



Instructor Course Evaluation (Ice) Student Perception

Student Manual

OIRA/IT

November 2013

Instructor Course Evaluation (ICE)

The **ICE** is designed to evaluate your instructor, the course and your student development/learning in the course. Your input is essential for the improvement of the teaching learning process. Therefore, please give the **Questionnaire** your serious attention and answer questions carefully.

Your login credentials will only be used to assign to you the appropriate surveys based on your term class schedule, but a random token will reference your filled-in survey at submission. Accordingly, all responses you fill-in will be kept **anonymous** so please feel free to express your frank and honest opinions.

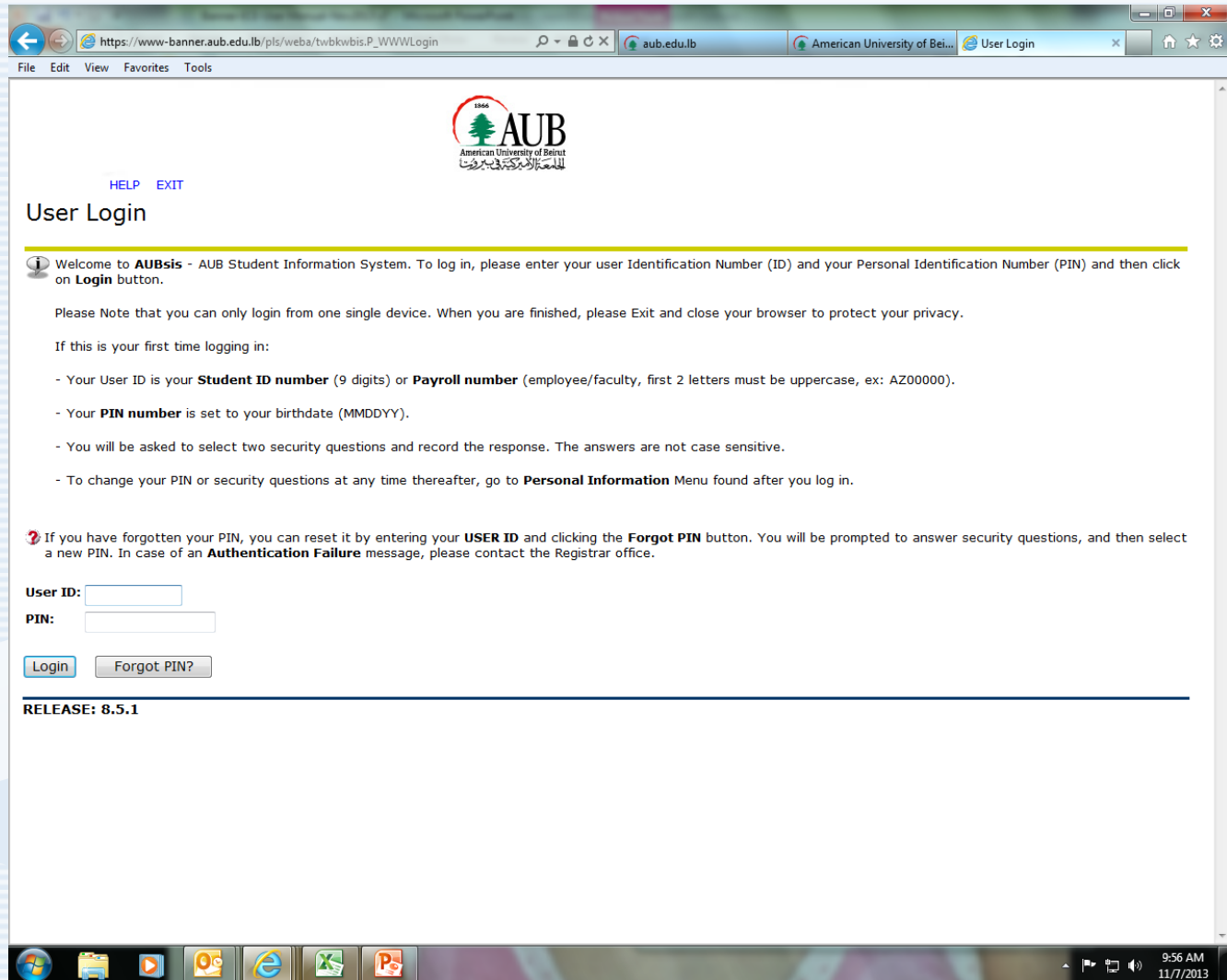
The following surveys are currently available for your response. *Click* on the title of a survey to either begin or to complete a survey that you started but did not complete.

Kindly note that Students who withdrew from courses will not be able to fill-in the survey.

Thank you for your time and cooperation.

User Sign-On

- Access Banner Site > [AUBsis Student Information System](https://www-banner.aub.edu.lb/pls/weba/twbkwbis.P_WWWLogin)
- Log-on



The screenshot shows a web browser window with the URL https://www-banner.aub.edu.lb/pls/weba/twbkwbis.P_WWWLogin. The page features the AUB logo at the top center, which includes the year 1966 and the university's name in English and Arabic. Below the logo, there are links for "HELP" and "EXIT". The main heading is "User Login". A welcome message states: "Welcome to **AUBsis** - AUB Student Information System. To log in, please enter your user Identification Number (ID) and your Personal Identification Number (PIN) and then click on **Login** button." A note follows: "Please Note that you can only login from one single device. When you are finished, please Exit and close your browser to protect your privacy." Instructions for first-time users are provided: "If this is your first time logging in:" followed by three bullet points: "Your User ID is your **Student ID number** (9 digits) or **Payroll number** (employee/faculty, first 2 letters must be uppercase, ex: AZ00000).", "Your **PIN number** is set to your birthdate (MMDDYY).", and "You will be asked to select two security questions and record the response. The answers are not case sensitive." A final bullet point states: "To change your PIN or security questions at any time thereafter, go to **Personal Information** Menu found after you log in." A help section with a question mark icon says: "If you have forgotten your PIN, you can reset it by entering your **USER ID** and clicking the **Forgot PIN** button. You will be prompted to answer security questions, and then select a new PIN. In case of an **Authentication Failure** message, please contact the Registrar office." The login form consists of two input fields: "User ID:" and "PIN:". Below these fields are two buttons: "Login" and "Forgot PIN?". At the bottom of the page, it says "RELEASE: 8.5.1". The browser's taskbar at the bottom shows various application icons and the system clock indicating 9:56 AM on 11/7/2013.

1966
AUB
American University of Beirut
الجامعة الأمريكية في بيروت

[HELP](#) [EXIT](#)

User Login

Welcome to **AUBsis** - AUB Student Information System. To log in, please enter your user Identification Number (ID) and your Personal Identification Number (PIN) and then click on **Login** button.

Please Note that you can only login from one single device. When you are finished, please Exit and close your browser to protect your privacy.

If this is your first time logging in:

- Your User ID is your **Student ID number** (9 digits) or **Payroll number** (employee/faculty, first 2 letters must be uppercase, ex: AZ00000).
- Your **PIN number** is set to your birthdate (MMDDYY).
- You will be asked to select two security questions and record the response. The answers are not case sensitive.
- To change your PIN or security questions at any time thereafter, go to **Personal Information** Menu found after you log in.

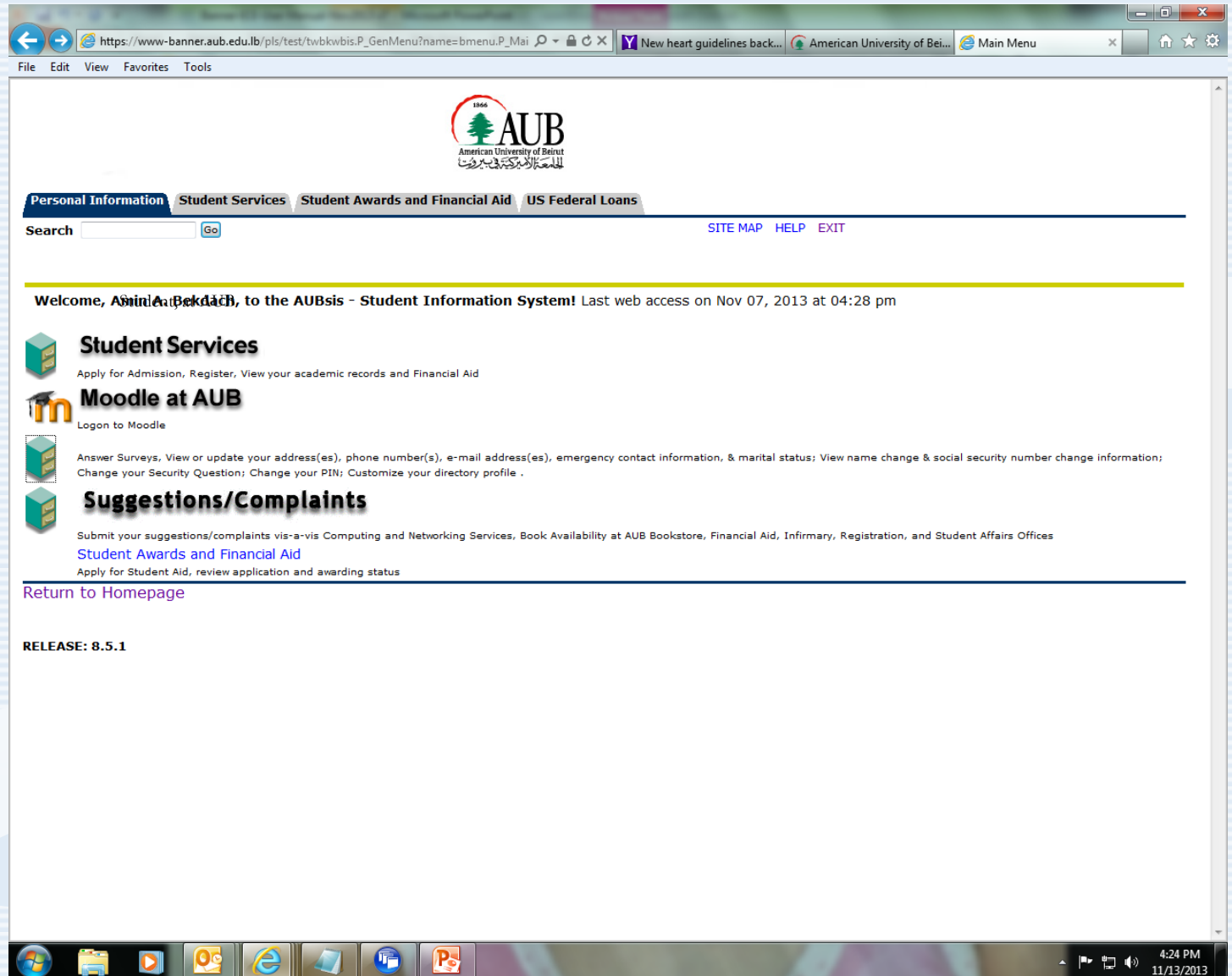
? If you have forgotten your PIN, you can reset it by entering your **USER ID** and clicking the **Forgot PIN** button. You will be prompted to answer security questions, and then select a new PIN. In case of an **Authentication Failure** message, please contact the Registrar office.

User ID:

PIN:

RELEASE: 8.5.1

Survey Access



The screenshot shows a web browser window displaying the AUBsis homepage. The browser's address bar shows the URL: https://www-banner.aub.edu.lb/pls/test/twbkwbis.P_GenMenu?name=bmenu.P_Mai. The browser's title bar includes tabs for 'New heart guidelines back...', 'American University of Beirut', and 'Main Menu'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', and 'Tools'. The browser's status bar shows the time as 4:24 PM and the date as 11/13/2013.

The AUBsis homepage features the AUB logo at the top center, which includes the text '1866 AUB American University of Beirut' and Arabic text. Below the logo is a navigation bar with tabs for 'Personal Information', 'Student Services', 'Student Awards and Financial Aid', and 'US Federal Loans'. The 'Student Services' tab is selected.

Below the navigation bar is a search bar with the text 'Search' and a 'Go' button. To the right of the search bar are links for 'SITE MAP', 'HELP', and 'EXIT'.

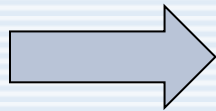
A yellow horizontal line separates the search bar from the main content area. The main content area begins with a welcome message: 'Welcome, Amr Al-Bekdash, to the AUBsis - Student Information System! Last web access on Nov 07, 2013 at 04:28 pm'. Below this message are four sections, each with a small icon and a title:

- Student Services**: Apply for Admission, Register, View your academic records and Financial Aid
- Moodle at AUB**: Logon to Moodle
- Suggestions/Complaints**: Submit your suggestions/complaints vis-a-vis Computing and Networking Services, Book Availability at AUB Bookstore, Financial Aid, Infirmary, Registration, and Student Affairs Offices
- Student Awards and Financial Aid**: Apply for Student Aid, review application and awarding status

Below these sections is a link for 'Return to Homepage'. At the bottom of the page is the text 'RELEASE: 8.5.1'.

Personal Information

Answer a Survey



Browser window showing the American University of Beirut (AUB) Personal Information page. The URL is https://www-banner.aub.edu.lb/pls/test/twbkwbis.P_GenMenu?name=bmenu.P_Gen.

The page features the AUB logo and navigation tabs: **Personal Information**, Student Services, Student Awards and Financial Aid, and US Federal Loans.

A search bar is present with a "Go" button. Below the search bar, there are links for:

- Change PIN
- Change Security Question
- Answer a Survey** (highlighted by a large grey arrow)
- View Address(es) and Phone(s)
- View E-mail Address(es)
- View Emergency Contacts
- Name Change Information

The page also displays "RELEASE: 8.5.1".

The bottom of the browser window shows the taskbar with various application icons and the system clock indicating 4:24 PM on 11/13/2013.

Related Surveys

- You will be displayed with your registered Course Reference Numbers (CRNs) for the Term along with the Instructor name

https://www-banner.aub.edu.lb/pls/test/bwgksvny.P_ShowSurveys

File Edit View Favorites Tools

AUB American University of Beirut

Personal Information Student Services Student Awards and Financial Aid US Federal Loans

Search Go RETURN TO MENU SITE MAP HELP EXIT

Current Surveys

ICE Survey:
The ICE is designed to evaluate your instructor, the course and your student development/learning in the course. Your input is essential for the improvement of the teaching learning process. Therefore, please give the **Questionnaire** your serious attention and answer questions carefully. Your login credentials will only be used to assign to you the appropriate surveys based on your term class schedule, but a random token will reference your filled-in survey at submission. Accordingly, all responses you fill-in will be kept anonymous so please feel free to express your frank and honest opinions.

The following surveys are currently available for your response. Click on the title of a survey to either begin or to complete a survey that you started but did not complete.

Thank you for your time and cooperation.

Faculty Survey Authorizing Access to ICE results:
Students have been requesting to view their ICE evaluations. In order to motivate students and increase response rates, we would like to ask you if you approve of providing access to students who filled your ICEs to view the report showing the average evaluation scores for this course/section. Please indicate whether you Approve or Refuse to provide access to your ICE evaluation by clicking on below survey:

- 201410-EDUC-257-1-L-Rola Khishfe
- 201410-EDUC-217-1-L-Karma El-Hassan
- 201410-EDUC-227-1-E-Rabih El Mouhayar
- 201410-EDUC-227-1-E-Murad Jurdak
- 201410-EDUC-227-1-L-Rabih El Mouhayar
- 201410-EDUC-227-1-L-Murad Jurdak
- 201410-MCOM-220-1-L-Nabil Dajani

RELEASE: 8.1.1.1

4:34 PM 11/13/2013

Available Surveys

- The listed surveys are currently available for your response. *Click* on the title of a survey to either begin or to complete a survey that you started but did not complete
- On the referenced options for selection (scale from poor to excellent), rate your class instructor, course and your student learning/development in the course by selecting the option which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please bypass and move to the next item.

Survey Questions

- Select as applicable
- Continue to Next Question
- You have the option to save and continue at a later date.

https://www-banner.aub.edu.lb/pls/test/bwgksrvy.P_ShowQuestions?srvy_name=ICE

Y New heart guidelines back... American University of Beirut Survey Questions

File Edit View Favorites Tools

AUB
American University of Beirut
الجامعة اللبنانية الأمريكية

Personal Information Student Services Student Awards and Financial Aid US Federal Loans

Search Go RETURN TO MENU SITE MAP HELP EXIT

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only **ONE** choice which **BEST** describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 1/36: The course is

- ☐ Required from major
- ☐ Elective from major
- ☐ Elective outside major
- ☐ Required outside major
- ☐ University required

Next Question Save and Continue Submit Survey

RELEASE: 8.1.1.1

4:35 PM 11/13/2013

Survey Questions

- Select as applicable
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.

https://www-banner.aub.edu.lb/pls/test/bwgksrvy.P_SaveResponses

File Edit View Favorites Tools

AUB
American University of Beirut

Personal Information Student Services Student Awards and Financial Aid US Federal Loans

Search Go RETURN TO MENU SITE MAP HELP EXIT

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only **ONE** choice which **BEST** describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 2/36: Expected grade in course

☐ >=90
☐ 85 - 89
☐ 80 - 84
☐ 70 - 79
☐ < 70

Next Question Save and Continue Submit Survey

RELEASE: 8.1.1.1

Survey Questions

- Select as applicable
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.

The screenshot shows a web browser window with the URL https://www-banner.aub.edu.lb/pls/test/bwgsrvy.P_SaveResponses. The browser's address bar and tabs are visible at the top. The page header features the AUB logo and navigation links: [Personal Information](#), [Student Services](#), [Student Awards and Financial Aid](#), and [US Federal Loans](#). Below the header is a search bar with a 'Go' button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#).

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item in **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only ONE choice which BEST describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 3/36: No. of hours worked for the course per week

☐ ≤ 3
☐ 4 - 6
☐ 7 - 10
☐ > 10

[Next Question](#) [Save and Continue](#) [Submit Survey](#)

RELEASE: 8.1.1.1

The Windows taskbar at the bottom shows the time as 4:37 PM on 11/13/2013.

Survey Questions

- Select as applicable
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.

The screenshot shows a web browser window with the URL https://www-banner.aub.edu.lb/pls/test/bwgksrvy.P_SaveResponses. The browser's address bar and tabs are visible at the top. The main content area features the AUB logo and a navigation menu with tabs for Personal Information, Student Services, Student Awards and Financial Aid, and US Federal Loans. Below the navigation menu is a search bar and a 'Go' button. The page title is 'Survey Questions'. The main content area contains instructions for multiple choice and two-choice surveys, followed by the survey name '201410-EDUC-217-1-L-Karma El-Hassan' and the question 'Question 4/36: The instructor was prepared for the class'. The question has five radio button options: Poor, Fair, Good, Very Good, and Excellent. At the bottom of the question area are three buttons: 'Next Question', 'Save and Continue', and 'Submit Survey'. The footer of the page displays 'RELEASE: 8.1.1.1'. The Windows taskbar at the bottom shows the system clock as 4:37 PM on 11/13/2013.

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only **ONE** choice which **BEST** describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 4/36: The instructor was prepared for the class

☐ Poor
☐ Fair
☐ Good
☐ Very Good
☐ Excellent

Next Question Save and Continue Submit Survey

RELEASE: 8.1.1.1

Survey Questions

- Open Ended Questions
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.

The screenshot shows a web browser window with the URL https://www-banner.aub.edu.lb/pls/test/bwgsrvy.P_SaveResponses. The browser's address bar and tabs are visible at the top. The page header features the AUB logo and navigation tabs for Personal Information, Student Services, Student Awards and Financial Aid, and US Federal Loans. Below the header is a search bar and a 'Go' button. The main content area is titled 'Survey Questions' and contains instructions for multiple-choice and two-choice surveys. The survey name is '201410-EDUC-217-1-L-Karma El-Hassan'. The current question is 'Question 33/36: Identify Instructor's strengths.' and is an open-ended question with a text input field and a '2000 characters remaining' indicator. At the bottom of the question area are three buttons: 'Next Question', 'Save and Continue', and 'Submit Survey'. The footer of the page displays 'RELEASE: 8.1.1.1'. The Windows taskbar at the bottom shows the system clock as 4:40 PM on 11/13/2013.

Personal Information Student Services Student Awards and Financial Aid US Federal Loans

Search Go RETURN TO MENU SITE MAP HELP EXIT

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only ONE choice which BEST describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 33/36: Identify Instructor's strengths.

X

2000 characters remaining

Next Question Save and Continue Submit Survey

RELEASE: 8.1.1.1

Survey Questions – Last Question

Last Question provides you with options to:

- return to beginning of survey
- save and continue at a later date

Once you have completed the survey, *click* **Submit Survey**

Once a Survey is submitted, you cannot re-access it

https://www-banner.aub.edu.lb/pls/test/bwgksrvy.P_SaveResponses

File Edit View Favorites Tools

AUB
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الجامعة الأمريكية في بيروت

Personal Information Student Services Student Awards and Financial Aid US Federal Loans

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Survey Questions

For multiple choices Surveys:
On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which **BEST** describes your judgment on each item. If the item is **NOT** Applicable, please omit and move to the next item.

For the two-choice Surveys:
On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only **ONE** choice which **BEST** describes your judgment on each item.

You may begin the survey now. You have the option to save and return at a later date to finish my clicking Save and Continue. Once you have completed the survey, click Submit.

Survey Name: 201410-EDUC-217-1-L-Karma El-Hassan

Question 36/36: Please provide specific suggestions for improving the course.

X

2000 characters remaining

RELEASE: 8.1.1.1

4:41 PM 11/13/2013

Submit Survey

Once you *click* the
Submit Survey
You will be asked to
confirm the submit

Once a Survey is
submitted, you cannot
re-access it

The screenshot shows a web browser window with the URL https://www-banner.aub.edu.lb/pls/test/bwgksrvy.P_SaveResponses. The page header includes the AUB logo and navigation tabs: Personal Information, Student Services, Student Awards and Financial Aid, and US Federal Loans. A search bar and links for RETURN TO MENU, SITE MAP, HELP, and EXIT are also present.

The main content area is titled "Survey Questions" and contains instructions for multiple-choice and two-choice surveys. It states: "On a scale from 1 to 5 (1=poor, 5=excellent), rate your class instructor, course and your student learning/development in the course by selecting the number which BEST describes your judgment on each item. If the item is NOT Applicable, please omit and move to the next item." and "On a scale from 0 to 1 (0=No or Refuse, 1=Yes or Approve), you may select only ONE choice which BEST describes your judgment on each item." It also mentions: "You may begin the survey now. You have the option to save and return to the survey later, or Save and Continue. Once you have completed the survey, click Submit."

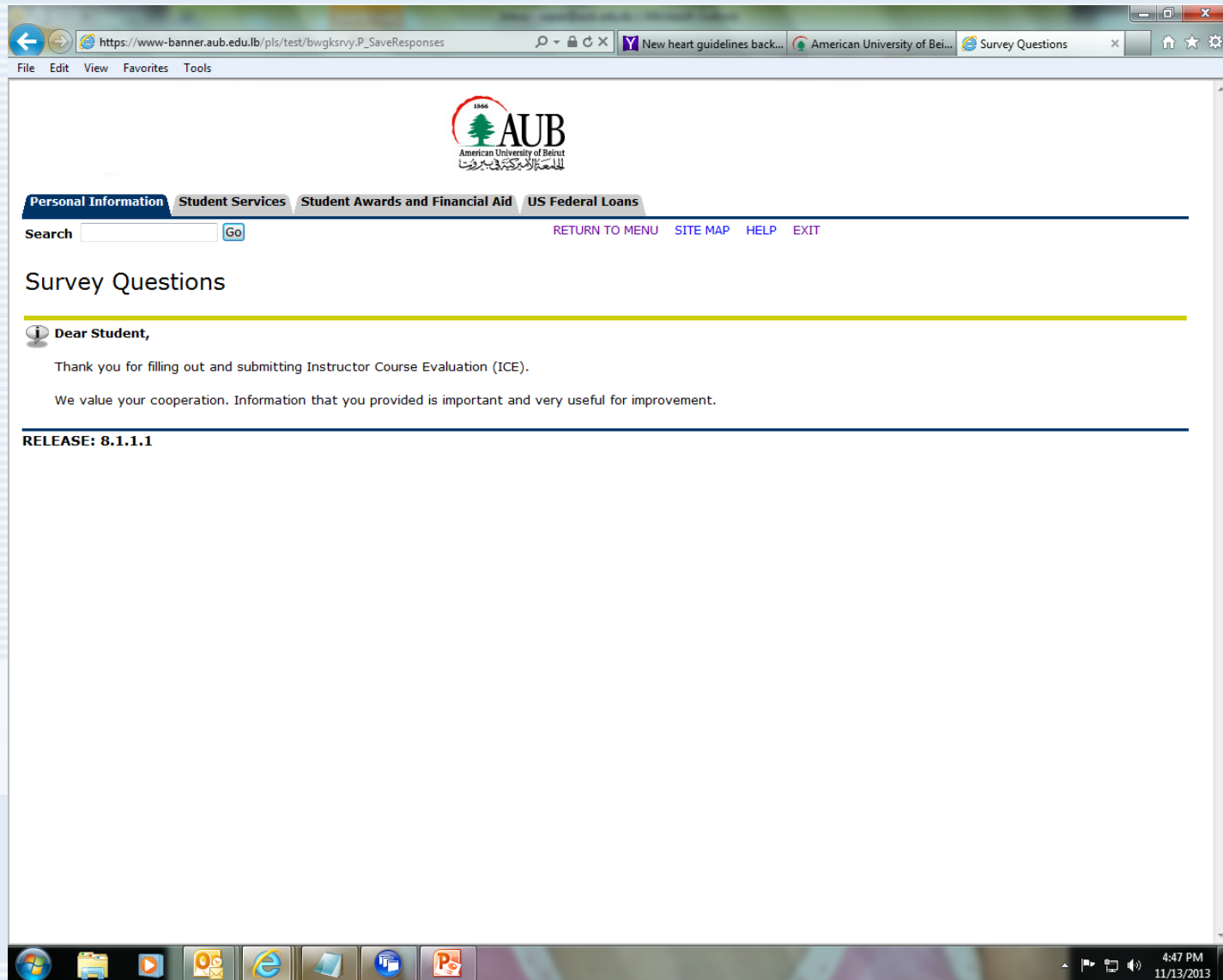
The survey name is "201410-EDUC-217-1-L-Karma El-Hassa". The current question is "Question 36/36: Please provide specific suggestions for". Below the question is a text input field with a character count of "2000 characters remaining".

A confirmation dialog box titled "Message from webpage" is displayed, asking "Do you really want to continue?" with "OK" and "Cancel" buttons.

At the bottom of the page, there are three buttons: "Return to Beginning of Survey", "Save and Continue", and "Submit Survey". The footer indicates "RELEASE: 8.1.1.1".

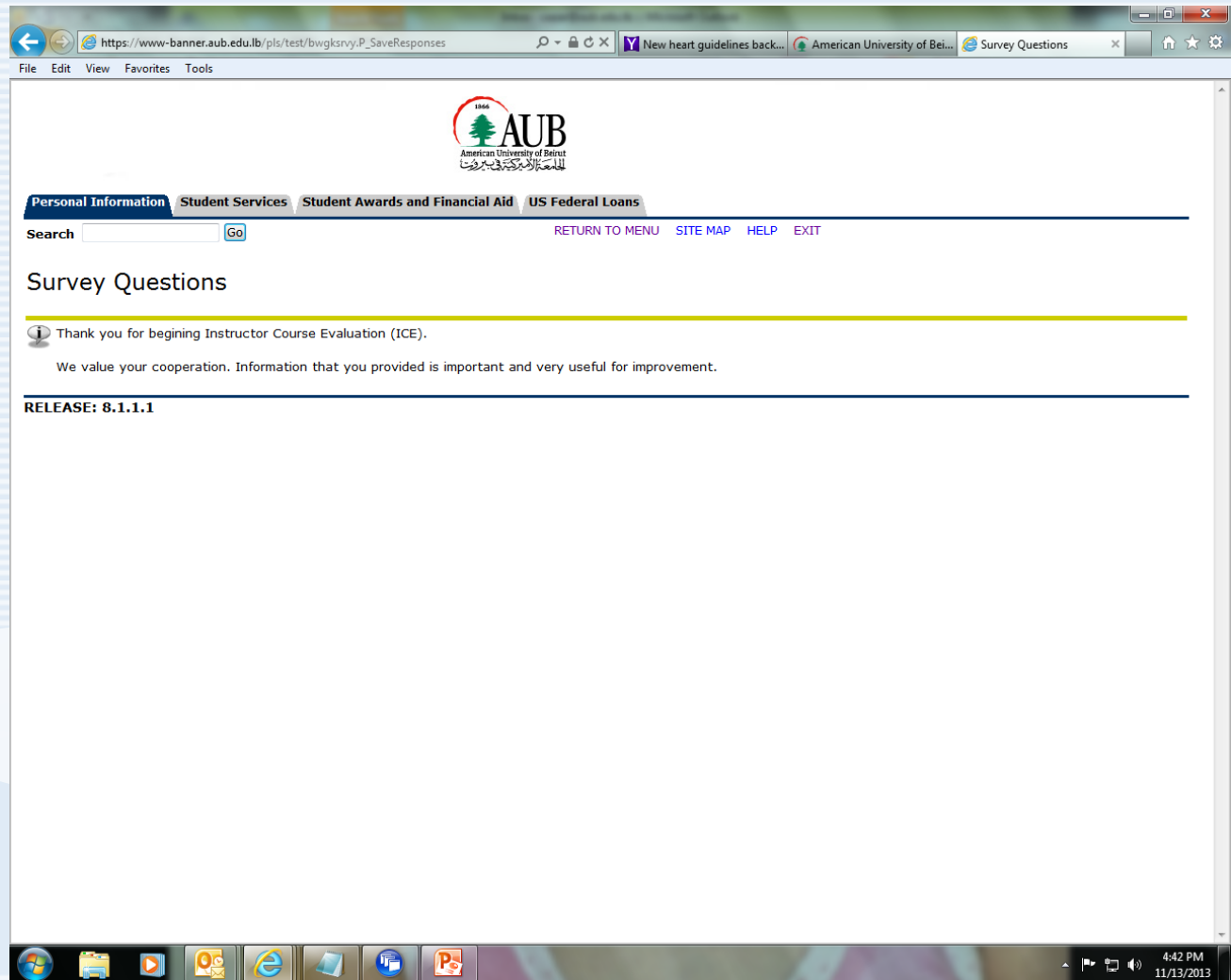
Submit Survey

Upon submitting the survey, you will be presented with a confirmation message



Save and Continue

If you opted to Save and Continue later, you will be presented with an action confirmation and reminder to finish later



Unfilled and Incomplete (not submitted) Surveys

- While maintaining the anonymous status for answering the surveys, email notifications / reminders will be sent to fill and/or complete and submit all related surveys

Dear Student,

Kindly COMPLETE and SUBMIT Instructor Course Evaluation (ICE)s for course Education 217-Section 1, that you have partially filled out and saved.

Thank you for your cooperation. Information that you provided is important and very useful for improvement.

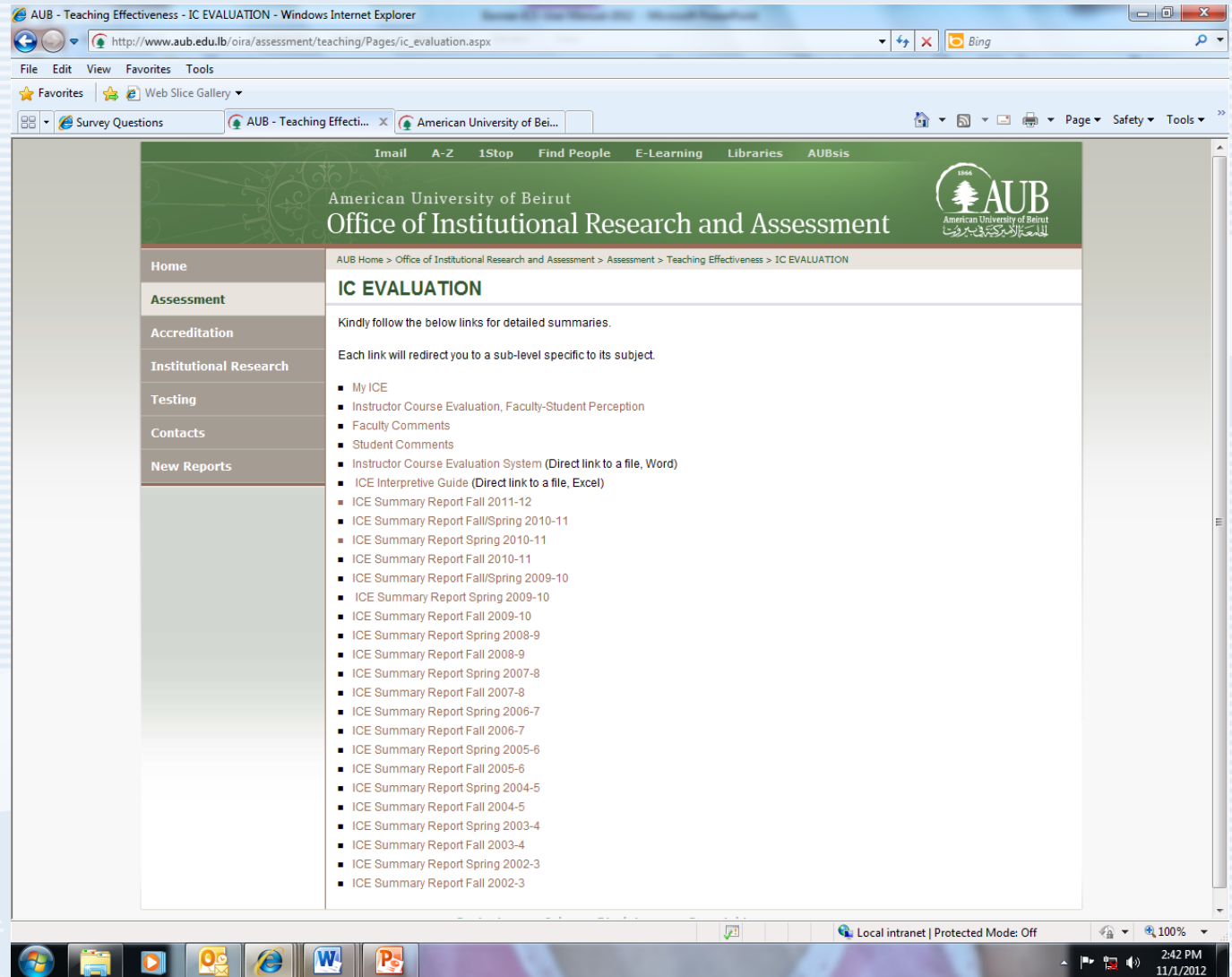
Deadline for keeping ICE surveys is December 12, 2013 at 11:00 pm.

Unfilled and Incomplete (not submitted) Surveys – Grades Hold

While maintaining the anonymous status for answering the surveys, **students who do not submit** their related ICE Surveys by the set date deadline, will have a **Hold placed on their respective course(s) Grade** until two weeks after the end of final exams (*i.e. Students cannot view their Grades through AUBsis*).

Published Results

- All ICE results will be published, by term, under the OIRA Web Site



Thank you

