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FACULTY — HOW-TO:

• How to **log** into the Assessment Portal

  • Go to [https://discover.education.purdue.edu/eval](https://discover.education.purdue.edu/eval) and log in with your Purdue username and password.

  ![Teacher Education Assessment Portal - Faculty](image)

  • 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.

  "For security purposes, this session will time out after 2 hours"

  → [Click here to go to the Instructor Portal](https://discover.education.purdue.edu/eval)

  → [Click here to go to the Faculty Portal](https://discover.education.purdue.edu/eval)
- 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 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 in the system.

3. Select a program/course and then click the **“Enroll” button**.
   - 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.
How to locate 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.**

2. Click the “View / Evaluate Students” button.

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

- The link will lead directly to the assessments available in the program. Please click the “EVALUATE” link to perform the evaluation for the student
If you do not see one or more of your students, you can enroll them using the tools found above the student list. For more help with these tools, contact Education IT or consult additional documentation found in the Assessment Portal.

### 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…

- **View Evaluations by Student**

  1. Click the “View / Evaluate Students” button.

![Image of View / Evaluate Students button]

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

![Image of student page with View / Evaluate link]

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

![Image of View Completed Evaluations button]
• **View Evaluations By Assessment Form**

1. On the main program page, scroll to the list of assessments, locate an assessment by semester and year 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.

• **View Evaluations 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).
How to **View** System-Wide Evaluations

- On the main program page, *scroll to the bottom* to view all evaluations for a given student in a given program from anywhere in the Assessment Portal.

- Completed evaluation can be filtered by course, section, and the last name of the student.