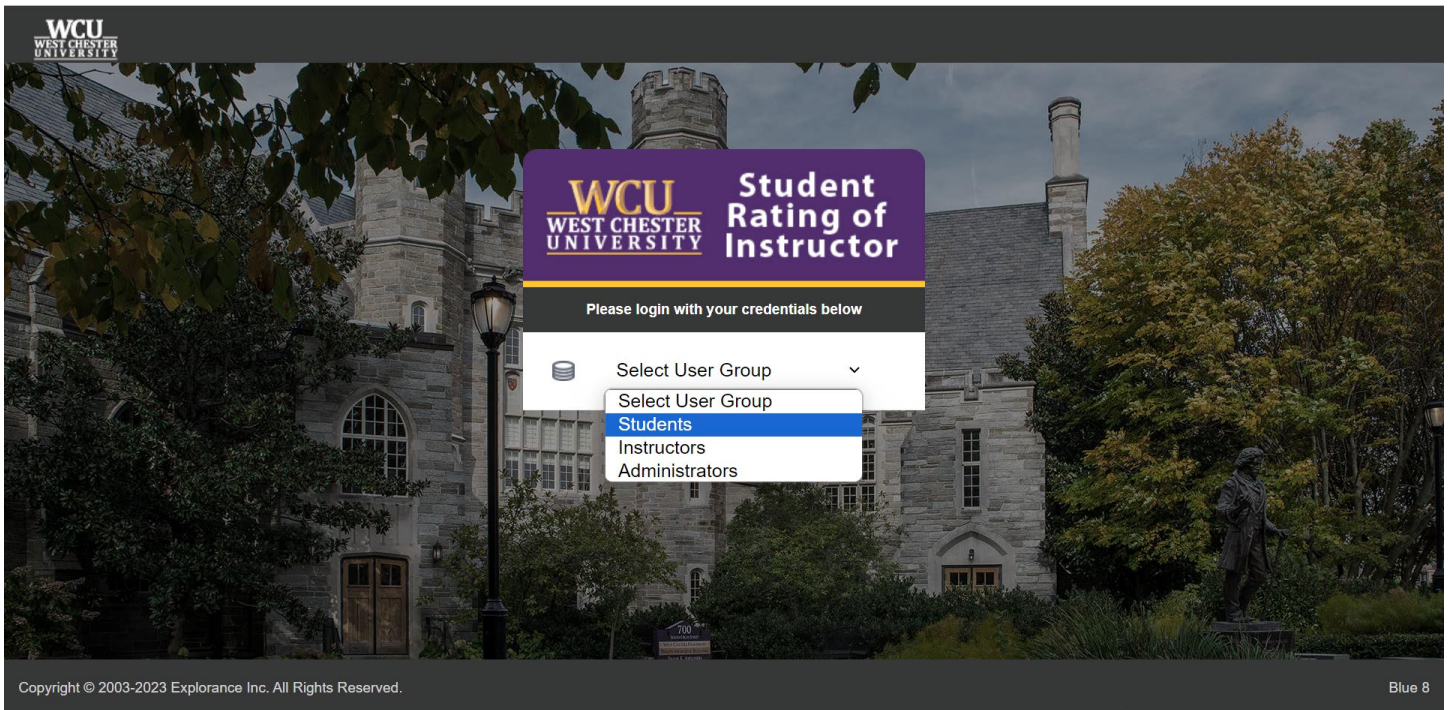


Figure 6: Explorance log In

Click "Start now" to begin an evaluation.

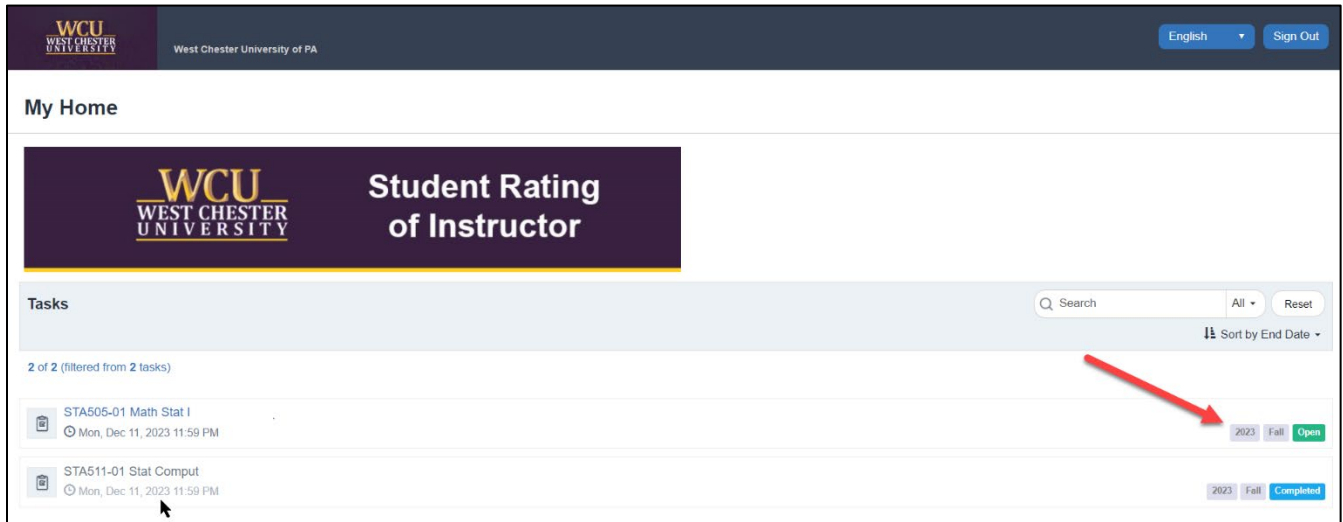


Figure 7: Task list

## Access from Explorance

### Log in to Explorance

Navigate to <https://SRIS.wcupa.edu> .

Log in using your WCUPA username and password.

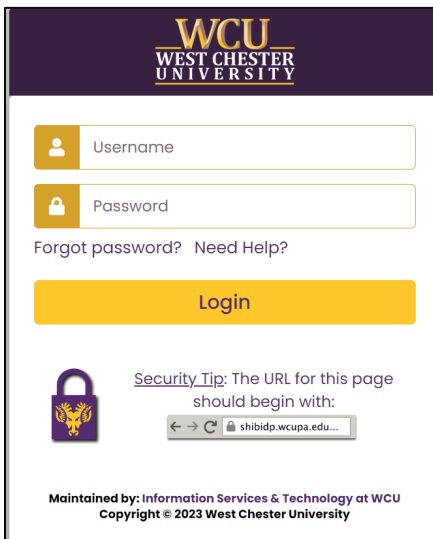




Figure 8: WCUPA Duo authentication

Select User Group, and then choose Student.

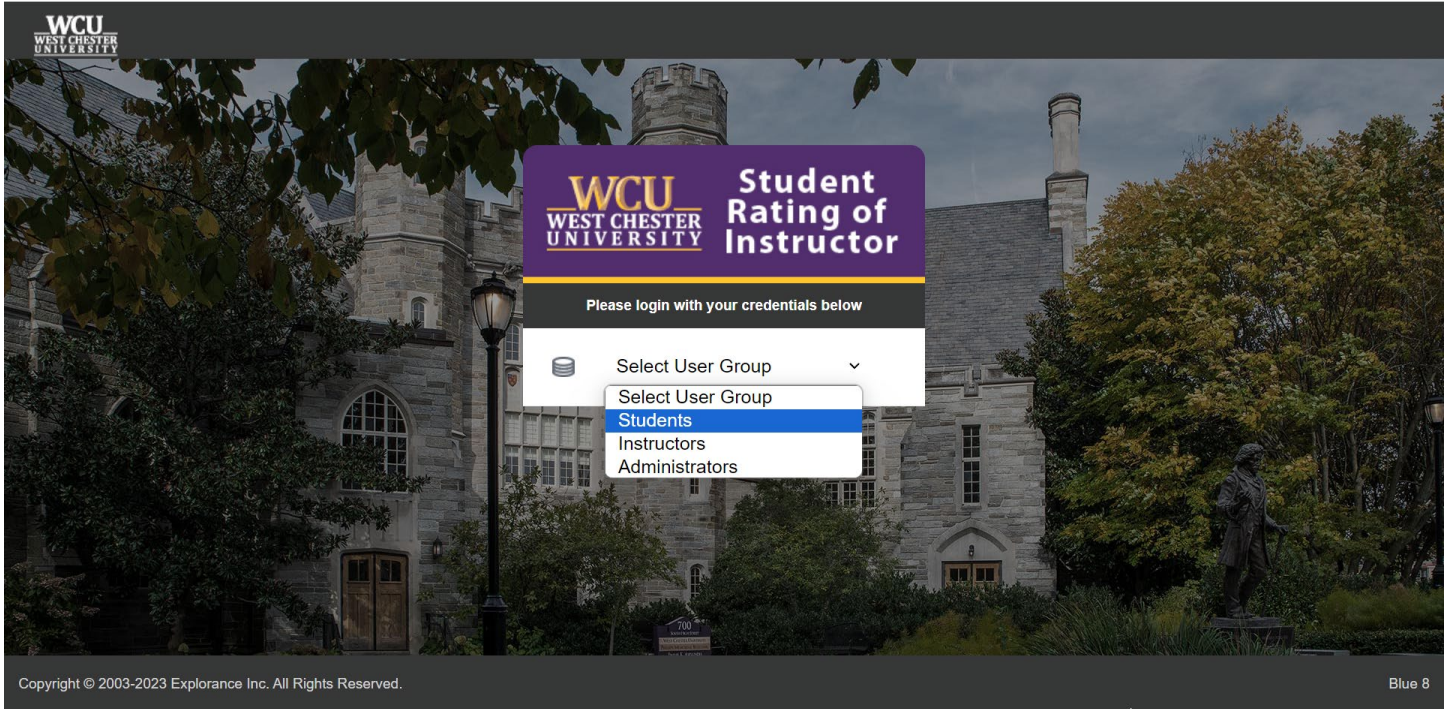


Figure 9: Explorance log in

## Task List

From the task list, select an open evaluation and click "Start Now" to begin.

The screenshot displays the West Chester University (WCU) Student Rating of Instructor Survey interface. At the top, the WCU logo and 'West Chester University of PA' are visible, along with 'English' and 'Sign Out' options. Below the header is a 'My Home' section with a banner for 'Student Rating of Instructor'. The main content area is titled 'Tasks' and includes a search bar, 'All' filter, 'Reset' button, and 'Sort by End Date' dropdown. Two tasks are listed: 'STA605-01 Math Stat I' (dated Mon, Dec 11, 2023 11:59 PM) with '2023', 'Fall', and 'Open' buttons; and 'STA511-01 Stat Comput' (dated Mon, Dec 11, 2023 11:59 PM) with '2023', 'Fall', and 'Completed' buttons. A red arrow points to the 'Open' button for the first task.

Figure 10: Task list

## Access from a QR code

A QR code is another way to access your evaluations without having to type the URL into your browser. Every QR code will display a short URL. Both the QR code and its corresponding URL will direct you to the same evaluation(s).

1. Turn your mobile phone's camera on and point it towards the code to scan it. A notification will appear on your mobile phone.
2. Click on the notification. You will be directed to the evaluation portal login page.



Figure 11: QR code

## Complete Your Evaluation

### Basic Navigation

Complete the survey by reading the instructions and answering the questions, navigating page to page by clicking "Next." If you are completing the survey on a phone, scroll to the bottom of each page before clicking the "Next" button.

## Save

If you need to leave the survey before you have finished, you must click "Save" before exiting. On a phone, the "Save" button is in the top left of the screen menu button. On a computer, the "Save" button is on the top right of the screen.

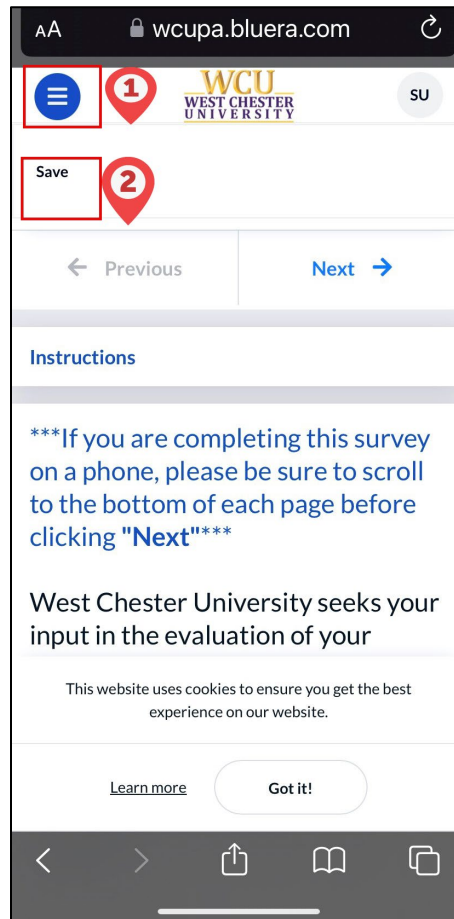


Figure 12: Save button on phone

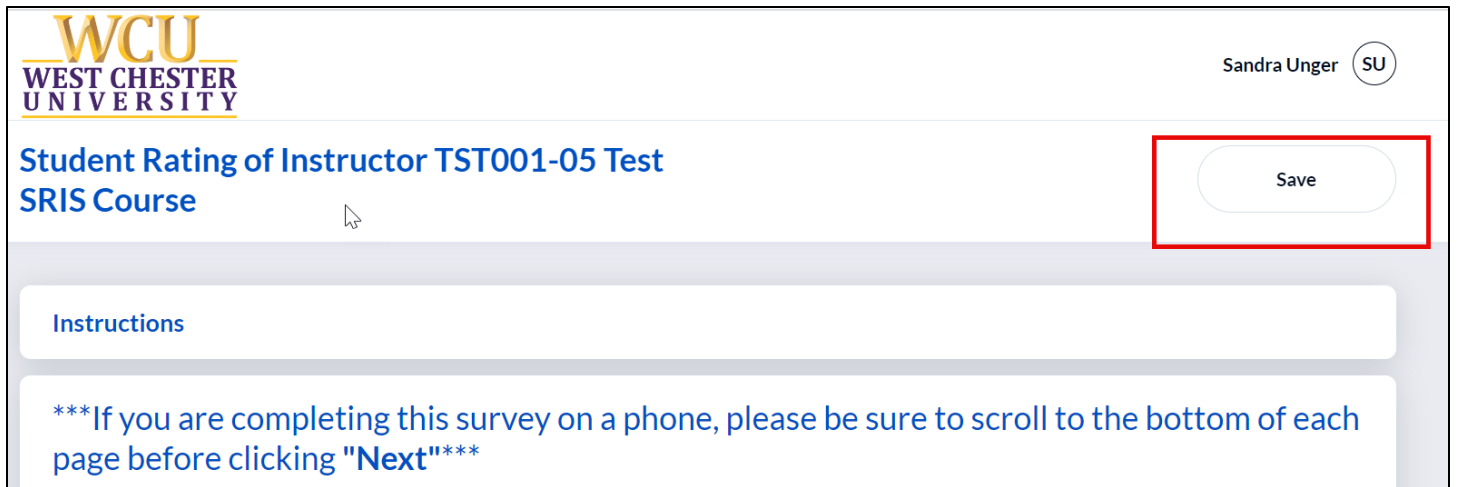


Figure 13: Save button on computer

## Submit

When you have answered all the questions and are ready to submit, click the "Submit" button. You will continue to receive reminders to complete your surveys until each survey has been submitted.

Please note: If you're enrolled in class sections in multiple sessions – 15-week classes, 7-week classes, or other dynamically dated classes – you will receive separate invitations and reminders for each.

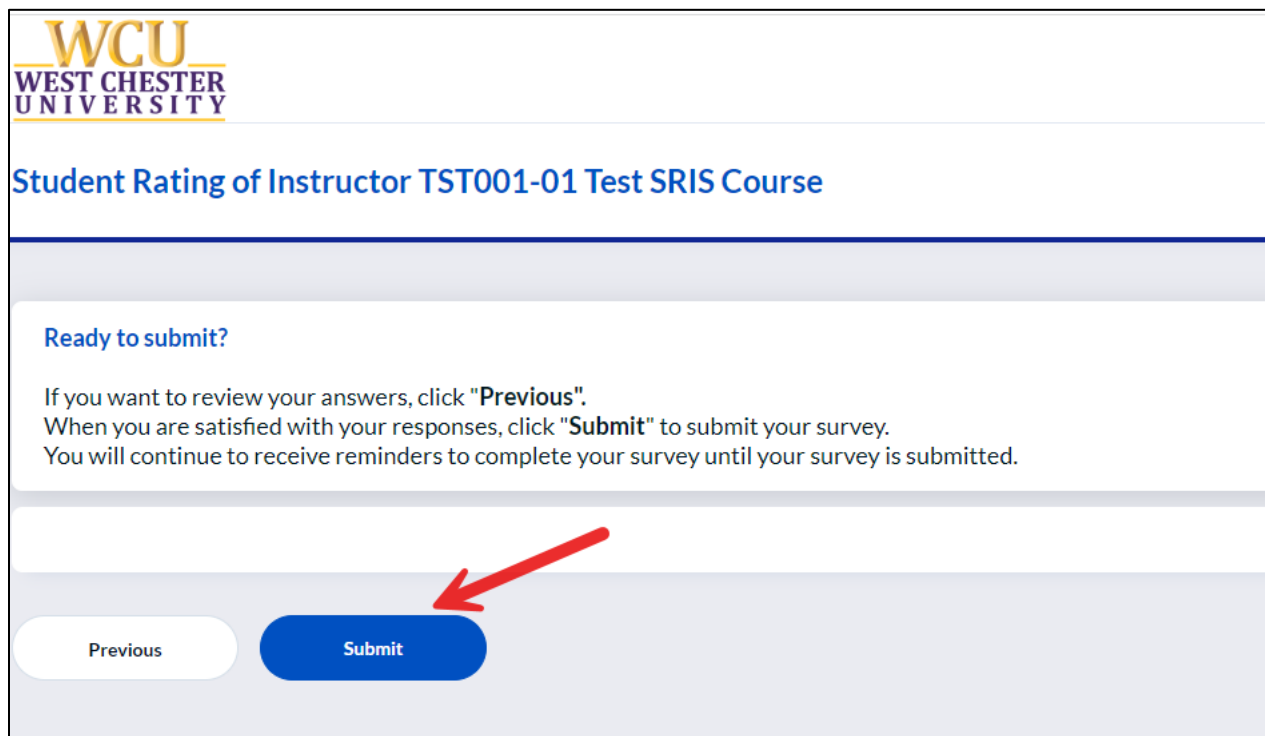
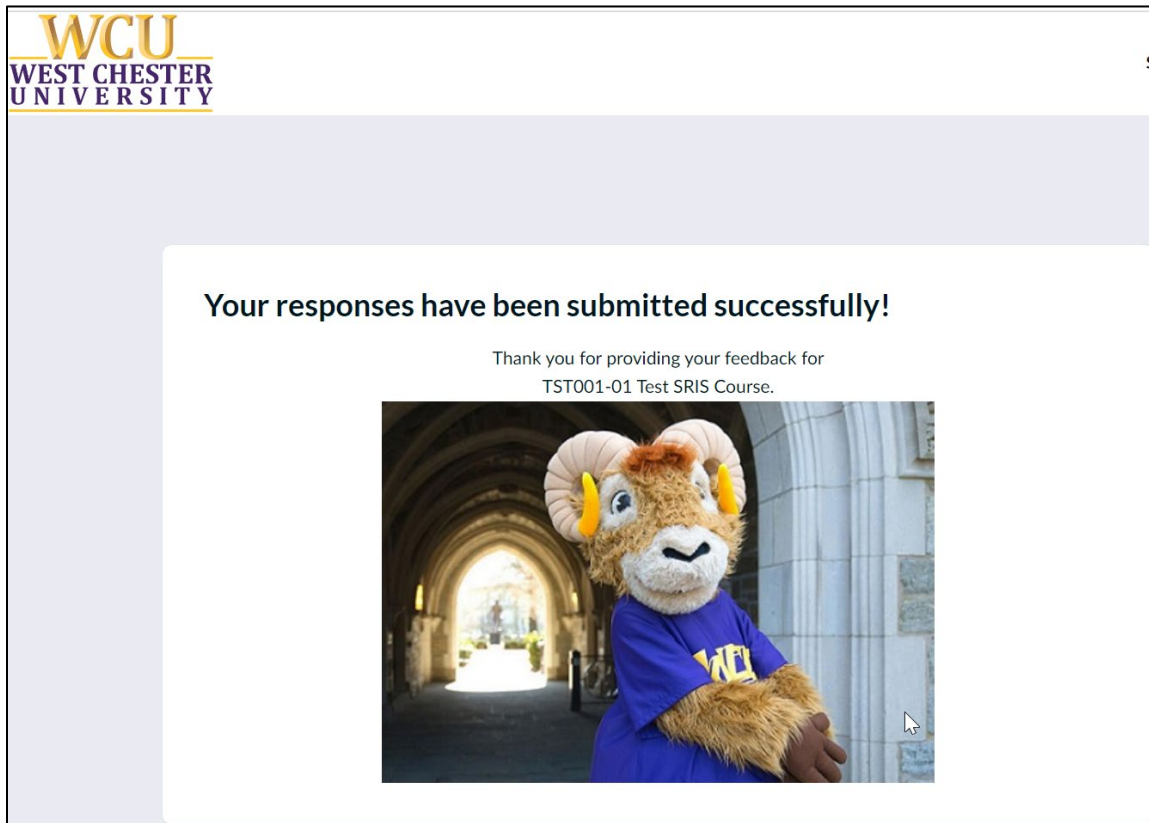


Figure 14: Submit button



*Figure 15: Submitted Successfully screen*

## **Need Help?**

For additional information about completing your surveys, please visit the [Student Rating of Instructor website](#) and the [Student FAQ](#) section.

**Thank you for completing your surveys!**

**Your participation is important to help us make West Chester a better university!**