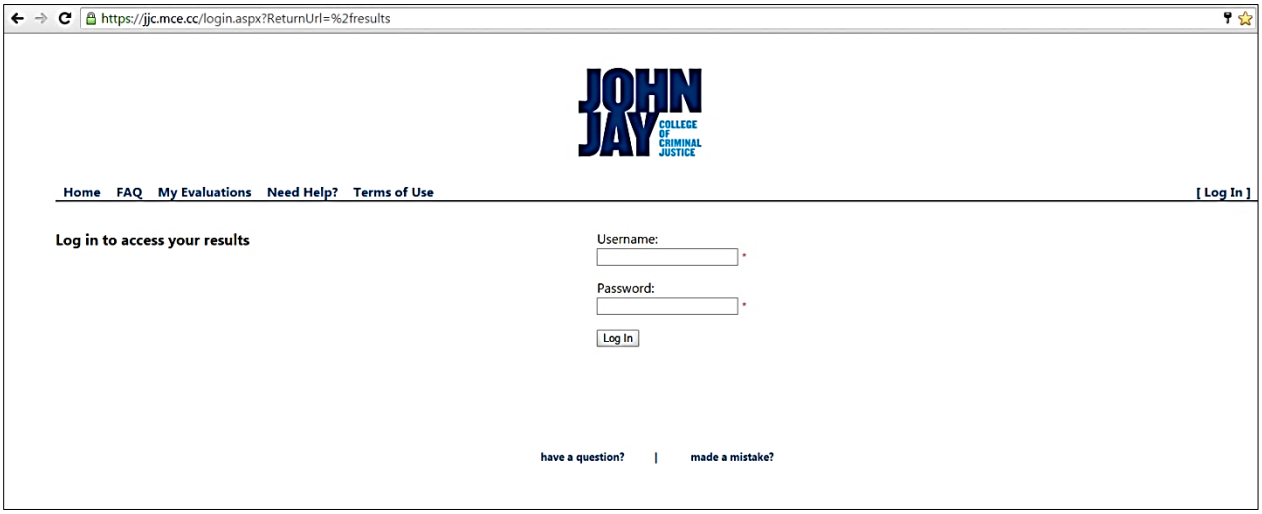
Setting Up Your On/Off Spigot Feature

The self-selection tool, or "Spigot" feature, allows faculty members to set a custom evaluation period for each of their courses within the traditional two-week window. This feature is only available for one week before the default evaluation period begins each semester. Please contact academicaffairs@jjay.cuny.edu, or check your John Jay email account for Student Evaluation of Faculty notifications for more information about current spigot set up dates.

> If you wish to keep your Student evaluations set to the default two-week evaluation period, you will not need to use the Spigot feature. Your course evaluations will automatically be set to the default evaluation period for the current semester.

STEP 1: When the spigot feature is available, follow the link to the student evaluation results website at http://jjc.mce.cc/results

This is what you'll see:

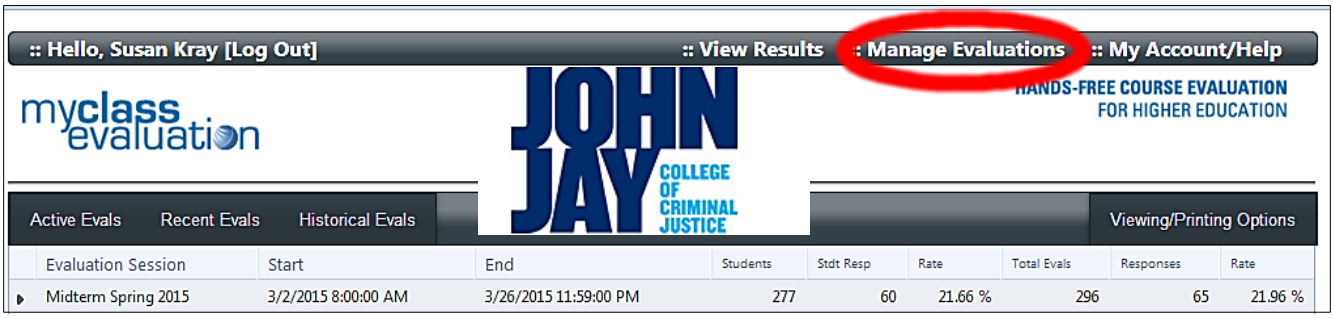


STEP 2: Log in as indicated.

- Your username is your full John Jay e-mail address.
- Your password is your CUNYfirst EMPLID. If you do not know your EMPLID, it can be found by using the lookup tool on Inside John Jay:
  https://doitapps.jjay.cuny.edu/cunyfirst/empid/index.php

Once you log in, you'll be taken to the main results page.

STEP 3: Click on the "Manage Evaluations" link at the top of the page. You will see a list of your courses ordered by date, with the most recent courses at the top.



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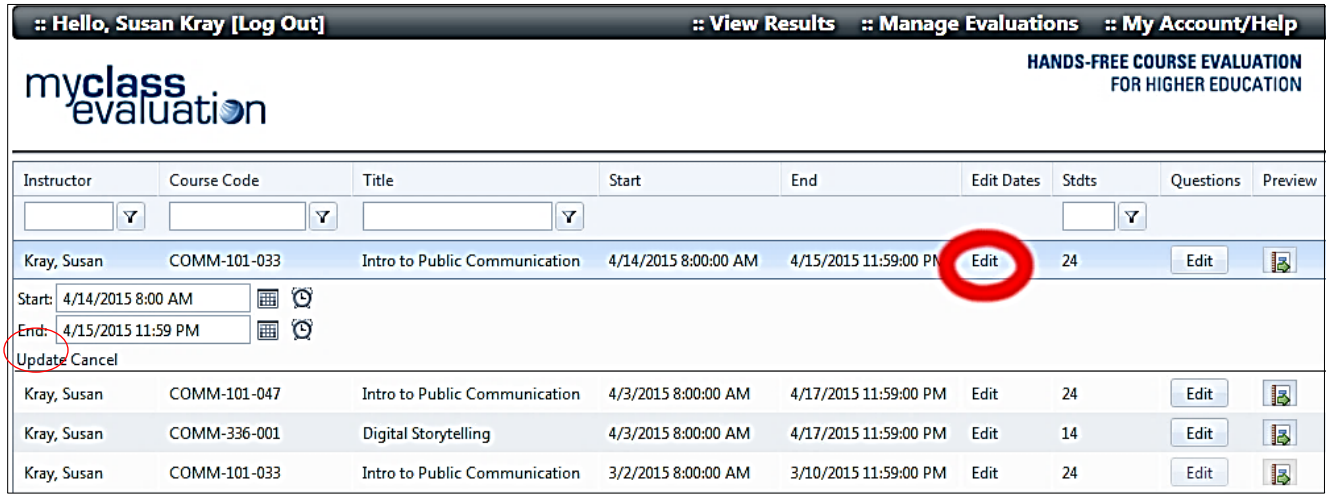
STEP 4: To set the evaluation start/stop dates for a particular course, click the blue "Edit" link to the right of the course name. This link will be disabled for classes that fall outside of the current evaluation session (i.e. past courses).



Fill in your selected dates and times, and then click "Update." The form will not allow dates that fall outside the actual session start and end dates.

If you do not set custom dates/times for one or more of your courses, those courses will be defaulted to the full two-week evaluation period.

Helpful Hint: In order to ensure that students are able to evaluate their courses and that you receive feedback on your teaching, we strongly recommend that you do not select an evaluation window for any course that is too short to allow for unscheduled interruptions, such as internet outages, fire alarms, inclement weather, or other events beyond your control. Please err on the side of caution.

STEP 5: Be sure to inform your students of the evaluation period that you have selected. You are the primary point of contact for your students when it comes to evaluations! Please ensure that your students know when they will have access to the evaluations for your course, as the dates/times may differ widely from one course to another. Student response rate will depend largely on clarifying when your students should expect to have access.

STEP 6: If you choose to use the Spigot feature**,** you will not receive regular emails from *MyClassEvaluation* with response rate updates, as some periods may be too short. However, you may log in to *MyClassEvaluation* and check your response rate at any time during the evaluation period!

Please remember:

- Your Spigot period must include the required 20 minutes of class time you've allotted for in class completion of evaluations.
- Once the overall two-week evaluation window commences, your selected dates/times are permanent and cannot be changed**.**
- Students will not receive instructions or automatic e-mail reminders/notifications from IOTA Solutions if you set a custom date/time using the Spigot.