

FAQS REGARDING ONLINE STUDENT EVALUATION

1. Is my class being evaluated online?

Yes. All courses that are evaluated are being evaluated online during the Fall/Spring semesters. There will be no paper evaluations distributed.

2. How do my students access their course evaluations online?

<https://jjc.mce.cc/login.aspx?>

And log in with their jjay email and EMPLID.

3. When can I have full access to my evaluation data reports?

The full data report for all your courses will be available approximately one - two weeks after all final grades for all courses have submitted to the Registrar. At that time, you'll receive an e-mail notification with log in information and instructions for accessing your results.

4. How will online evaluations factor into my personnel review process?

Online evaluations, like prior paper evaluations, will continue to be factored into the Faculty Personnel process as part – but not all – of the evidence regarding your sound pedagogy and teaching practices. Student evaluations are considered in conjunction with Peer Observations of Teaching and Chair's Annual Evaluation Memorandum, etcetera.

5. Why aren't I getting e-mail reminders/notifications?

Email notifications and reminders are automatically sent to faculty and students periodically by IOTA Solutions.

6. If a student withdraws from my class, will that student be able to evaluate my course?

At the start of the evaluation period, all students enrolled in courses at John Jay College automatically receive an email with a link to evaluate their courses online. If a student withdraws from a class, officially or unofficially, his or her name is added to a "withdrawal list" that is updated periodically throughout the semester. At the conclusion of the evaluation period, a final withdrawal list is compiled and sent to IOTA Solutions. If any of the students on the list filled out an evaluation, those students' evaluations are deleted from the system before the evaluation results are released to faculty, and they will not count toward the total score.

7. Can students from another CUNY School evaluate me?

Students must have a John Jay Email Address to evaluate your course.

Need help? Please direct any questions or concerns about Student Evaluation of Faculty to the Student Evaluation Coordinator at seof@jjay.cuny.edu

