

# Faculty Evaluations for all Departments

(except Fowler School of Law)

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## *Class Climate v7 Guide for Instructors*

ClassClimate is the online software Chapman University uses to generate and collect student evaluations of faculty members at the end of every semester.

### **Administering Evaluations**

Chapman University administers its evaluations of faculty during the last two weeks of every semester. These evaluations are paperless and conducted in class using any internet-enabled device, including laptops, tablets, and mobile phones. Evaluations are provided for courses during all terms; however, courses with enrollment less than 6 are not evaluated. You should also not expect evaluations for fieldwork courses, independent studies, internships, directed teaching courses, research and creative activity courses, or project/thesis courses.

If you are teaching the course with another professor, you will each be evaluated separately.

*Remember: You should never be in the room while students fill out your evaluation. Please see your department head as some departments at Chapman require proctors. If your department does not require a proctor, you may either step out of the room, or ask another instructor to proctor the evaluations for you. Each evaluation should only take about 10 minutes.*

### **Receiving Your Results**

You can see your results in two ways:

1. When all grades for all faculty have been submitted, you will receive a copy of your evaluation results in your Chapman e-mail.
2. If you need copies of evaluations from past semesters, you can log-in to Class Climate at <http://survey.chapman.edu> with your Chapman username and password. Six years of evaluations are stored online. See the next page for instructions after you have logged in. Evaluations older than six years are archived and not available online.

## What if I receive a “Warning Message?”



The screenshot shows a web interface for the Chapman University Evaluation System. At the top, a warning message is displayed: "Warning Message" with a yellow triangle icon, followed by "Your account has been deactivated. Please contact the administrator." Below this, the Chapman University logo is on the left and the Scantron logo is on the right. The main heading is "Login". Underneath, it says "Chapman University Evaluation System". There are two input fields: "User name" and "Password". Below the password field is an "OK" button. On the left side of the login area, there is a photograph of a classroom with students and a teacher. In the bottom right corner, it says "Version 7.0".

*Remember: ClassClimate is **closed** to instructors during any evaluation or grading period. If you are trying to log-in during a grading period, you will receive a warning message that your account has been deactivated, and you will not be let into the site until all evaluations are complete and all instructor grades are in.*

## Questions?

Please contact [survey@chapman.edu](mailto:survey@chapman.edu)

## Downloading Evaluations from ClassClimate

After logging into our ClassClimate evaluations server at <http://survey.chapman.edu> as explained in the page before, you can download a PDF copy of your results for printing or saving.

To do so, first **log in**, using your Chapman username and password.



CHAPMAN UNIVERSITY

SCANTRON®

## Login

Chapman University Evaluation System

User name

Password

OK

Version 7.0

After successfully logging in, **choose the term** for which you would like to view your evaluations and click the button to proceed.

2009FAO  
2010SPO  
2010FAO  
2011SPO  
2011FAO

Reload

Any evaluations that have been entered for the term you chose will appear in a gray table. **Click the PDF button** to open the evaluation.

2011FAO					
Type	Survey	Form	Created	# Forms	Request
	Name of course-course number 	 OCEval	12/08/2011	20	

You may then **save** the evaluation to your computer for future reference, or **print** it for your files. Try Ctrl + S to save or Ctrl + P to print if you do not see these commands on your screen while viewing the PDF.

If your computer is unable to display the PDF, you will need to install Adobe Reader on your computer. Adobe Reader is free and is already installed on most computers on campus.

<http://get.adobe.com/reader/>