

# Providing a Link to WIU's Online Course Evaluation Tool through Western Online

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## Prerequisite for Use

In order to use the WIU Online Course Evaluation tool, you must be teaching a **fully online course** and have an **approved** departmental survey instrument.

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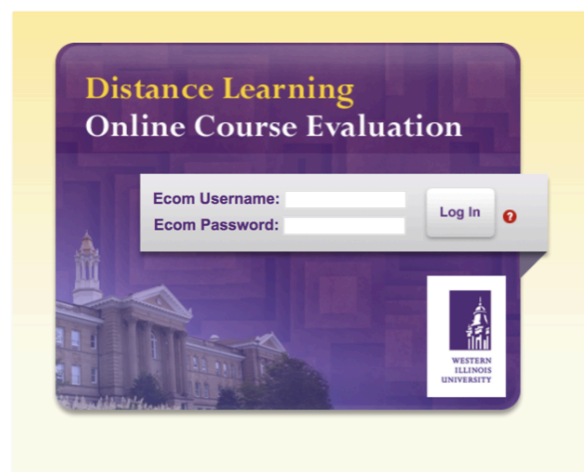
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## For Instructor Access

- a. Access the WIU Online Course Evaluation program at <https://www.wiu.edu/oce>.
- b. Log in with your ECOM username and password.
- c. If assistance is needed, click on the **red question mark icon** to obtain Tutorials.

**Note:** A default set of dates will be used for course evaluation availability. Your department Chairperson or his or her designee is the only individuals who can change the dates during which your course evaluation will be accessible to students. By default, the course evaluation will automatically be available for completion after 80% of the course is complete and extend through the last day of finals.

**Note:** Your department chairperson is the only person who will be able to review the evaluation results. However, some department Chairs request access for their support personnel so that they can compile the results.



## For Student Access

There are multiple ways to provide access to the online course evaluation for students. The remainder of this tutorial will explain those and how to use them.

### 1. From the Western Online home page

\*\* Share these instructions with your students.

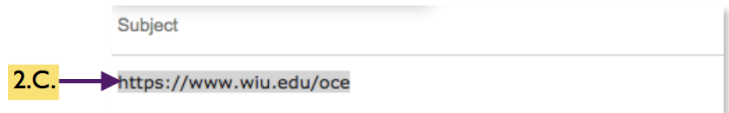
- A. After logging into WesternOnline, scroll to the **“Student Resources”** widget on the right-hand side of the page towards the bottom.
- B. Click on the **“WIU’s Online Course Evaluation Tool”** link, listed under the Student Resources for Online Learning Section of the page.
- C. Log in using your ECOM username and password to see a list of your online courses. Courses may have different date ranges when the evaluations are available.
- D. Click on an available course title to access the evaluation. You may only submit one evaluation per course.

## uTech Online Teaching and Learning - Tip Sheet

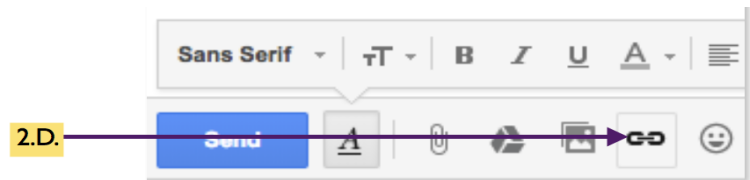
### 2. Send an Email with the link to the Evaluation

- A. Compose a message to your student in your email program. Our instructions are for Google. Here is a sample message, "Please complete the online course evaluation no later than \_\_\_\_\_. You can access the evaluation online at <https://www.wiu.edu/oce>."
- B. Within the email include the dates on which the evaluation will be open as well as a live link to <https://www.wiu.edu/oce>.

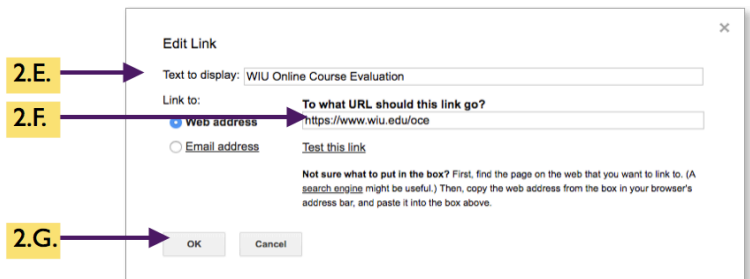
- C. In Gmail, within a new message, enter the URL into the message window. Click and drag over it to select it. Press Ctrl + C/Cmmd+C on your keyboard to copy it.



- D. Click on the **Insert Link** icon in the Gmail toolbar.



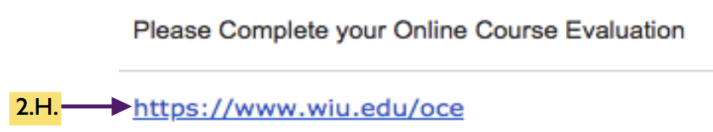
- E. In the **Text to Display** field you can either enter the URL or type WIU Online Course Evaluation, whichever you prefer your students to see.



- F. When the Edit Link window appears, paste or type the link to the online evaluation into the **Link Web address** field.

- G. Click the **Ok** button.

- H. You will now see that the link is created and live in your composition window.

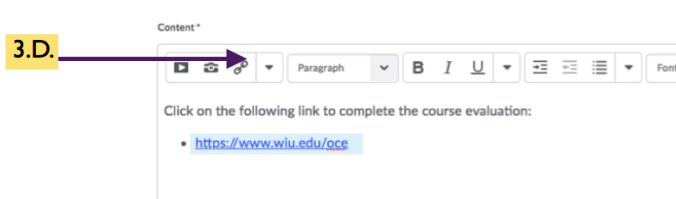
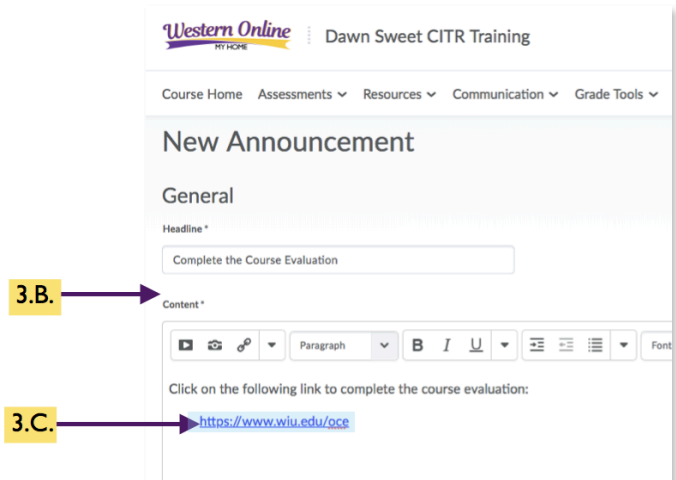
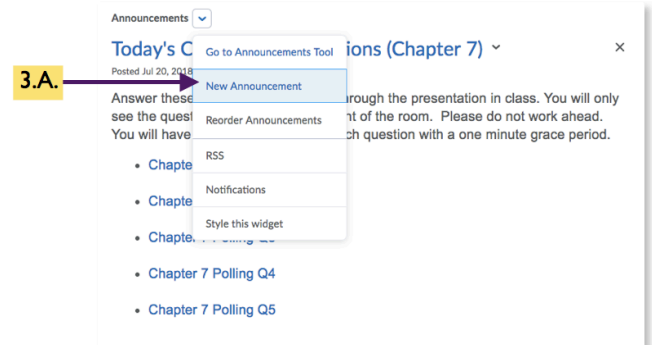


- I. Click the **Send** button in the lower left-hand corner of the Gmail window when you have finished composing your email.



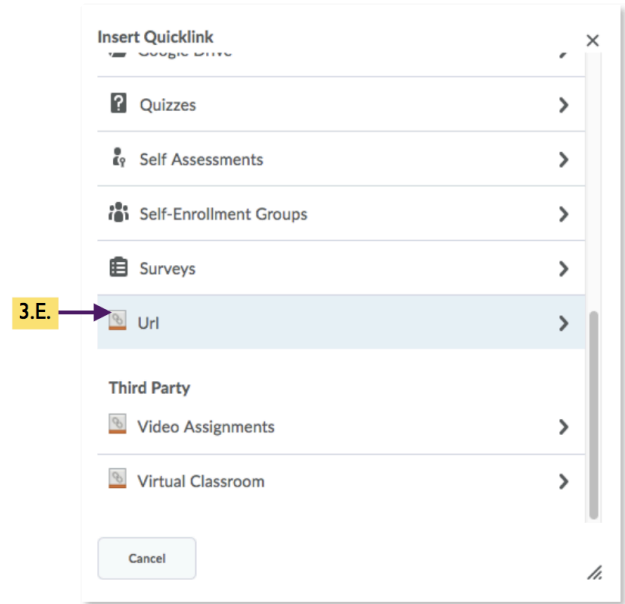
### 3. Create an Announcement in Western Online

- A. Within your D2L course, click the drop-down menu to the right of the announcements widget, then choose **New Announcement**.
- B. When the New Announcement Window appears, type a title for the announcement in the **Headline** field.
- C. In the **Content** area, type descriptive text as shown and enter the following link:  
<https://www.wiu.edu/oce>  
Then, highlight the link to select it.
- D. Click on the **Insert Quick Link** tool in the toolbar.



## uTech Online Teaching and Learning - Tip Sheet

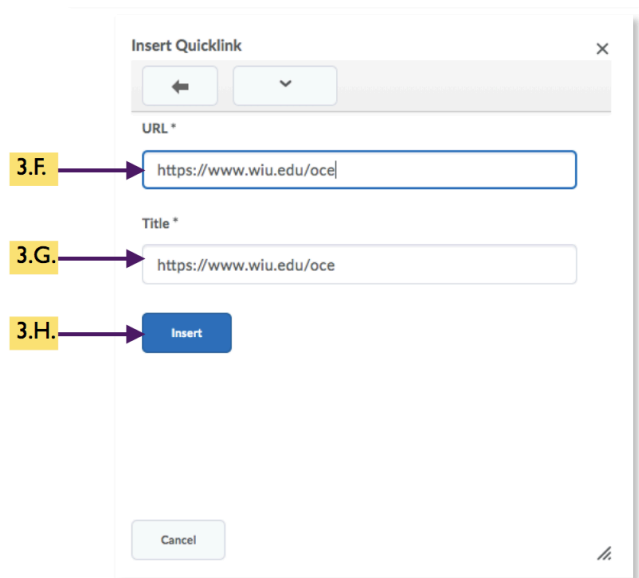
- E. When the **Insert Quicklink** window appears scroll down and click on the **URL** option.



- F. When the next screen appears, type or paste <https://www.wiu.edu/oce> into the **URL** field.

- G. The **Title** field should have been automatically filled because you initially selected the link in your editing window. If you would like to change it (this is what the user will click on), click and type the new title into the **Title** field.

- H. Click the **Insert** button.



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- I. You will be returned to the New Announcement window. Scroll down the page to adjust the availability of the announcement (release date and end date).
- J. Place a check in the **Display in Calendar** checkbox to add an extra link and reminder to complete the evaluation.
- K. Click the **Publish** button.

The screenshot shows the 'Availability' section of a software interface. It includes a dropdown menu for 'Hide topic visibility options' and a 'Visibility' section with three radio button options: 'Topic is always visible', 'Hide this topic', and 'Topic is visible for a specific date range'. The third option is selected. Below it, there are checkboxes for 'Has Start Date' and 'Has End Date', both of which are checked. Each checkbox has associated date and time input fields. The 'Has Start Date' field shows '8/1/2018' and '11:36 AM', with a 'Now' button. The 'Has End Date' field shows '8/8/2018' and '12:36 PM', also with a 'Now' button. Below these fields, the text 'United States - Chicago' is displayed. At the bottom of the 'Availability' section, there is a checkbox for 'Display in Calendar'. Below the 'Availability' section, there are three buttons: 'Publish', 'Save as Draft', and 'Cancel'. Arrows from labels 3.I, 3.J, and 3.K point to the 'Has Start Date' checkbox, the 'Has End Date' checkbox, and the 'Publish' button, respectively.

**Availability**

▼ Hide topic visibility options

Visibility

☐ Topic is always visible

☐ Hide this topic

☒ Topic is visible for a specific date range

☒ Has Start Date

8/1/2018 11:36 AM Now

United States - Chicago

☒ Has End Date

8/8/2018 12:36 PM Now

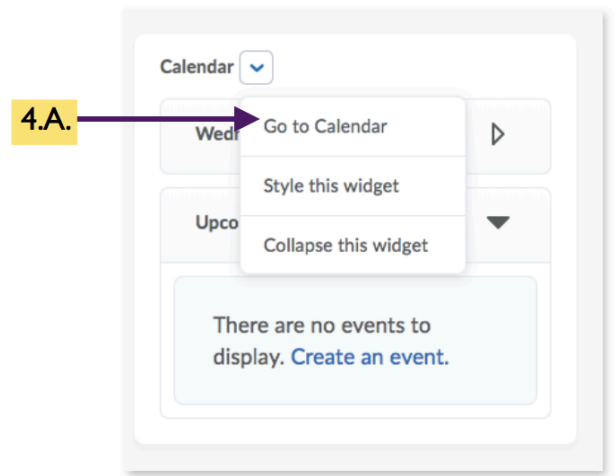
United States - Chicago

☐ Display in Calendar

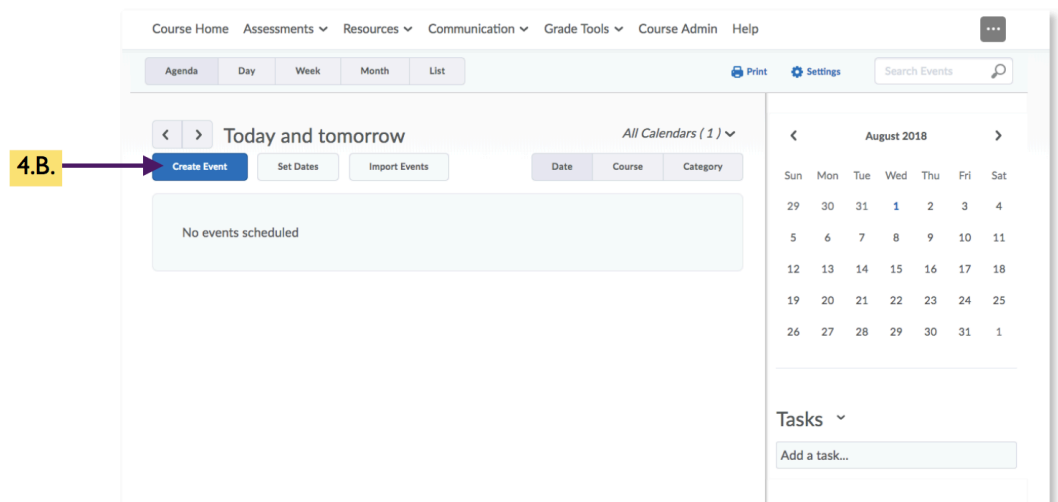
**Publish** Save as Draft Cancel

## 4. Create a Calendar Item in Western Online

- A. From your course home page, click on the drop-down arrow in the **Calendar** widget and choose **Go to Calendar**.



- B. When the calendar page appears, click the **Create Event** button.



## uTech Online Teaching and Learning - Tip Sheet

- C. When the Create Event window appears, enter a **Title** in the title field.
- D. Enter a description that includes an active link to <https://www.wiu.edu/oce> the evaluation tool in the **Description** field.
- E. In the description editor area, make the link: <https://www.wiu.edu/oce> active.
- F. Click on the **Insert Quicklink** tool in the toolbar.

Western Online  
Dawn Sweet CITR Training

Course Home Assessments Resources Communication Grade Tools Course Admin Help

### Create Event

Dawn Sweet CITR Training

Title

Add Content

4.C. Complete Online Course Evaluation

Description

4.D. Complete the Online Course Evaluation between the dates of December 1, 2018 and December 14, 2018 by visiting <https://www.wiu.edu/oce>

4.F. Insert Quicklink

Paragraph B I U Bulleted List Numbered List Font Family

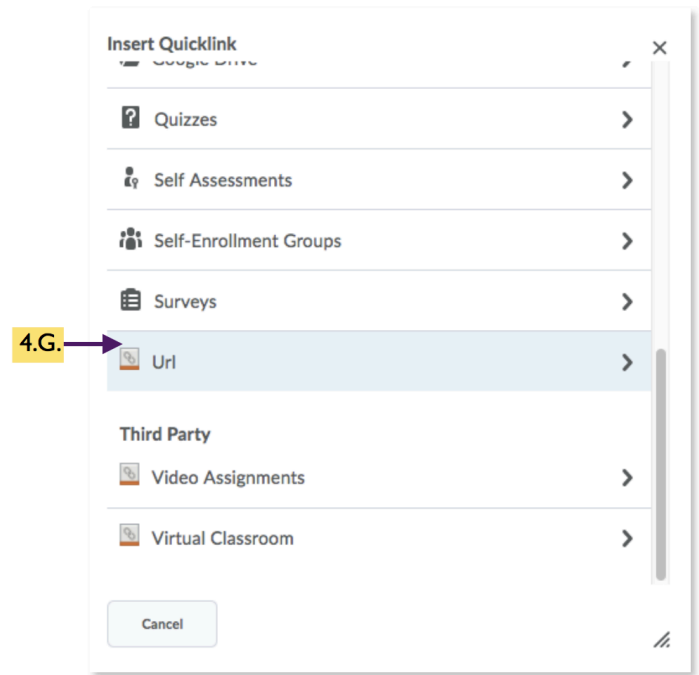
Click on the following link to complete the course evaluation:

- <https://www.wiu.edu/oce>

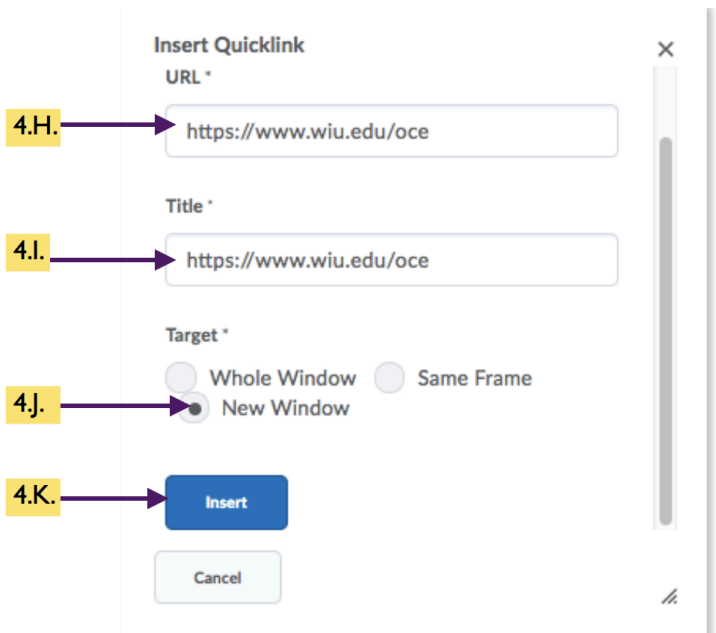


## uTech Online Teaching and Learning - Tip Sheet

- G. When the **Insert Quicklink** window appears scroll down and click on the **URL** option.



- H. When the Insert Quicklink screen appears, type or paste <https://www.wiu.edu/oce> into the **URL** field.



- I. The **Title** field should have been automatically filled because you initially selected the link in your editing window. If you would like to change it (this is what the user will click on), click and type the new title into the **Title** field.
- J. Under the Target, section click **New Window**.
- K. Click the **Insert** button.

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- L. From the Attendees drop-down menu, Choose **Everybody in the Course Offering**.

- M. Under the When section choose a beginning and ending dates and times.

(This would be the duration of the time that the course evaluation will be available to the students.)

- N. Click the **Create** button.

- O. You will be returned to the Calendar window and you will see that your calendar date is now highlighted on the calendar.

The screenshot shows a form with two main sections. The first section, labeled 'Attendees', has a dropdown menu set to 'Everybody in the Course Offering' and a button 'Add Groups/Sections'. The second section, labeled 'When', has a checkbox for 'All day' which is unchecked. Below this, there are two date and time pickers. The first picker shows '8/6/2018' at '2:00 PM' for 'United States - Chicago'. The second picker shows '8/6/2018' at '2:30 PM' for 'United States - Chicago'. There are buttons for 'Add Recurrence' and 'Add Restriction'. At the bottom, there are 'Create' and 'Cancel' buttons. Arrows point from labels 4.L, 4.M, and 4.N to these specific elements.

4.L. Attendees

Everybody in the Course Offering

Add Groups/Sections

4.M. When

All day

8/6/2018 2:00 PM to 8/6/2018 2:30 PM

United States - Chicago United States - Chicago

Add Recurrence Add Restriction

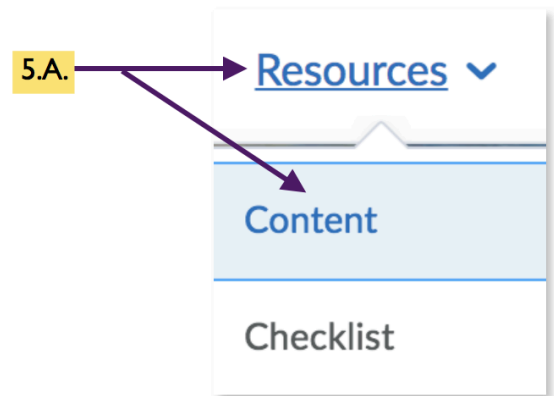
4.N. Create Cancel

The screenshot shows a calendar for August 2018. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The 6th of August is highlighted with a blue square. An arrow points from label 4.O. to this highlighted date.

4.O. 6

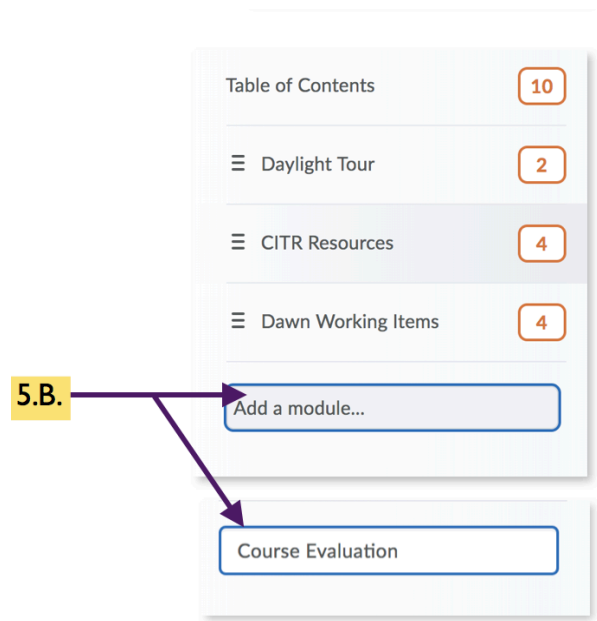
## 5. Create a Course Evaluation Module

- A. Within your D2L course, click the **Resources** drop-down menu in the nav bar at the top of the page and choose **Content**.

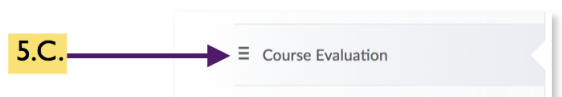


- B. In the table of contents menu at the left of the content page, create a module named Course Evaluation by clicking on the **Add a Module** field and typing **Course Evaluation**.

Press the tab key on your keyboard to set the change.

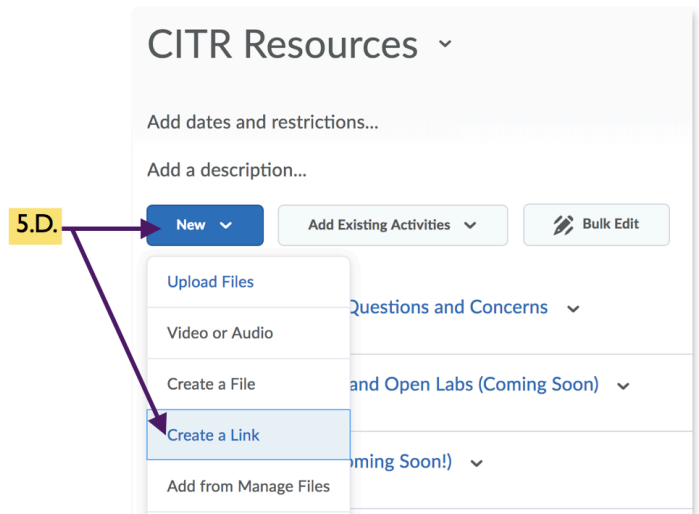


- C. Click on the **Course Evaluation module** you just created to select it. It will appear grey.



## uTech Online Teaching and Learning - Tip Sheet

- D. Click on the **New** drop-down button and choose, **Create a Link**.

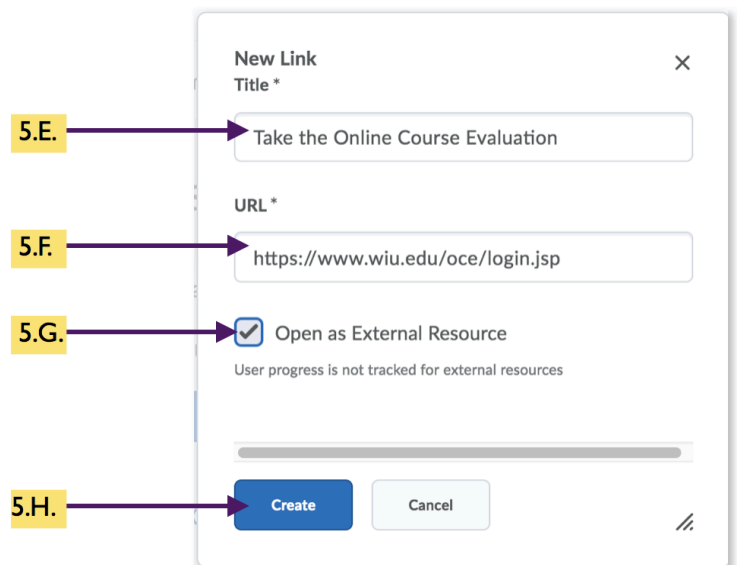


- E. When the **New Link** window appears, add a Title such as *Take the Online Course Evaluation* in the **Title** field.

- F. In the **URL** field, enter <https://www.wiu.edu/oce/login.jsp>

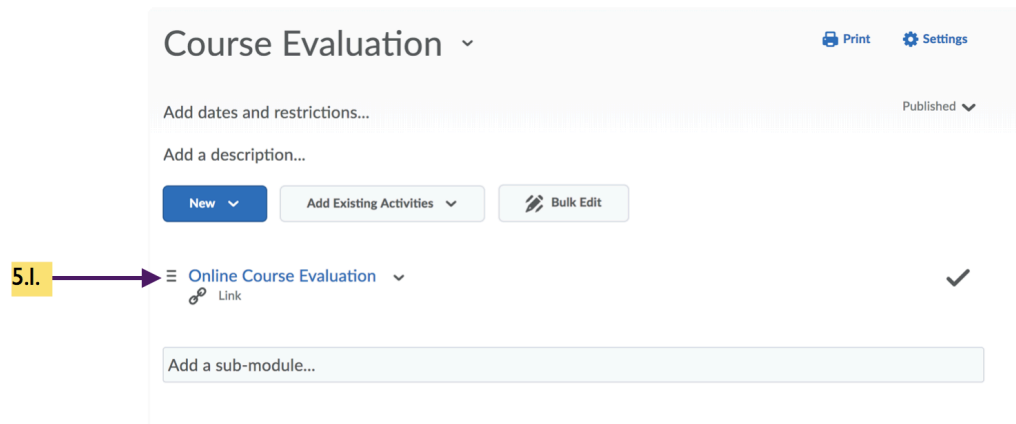
- G. Click on the box in front of **Open as External Resource** to select it.

- H. Click the **Create** button.

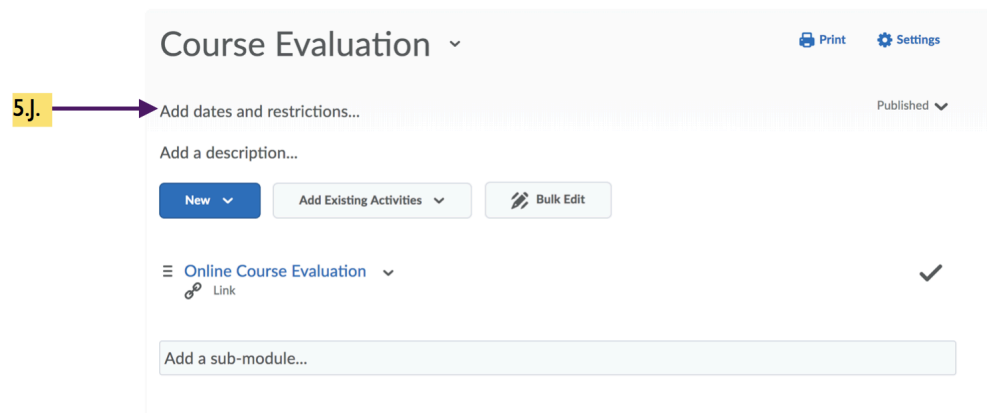


## uTech Online Teaching and Learning - Tip Sheet

- I. You will now see that there is a link to the Online Course Evaluation tool showing in the Course Evaluation module.



- J. If you wish to restrict the dates the link is visible to the students, you may set a date range by clicking the **“Add dates and restrictions. . .”** link in the module window. However, a default date range predetermined by your Union contract (and further constrained by the chair or you) limited when the students may access the Online Course Evaluation program.



## Resources

- [OTL homepage](#)
- [OTL Workshops](#)
- [Western Online Knowledge Base](#)