Hong Kong Baptist University

Web Teaching Evaluation (WebTE) System

User Manual for Head/Dean

Version 1.0

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* This user manual provides instructions on how to use the features available to
  Head / Dean only. If you are involved in teaching, please refer to the User
  Manual for Staff for the features for staff.
1. **Minimum System Requirements**

To access the Web Teaching Evaluation System (WebTE), the computer should fulfill the following minimum system requirements:

- Computer with Internet access.
- Display Resolution of 1024 x 768
- Microsoft Internet Explorer 6.0 or above installed

2. **Access to the WebTE System**

2.1 Launch Microsoft Internet Explorer

2.2 To gain access to the Web Teaching Evaluation System (WebTE), you may either

- Enter the following URL in the address bar: [http://webte.hkbu.edu.hk/](http://webte.hkbu.edu.hk/)
- or
- Go to the HKBU homepage at [http://www.hkbu.edu.hk](http://www.hkbu.edu.hk) and click **Staff**.
Click On-line Teaching Evaluation (On-line TE).

Note:
If the page cannot be opened, it may be blocked by the popup killer/blocker, please visit http://webte.hkbu.edu.hk/popup.pdf for details.
3. **Log into the WebTE System**

3.1 Enter your **ITSC E-mail** User ID and Password in the Login box. Click LOGIN.

![Login (Staff/Student)](image)

3.2 If the User ID and Password are invalid, the following page will be shown. Please click **TRY AGAIN** to go back to the login page and re-enter the User ID and Password.

![On-line Teaching Evaluation](image)
4. **Features for Head/Dean**

After logging into the WebTE System, the staff main page would be displayed. Head/Dean could use the **Head/Dean** menu to access the features for them only. If you are involved in teaching, you may use the **Staff** menu to access all the general features for staff.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Head/Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>s</td>
<td>Course Response Rate</td>
</tr>
<tr>
<td>ng</td>
<td>Exclude TE Courses</td>
</tr>
<tr>
<td></td>
<td>View Detailed Reports</td>
</tr>
<tr>
<td></td>
<td>View Summary Reports</td>
</tr>
</tbody>
</table>

4.1 **Course Response Rate**

You can view the response rate of all the TE courses taught by colleagues of your department(s) / programme(s) using the Students’ Response Rate Interface.

4.1.1. In the interface, click **Head/Dean** and then **Course Response Rate** to go to the Students’ Response Rate interface.

4.1.2. Select the **TE Exercise**, enter the **Response rate range** (0 - 100%) and click **Next**.

<table>
<thead>
<tr>
<th>Main</th>
<th>Staff</th>
<th>Head/Dean</th>
<th>Logout</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students' Response Rate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please choose the TE exercise and enter the response rate range.

- 2007-2008 Semester 2  ✔ | Response rate range: 0% to 100% |

**Next**
4.1.3. Under the **Search By** condition, you may select **All** courses or several course sections, which can be accessed by you according to the access authority of the TE exercise.

Note:
You may use CTRL-click to select or deselect multiple items from the list.

4.1.4. Click **Submit** to view the Students’ Response Rate

Note:
You may click the column header to sort the records.

4.1.5. Click **Back** to go back to the previous page.
4.2 Exclude TE Courses

You can exclude/include courses from/in TE exercise during the “Exclude Course Period”.

4.2.1. In the interface, click **Head/Dean** and then **Exclude TE Courses** to go to the Exclude TE Courses interface.

4.2.2. Select the **TE Exercise** and click **Search**.

4.2.3. The system shows the information of the courses which can be accessed by you according to the access authority of the TE exercise. Course sections currently excluded by default setting are “ticked”. You may **tick/un-tick** and click **Confirm** to exclude/include course sections from/in the TE exercise.

4.2.4. After clicking **Confirm**, the confirmation page will be displayed. You may click **View the list of TE courses** to view the list of TE courses.
4.2.5. After clicking **View the list of TE courses**, the following page will be displayed. You may click **View the list of excluded TE courses** to view the list of excluded TE courses.

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Section</th>
<th>Type</th>
<th>Course Title</th>
<th>Lecturer(s)</th>
<th>Enrol.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMO2000</td>
<td>00001</td>
<td>Lecture</td>
<td>Demonstration Course 2000</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>DEMO2000</td>
<td>00001</td>
<td>Tutorial</td>
<td>Demonstration Course 2222</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>DEMO3333</td>
<td>00001</td>
<td>Lecture</td>
<td>Demonstration Course 3333</td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>

**View the list of excluded TE courses**
4.3 View Detailed Reports

You can view the detailed reports of all the TE courses taught by colleagues of your department(s) / programme(s) by using the View Detailed Reports Interface.

4.3.1. In the interface, click **Head/Dean** and then **View Detailed Reports** to go to the View Detailed Reports interface.

4.3.2. The following page would be displayed, select a **TE exercise** and click **Submit**:

```
<table>
<thead>
<tr>
<th>Main</th>
<th>Staff</th>
<th>Head/Dean</th>
<th>Logout</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select an exercise:

Exercise : 2006-2007 Semester 1

Submit
```

4.3.3. A menu for viewing the detailed report of your selected exercise will be displayed. Select the report from the drop down list and click **View** to view the report:

![View Detailed Reports Interface](image)

```markdown
<table>
<thead>
<tr>
<th>Individual Report(s)</th>
<th>Course Code Report(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Course Section</td>
</tr>
<tr>
<td>Distribution of Students' Response Report</td>
<td>DEMO0010 - 00101 For Wang, Delight E</td>
</tr>
</tbody>
</table>
```

```markdown
<table>
<thead>
<tr>
<th>Course Code Report(s)</th>
<th>Departmental / Programme Report(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Course Code</td>
</tr>
<tr>
<td>Course Code Statistics Table</td>
<td>DEMO35 (LQ) - DEMO 35 Courses</td>
</tr>
<tr>
<td>Students' Response Rate Chart</td>
<td>DEMO35 (LQ) - DEMO 35 Courses</td>
</tr>
<tr>
<td>Summary of Score Averages for Course Code</td>
<td>DEMO35 (LQ) - DEMO 35 Courses</td>
</tr>
</tbody>
</table>
```

```markdown
<table>
<thead>
<tr>
<th>Departmental / Programme Report(s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Department / Programme</td>
</tr>
<tr>
<td>Departmental/Programme Statistics Table</td>
<td>DEMO - Department of Demonstration</td>
</tr>
<tr>
<td>Students' Response Rate Chart</td>
<td>DEMO - Department of Demonstration</td>
</tr>
<tr>
<td>Summary of Score Averages for All Lecturers</td>
<td>DEMO - Department of Demonstration</td>
</tr>
</tbody>
</table>
```
Note:

The interface is similar to the staff interface, but you can view the reports and reports of all colleagues of your department(s) / programme(s).
4.4 **View Summary Reports**
You can view the summary reports of all the TE courses taught by colleagues of your department(s) / programme(s) using View Summary Reports Interface.

4.4.1. In the interface, click **Head/Dean** and then **View Summary Reports** to go to the View Summary Reports interface.

4.4.2. Choose a **staff** from the drop-down list or enter the staff ID in the text field.

<table>
<thead>
<tr>
<th>Role</th>
<th>Staff</th>
<th>Head/Dean</th>
<th>Logon</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Summary Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click **List All** to view the summary reports of the selected staff for all TE exercises
  or
- Click **Search by Period or TE Exercise** to view the summary reports of the selected staff in your selected period / TE exercise(s) only

4.4.3. If you select **Search by Period or TE Exercise**, you can search summary reports by period or TE Exercise. Click **Search** to continue or click **Back** to go back to the previous page.

* You may use CTRL-click to select or deselect multiple TE Exercises from the list.
4.4.4. On the View Summary Reports page, you can click **View** to view the summary reports or click **Back** to go back to the previous page:

<table>
<thead>
<tr>
<th>Summary Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
</tr>
<tr>
<td>Summary of On-line TE Results</td>
</tr>
<tr>
<td>Main Medium of Instruction</td>
</tr>
<tr>
<td>Students' Comments and Staff Input</td>
</tr>
</tbody>
</table>

4.4.5. After clicking **View**, the summary report would be displayed in a popup window.

A sample of the summary report is shown below:
5. **Logout from the WebTE System**

5.1 After using the system, you should logout from the WebTE system.
To logout, select ‘Logout’ in the menu and click **Logout**.

![Logout Menu](image1.png)

5.2 The Logout page will be displayed.

![Logout Page](image2.png)

You have logged off successfully.

**Note:**

For security reasons, the WebTE System will log you out automatically after being idle for two hours.

~End~