FACULTY/INSTRUCTOR — HOW-TO:

- How to log into the Assessment Portal
  - Go to https://discover.education.purdue.edu/eval and log in with your Purdue username and password.
  - Navigate to either the Instructor Portal or the Faculty Portal. You will find links to one or both of these portals (depending on your role in the system) at the top of the main dashboard.

- If the system does not allow you to log in, please email EdIT@purdue.edu and we will add you to the system. Please let us know if you need an instructor role or faculty role.

How to enroll in a program

1. First, make sure that you have navigated to either the Instructor Portal or the Faculty Portal. You will find links to one or both of these portals (depending on your role in the system) at the top of the main dashboard noted in the previous question about logging in. Once you are in logged into the needed Instructor/Faculty portal, then continue with step #2:

2. At the bottom of the main dashboard which appears when you log in, there is a dropdown list that contains the list of all programs / courses in the system.
3. Select a program/course and then click the **Enroll** button.
   1. Repeat this step if you need to be enrolled in multiple programs/courses.

4. If you enroll in the wrong program by mistake, you can simply click the **Un-enroll** link to remove the program from your list.

![Program List](image1)

**How to look up a student and perform an assessment**

1. Once you are enrolled in one or more programs, **click a program / course name to enter the program**.

![Program List](image2)

2. Click the **View / Evaluate Enrolled Students** button.
3. Locate a student and then click the “View / Evaluate” link.

If you do not see your student in the list of students enrolled in your program, you can add the student to the program. To do so:

1. Click the “Locate Additional Students” button and then search by last name and/or first name and/or PUID number.

2. If you were unable to locate the student in the previous step, then scroll to the bottom of the page and click the link that says, “Click here to locate students in the Purdue directory.” This will enable you to search the entire Purdue directory (note that this search can run slowly due to the large number of users that are being searched).
1. When you find the student, click the “Add This Person” link to add the user to the Assessment Portal and begin evaluating them.

2. When the student page appears, scroll down to the list of assessments that are available for the student and click the “EVALUATE” link next to the assessment you need to complete for this student.

3. Select an assessment to complete for Israt Ferdous:

   ![Assessment Selection Table]

   How to view assessments in my program

   - Once you are enrolled in one or more programs, click a program / course name to enter the program.
Then…

- **By Student**
  1. Click the “View / Evaluate Enrolled Students” button.

  ![View / Evaluate Enrolled Students](image)

  2. Locate a student and then click the “View / Evaluate” link.

  ![Students Enrolled In This Program](image)

  3. Scroll to the bottom of the student page to see all completed evaluations for this student.
By Assessment Form

1. On the main program page, scroll to the list of assessments, locate an assessment and click the “View / Export Evaluations” link to see all completed evaluations for that assessment form. Completed evaluations can be exported in CSV format in the Faculty Portal. CSV files can be opened in Excel.

By Program

1. On the main program page, scroll to the bottom of the page to see a list of the most recent evaluations that have been submitted by students + instructors + faculty anywhere in the program / course you are viewing. You can filter the list as needed (see filter options on the page).
<table>
<thead>
<tr>
<th>EvalID</th>
<th>Assessment</th>
<th>Stu LName</th>
<th>Stu FName</th>
<th>Course</th>
<th>Instructor</th>
<th>Evaluated By</th>
<th>Eval Date</th>
<th>Total Score</th>
<th>Ave Score</th>
</tr>
</thead>
</table>