

FAQs for Online Evaluations

Faculty access for viewing survey results: <http://cc.iota.cc/>

Student access for completing surveys: <http://cceval.iota.cc/>

How do I retrieve the results for my online evaluations?

- Follow the instructions sent by email from IOTA Solutions. **(Check your junk mail folder, if it appears that you haven't received any instructions.)** IOTA sends a courtesy email with instructions for retrieving evaluation results at the end of each evaluation period. Please note that the link for instructor access is different from the link for student access.
- Alternatively, log in to <http://cc.iota.cc/> (and **bookmark this link for later use**).
 - Enter your username. Your username is your Calvin email address, including "@calvin.edu".
 - Enter your password. If you have forgotten your password, follow the instructions provided at the site. If you experience any trouble, please contact Caroline in the Office of the Academic Deans (cchad@calvin.edu).

Where do I find my password?

- Passwords do not change from semester to semester, but password information will be sent by email from IOTA Solutions after each semester when evaluation results are ready to be viewed.
- Alternatively, for a forgotten password, follow the instructions at the site: <http://cc.iota.cc/>.

I can log in, but I can't get access to all my courses.

- Please contact Caroline in the Office of the Academic Deans (cchad@calvin.edu).

What is the window for students completing online evaluations?

- For a regular semester, there is a three- to four-week window from two weeks prior to exams through a couple of days before grades are due. For interim, the window is reasonably truncated.

What if my students cannot access an evaluation survey for my class?

- Please contact Caroline in the Office of the Academic Deans (cchad@calvin.edu).

Whom do I contact with issues related to evaluations?

- Please contact Caroline in the Office of the Academic Deans (cchad@calvin.edu) with regard to procedural questions.
- Please contact Mike Stob (stob@calvin.edu), with regard to understanding or analyzing data.

When will I be able to access my evaluation results?

- Once the student survey window is closed and the faculty grade-entry deadline is passed, evaluation results can be accessed.

How can I find out what my response rate is?

- Response rates should be available throughout the evaluation period by logging in to the faculty access site. Once the student survey window is closed and the faculty grade-entry deadline is passed, evaluation results can be accessed. Response rates are also included in the report.

I don't understand the results of my evaluations.

- Please contact your chair, your dean, or Mike Stob (stob@calvin.edu).

I'm a department chair. I can see only my own evaluations. How do I view the results for my department?

- Log in as usual, but make sure to view the site as an administrator rather than as an instructor. There is an option to toggle between access as an instructor and access as an administrator. If this option doesn't appear to be available, please contact Caroline in the Office of the Academic Deans (cchad@calvin.edu).