

Updating Teacher Collect Screen for Course Online Evaluation

Changes needed for the on-line evaluation can be entered in the teacher collect screen (go to) found in the student information system (SIS). Listed below is a copy of the screen after the department prefix has been entered. (For additional instruction on the related fields in this screen please review the Teacher Collect instructions)

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH427P1          UMCP/SCH Scheduling System          10/22/08
SB5-0293          Teacher Collect                      TE
=====
Prfx: TEST Term: 0808 Sub-Term: B Missing: N Seats Iss: N Ind Instr: N FID: N

  Course  Sec  CIS  Iss  UID          Name          Eval  Oth
TEST100  0101 Lec    100316391 Registrations, Test A.    Y
TEST201  0101 Lec    100311006 Registrations, Test Y    Y
TEST201  0101 Dis    100316391 Registrations, Test A.    N
TEST201  0201 Dis    100316414 Registrations, Test C.    N
TEST401  0101 Lec    100310993 Registrations, Test Jackson Y    Yes
TEST498T 0101 Lec    100310993 Registrations, Test Jackson Y

=====
==>
F1=Help      F2=Clear    F3=Menu     F5=>>>More Teachers    F6=Print
F7=Prev Pg   F8=Next Pg  F9=Cmd Line F10=Top     F12=Cancel
Make changes and press ENTER or use a function key.
40 1 Sess-1 129.2.128.7 TCP00293 8/26
  
```

Most of these are single entries (appearing in green) and the evaluation column is to the right of the instructor or teaching assistants' names. The Y=yes (this person will be evaluated) and the N=no (this person will not be evaluated).

The UID and instructor name that appears in white refers to multiple listings for this course. This is also identified by the far right column and says (Yes) when more than one person is listed.

Note: It is possible to have more than one person (e.g., the lead instructor and the TA) evaluated for a course section (e.g., TEST401 0101). Follow the directions below to mark someone other than the lead instructor or in addition to the lead instructor as Y=yes (to be evaluated).

In order to update this information, move your cursor to any point on the line that needs to be changed and press the F5 key. I would recommend placing your cursor over a letter or number versus a blank space. This will take you to the supplemental in which changes can be processed. The next two screens will demonstrate the instructions that have been described.

```

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[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH427P1          UMCP/SCH Scheduling System          10/22/08
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TEST201  0101 Lec    100311006 Registrations, Test Y    Y
TEST201  0101 Dis    100316391 Registrations, Test A.    N
TEST201  0201 Dis    100316414 Registrations, Test C.    N
TEST401  0101 Lec    100310993 Registrations, Test Jackson Y    Yes
TEST498T 0101 Lec    100310993 Registrations, Test Jackson Y

=====
==>
F1=Help      F2=Clear    F3=Menu     F5=>>>More Teachers    F6=Print
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