FACULTY — 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.

  ![Teacher Education Assessment Portal]

  - 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**               |
    | → **Click here to go to the Faculty Portal**                  |

  - 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 Enrolled Students” button.

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

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 Enrolled Students” button.

  ![View Evaluations By Student](image)

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

![Locate Students To Evaluate](image)
3. Scroll to the bottom of the student page to see all completed evaluations for this student.

- **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).