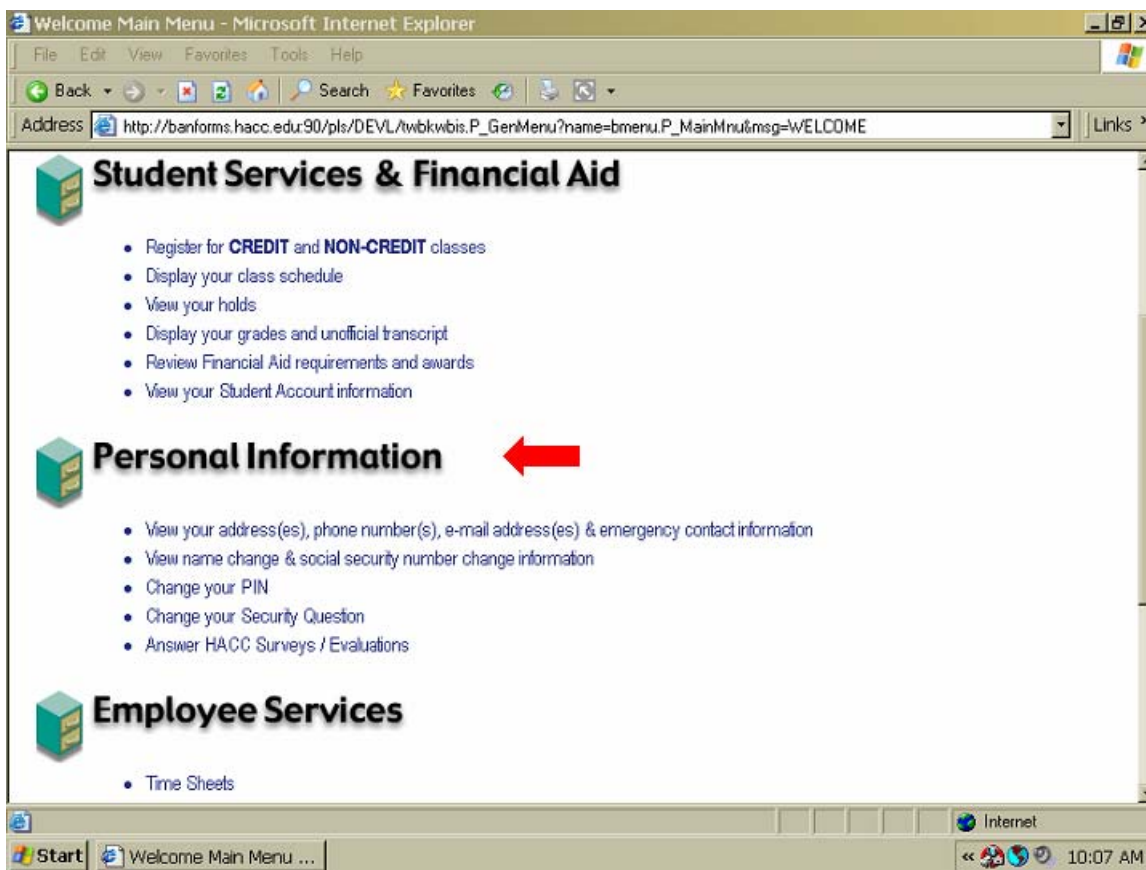


ESL COURSE EVALUATIONS

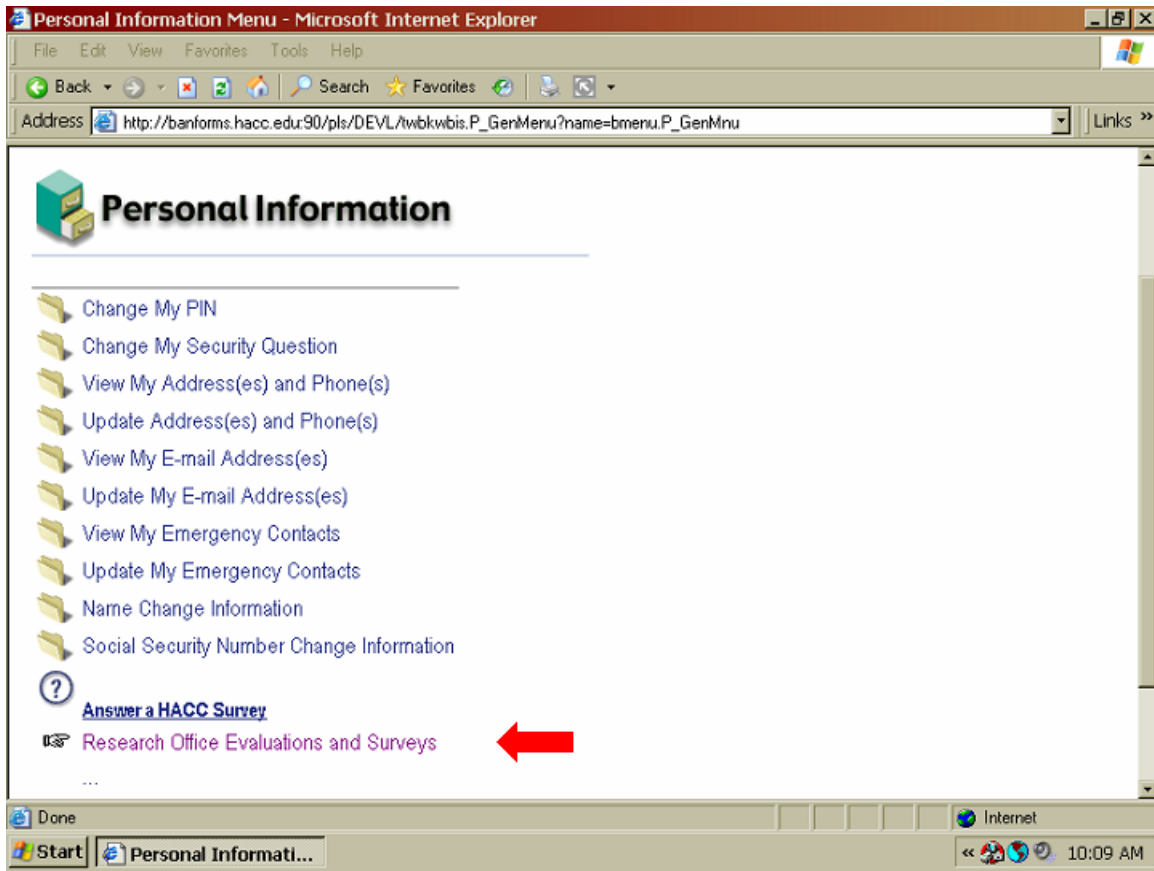
How to Access Research Office Surveys and Evaluations in HACCWeb

First you must log in to HACCWeb. HACCWeb can be accessed from the link on the hacc.edu homepage. Once you have logged in to HACCWeb, your screen should look similar to the picture below.



Second, click on the **Personal Information** header to advance to the next page.

The next page will look similar to the image below. Near the bottom of the page is link that says **Research Office Evaluations and Surveys**. Clicking on this link will open the Research Office Evaluations and Surveys page.



On the Research Office Evaluations and Surveys page, you will find a list of surveys that you are currently allowed to take.

Research Office Evaluations and Surveys - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://barfac.hacc.edu/pls/DEVL/hpsrvymu.P_Dispsurveys Links >>

Harrisburg Area Community College-HACCWeb


Search Go RETURN TO PERSONAL INFORMATION SITE MAP HELP EXIT

[Student Services & Financial Aid](#) [Personal Information](#) [Employee Services](#) [FAQs](#)

Research Office Evaluations and Surveys

Current Surveys

Survey Name	Start Date	End Date	Status	Notes
Clinical	01-JAN-06	31-DEC-06	Complete this Survey	Instructor A
Observation	01-JAN-06	31-DEC-06	Complete on 08-AUG-06	Site 2
Instructor	01-JAN-06	31-DEC-06	Complete this Survey	Instructor B

RELEASE: 6.0 

Done Internet 4:03 PM

Click on the link which says **Complete this Survey**. Clicking on the link will open the survey in a new browser window. Once the survey is opened, the status will change to **Attempt on {current date}**, and will look like the following image.

Harrisburg Area Community College-HACCWeb

Search Go [RETURN TO PERSONAL INFORMATION](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Student Services & Financial Aid](#) [Personal Information](#) [Employee Services](#) [FAQs](#)

Research Office Evaluations and Surveys

Current Surveys

Survey Name	Start Date	End Date	Status	Notes
Clinical	01-JAN-06	31-DEC-06	Attempt on 14-AUG-06	Instructor A
Observation	01-JAN-06	31-DEC-06	Complete on 08-AUG-06	Site 2
Instructor	01-JAN-06	31-DEC-06	Complete this Survey	Instructor B



RELEASE: 6.0 powered by sct

When you are finished, click **Submit**.

The screenshot shows a web browser window titled "Student Evaluation of Faculty - Microsoft Internet Explorer". The address bar shows the URL "http://hacc.edu/research/surveys/ESL/ESL720.asp". The page header features the HACC logo and the text "Central Pennsylvania's Community College". The main heading is "ESL Course Evaluation". Below this, there are fields for "Course: ENGL" and "Instructor:". A red instruction reads: "Please do not use your name or details which would let the instructor know who you are." Another red instruction states: "You may use up to 1200 characters for your comments. The counter at the lower right of the text box indicates the number of characters used." A text area labeled "General Comments" is present, with a character counter showing "0/1200". A red arrow points to the "Submit" button in the navigation bar at the bottom, which also includes "BACK" and "Cancel" buttons. At the bottom of the page, there is contact information for the Office of Institutional Research: "For assistance contact the Office of Institutional Research at 717-732-3239 or email krkelsey@hacc.edu". The page number "Page 4 of 4" is also visible.

When the survey has been submitted, the status will change to **Complete on {current date}**.

If the survey is not submitted, the status will change back to the link to **Complete this Survey** after 30 minutes. This is in case you have any computer difficulties or interruptions; if you have a problem, you can complete the survey at a later time.

If you have any problems finding the survey, call (780-2387) or email (takoche1@hacc.edu) Tommy Kochel. If Tommy cannot be reached, contact Kim Kelsey in the Research Office (780-3239 or krkelsey@hacc.edu).