

UNIVERSITY OF HARTFORD

What.Do.You.Think? ONLINE COURSE EVALUATION FACULTY INSTRUCTIONS

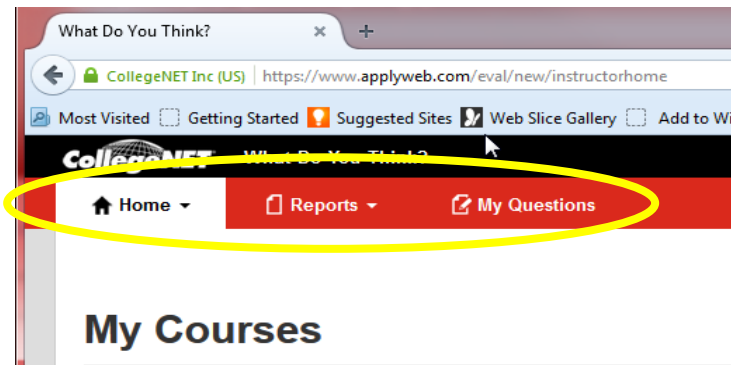
Log In

1. In your web browser, navigate to: wdyt.hartford.edu
 - a. For a list of supported browsers please visit https://www.applyweb.com/browser_support/index.ftl
2. Log in to the system using your University of Hartford email username, password, and your university ID number
3. You will be redirected to your home page for What.Do.You.Think? (see images below.)

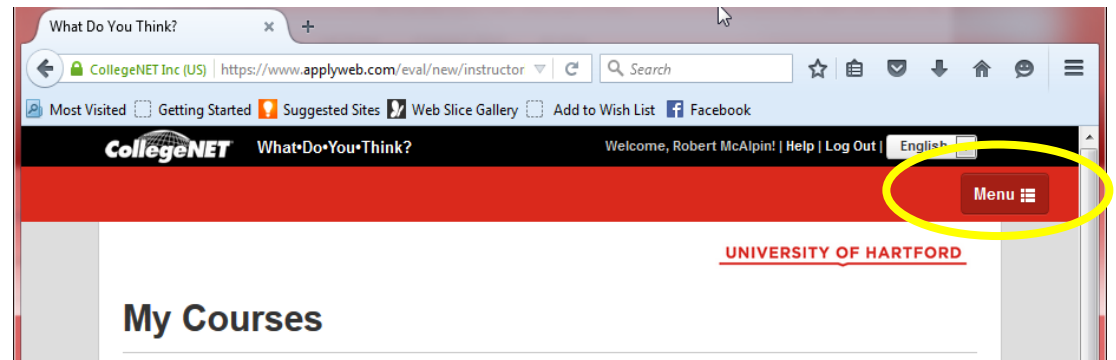
Home Page

- From your Home Page, you will be able to see what courses will be evaluated in the current evaluation session, as well as specifics about each course including:
 - Current response rate, number of evaluators (enrolled students), and when your evaluation reports will be available
 - All reports available (you will be able to download them from this page)
- You will be able to select additional options from your Home Page by selecting from the tabs at the top of the page, or the menu button, depending on how your screen is formatted.

TABS



MENU (often seen on tablet or mobile devices)



Reports

- Once the evaluation period concludes, you can select REPORTS and view any reports from any completed evaluation sessions. All completed reports will be listed here.
- Selecting VIEW on a completed report will open that report for you. You may also choose which part of the report you want to view, and download the displayed data as either a PDF or an Excel file.

My Questions

- By selecting MY QUESTIONS from either the tabs or the menu, you will be able to view the evaluation questions for any of your courses. Simply choose the term and the course that you wish to view.

Improving Student Response Rates

- The single most important incentive for students is to hear from their faculty that the evaluations are valuable, and that they will be used to improve classes. This is being communicated to all students throughout the communications they receive about moving to this online evaluation tool, but faculty reinforcement of this message is greatly needed.
- It is recommended that faculty continue to make time for students to complete their evaluations in class, just as was done with the Scantron process. Faculty should announce that it is time for evaluations, ask students to take out their laptops or mobile devices, and navigate to wdyt.hartford.edu. Faculty should then leave the room just as before, allowing students the privacy to complete their evaluations
- The What.Do.You.Think? system will also send two rounds of reminder emails targeted specifically to those students who have not yet completed their evaluations.

Troubleshooting

- What.Do.You.Think? is being supported by a system administrator reporting to the Office of the Provost. If you have any issues simply email the helpdesk at helpdesk@hartford.edu or call (860)-768-4357, and a ticket will be created to help you resolve your issue. If the helpdesk staff cannot resolve the issue it will be forwarded to the system administrator.
- During the adoption phased, multiple members of the implementation team will be assisting the system administrator to ensure issues are resolved quickly.
- If you are missing a course, or do not see the correct number of students listed in a particular course, please notify the helpdesk.