

Faculty Evaluation Form

This is the form that will be created in this primer. To help, columns have been marked every 5 columns. The same was done with rows. Although the form will end up with Timing Marks only where data are being captured, it is easier to begin with all of the Timing Marks in place. Also marked on this form is the top left hand of the Response Matrix 1-5. It begins in Row 17, Column 33 and ends in Row 59, Column 33 with a total of 15 rows. This form also has variable data on it that this primer will not cover.

	5	10	15	20	25	30	35	40	45		
Faculty Evaluation Form											
5	CRN: 123456		Subj.: HW135		Title: AMERICAN-HISTORY						
	Instr. First Name: CARL			Instr. Last Name: BURKE							
	Dept: POL. SCI.		Div: A&S		Room: ST135		Bldg: STEVENS HL.				
10	Date: 1/17/17		From: 0900AM		To: 1200AM		# Students: 0045				
15							Strongly Agree	Agree	Disagree	Strongly Disagree	NA
17	1. The instructor demonstrated thorough knowledge of the subject matter.					<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Row 17 Column 33 </div>					
20	2. The instructor stressed important points.					1	2	3	4	5	
21	3. The instructor provided satisfactory responses to students' questions.					1	2	3	4	5	
25	4. I now feel able to communicate course material to others.					1	2	3	4	5	
26	5. I learned how to identify central issues in this field.					1	2	3	4	5	
30	6. I indeed learned something in this course that is important to me.					1	2	3	4	5	
35	7. The course followed the stated course outline.					1	2	3	4	5	
36	8. The instructor expressed ideas clearly.					1	2	3	4	5	
40	9. The instructor treated students with respect.					1	2	3	4	5	
41	10. The instructor helped students feel free to ask questions.					1	2	3	4	5	
45	11. The instructor communicates a positive attitude toward the class.					1	2	3	4	5	
50	12. I understand what was expected of me in this course.					1	2	3	4	5	
51	13. Course objectives were reflected in the exams.					1	2	3	4	5	
55	14. Student responsibilities in this course were defined.					1	2	3	4	5	
59	15. I would recommend this instructor to another student.					<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Row 59 Column 33 </div>					
60	For Office Use Only		123456	○○○○○○○○○○●●●●○○○○●○○●○○○○○							

It is possible to design this form many ways. This primer takes you through one way.

Launch Magenta

Double click on the icon on the Desktop

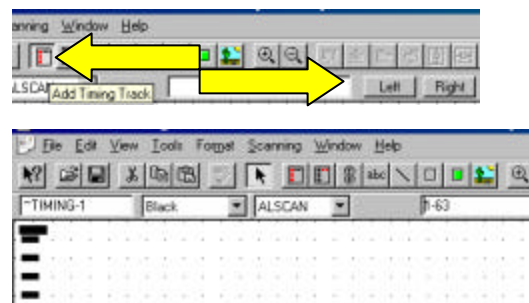


File/New/Form



Timing Track

Click on the Timing Track Button, then on Left. Timing Marks automatically appear on the left side of the form. For the time being, accept the default for all of the Timing Marks.



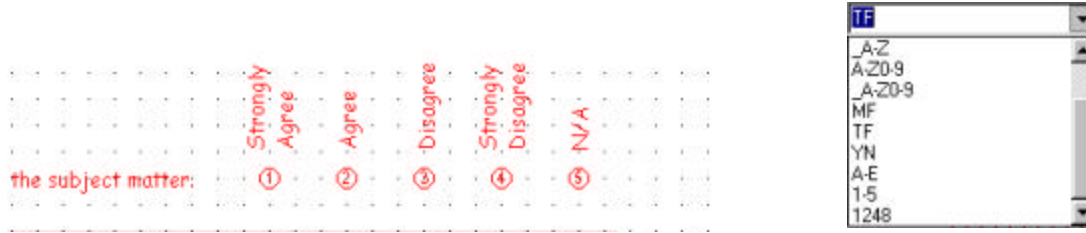
Placing Bubbles

Click on the Response Bubble Button. Move the mouse pointer onto the workspace. The pointer changes to cross hairs. Click and drag at least $\frac{1}{2}$ inch in any direction. If you do not select anything from the response value menu *and if this is the first form in the session*, a True/False matrix (the default) is placed on the form. If you drag the cross hairs to the right or left, a single True/False response position is created. Depending on how far you drag the cross hairs up or down, a number of True/False positions are created.



Bubbles in General

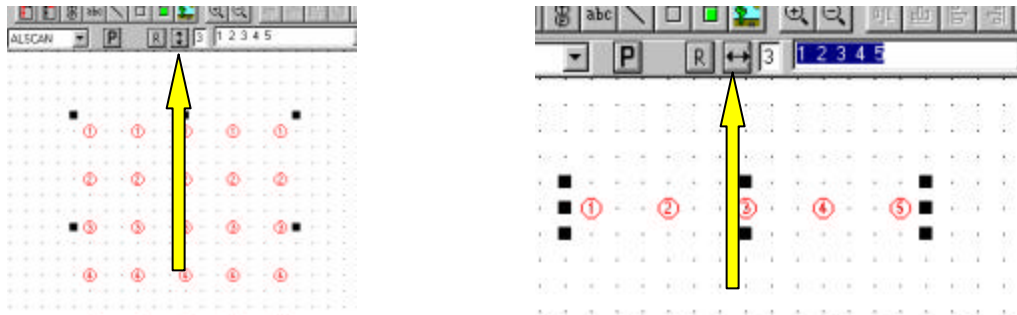
Faculty Evaluation Form uses bubbles with 1 through 5 in them. Notice that the bubbles are not contiguous. They require some spacing in between them.



Responses of 1-5 can be seen in the pull-down menu in the Response Values Box at the right of the Object Bar. However, for the purposes of this survey the bubbles need to have two blank columns between them. Whenever spacing is needed between the actual responses, they must be entered manually in the Response Values Box. The entry made was 1 space space 2 space space 3 space space 4 space space 5.



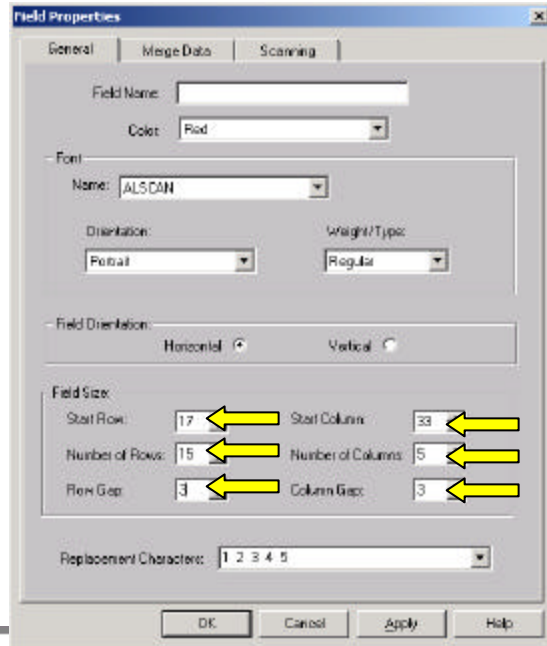
If the bubbles increment vertically like below left, change the Object Orientation from Vertical to Horizontal so that it looks like the screen on the right.



A good rule to follow is: get the object on the Workspace without trying to position it exactly where it needs to be. The Row/Column indicators on the bottom right of the screen indicate where the mouse is on the Workspace.

Positioning Bubbles Using the Properties Box

Although you can position an object by moving it directly, this primer uses the Properties Box when an object is selected. (You can select the object by placing the mouse on top of the matrix until the arrow goes straight up and down and click).



Your form should now look like this.



Creating the Title of the Form

To place the title "Faculty Evaluation Form" on the worksheet, select

Move the mouse onto the Workspace. Cross hairs appear. Click and drag at least 1/2 inch in any direction. The characters "abc" appear.

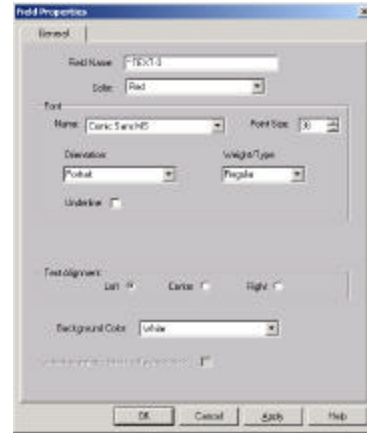
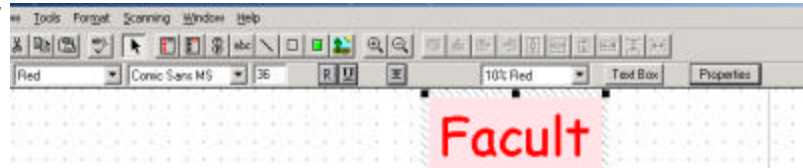
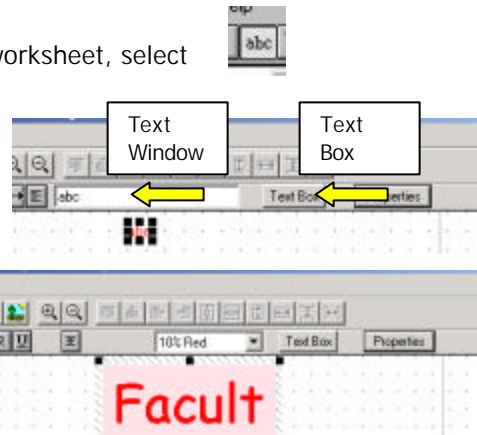
Text can be entered via the Text Window directly or Text Box. Note that the *background* shade for the Text Box to 10% Red. This and all of the characteristics of the text can be changed via the Object Bar or by clicking on the Properties Box.

If text is entered as a Text Box, Magenta expands the box to accommodate what is being typed in. To further expand or contract the Text Box, use one of the handles and drag the desired distance.

Text Box allows individual characters to have different properties like bolding, color, different font. This is not possible if text is entered through the Text Window.

Note: Text that does not have a horizontal orientation must use the Text Window.

This is a good time to do a File/Save As and give the form a more meaningful name since Magenta has given the form a name of Untitled1.

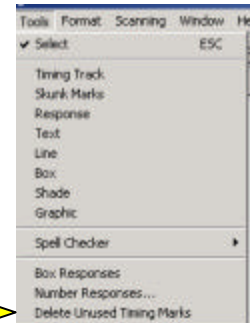


Getting Rid of Unwanted Timing Marks

Before continuing, let's get rid of unnecessary timing marks. This can be done at any time by clicking on Tools/Delete Unused Timing Marks



Your form should look like this.

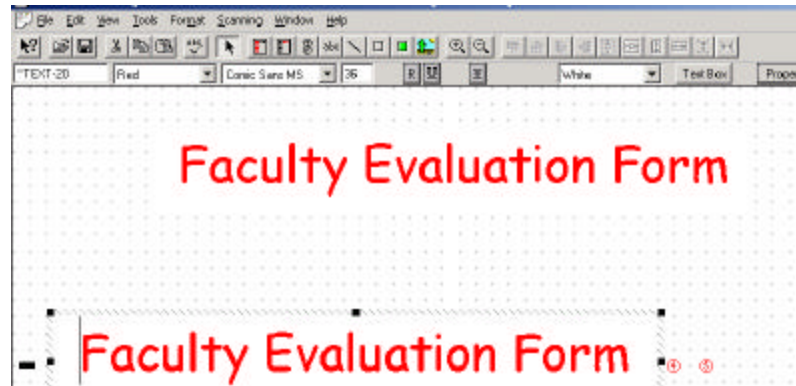


Placing Questions on the Form

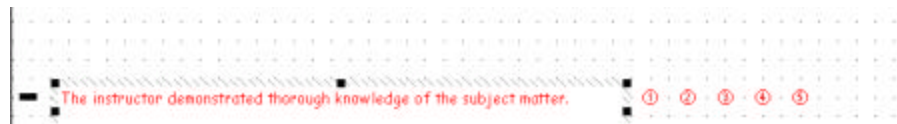
To place the first question on the form, you can do it in one of two ways. Using the copy method, 1) Select the Faculty Evaluation Text Object by placing the mouse on it so that the arrow goes straight up. If you used a Text Box, place the mouse near one of the edges to get the straight arrow or double click on the text inside the Text Box. Release. 2) While that text object is still selected, hold the CTRL Key down and drag the text to the left hand side of the first row of bubbles with the beginning of the text in Column 3.

The movement of objects is preset to half Scan Rows and Scan Columns. You should be able to see this as you drag the object. This can be changed by going into Format/Snap to Grid and either changing the increment of movement or shutting it off. **Until you are really familiar with this product, please do not change this.**

Don't panic when you see what happens!



Using what has just been done above, 1) Highlight the entire text in the Values Box. 2) Select the size of the font (10 pitch). 3) Type "The instructor demonstrated thorough knowledge of the subject matter" in the Text Box. The text changes as you type in the new value and as you change the size of the font from 36 to 10. You may have to adjust the vertical position of the text so that it lines up with the bubbles.



Don't forget that you can reduce the size of the Text Box using the handles to reduce or expand.

While Question 1 is still selected. 1) Hold the CTRL key down and drag the text down to the second row of bubbles. 2) Highlight the entire text in the Text Box and type "The instructor provided satisfactory responses to student's questions." Or, place the mouse just after the word "instructor" in the Text Box, highlight the remaining text and type in the remaining text for Question 2.

It's time to save your work!

Questions 3 through 15

Continue copying by holding the CTRL Key down, dragging to where you want the question to be, highlight the previous text and begin entering the new text for the remaining questions. Your form should look like this.

Note: No question numbers have been placed as part of the question text. The reasons are that questions can be numbered automatically; that unlike the text which is left aligned, numbers should be right aligned and, lastly because that's what I want to show you.

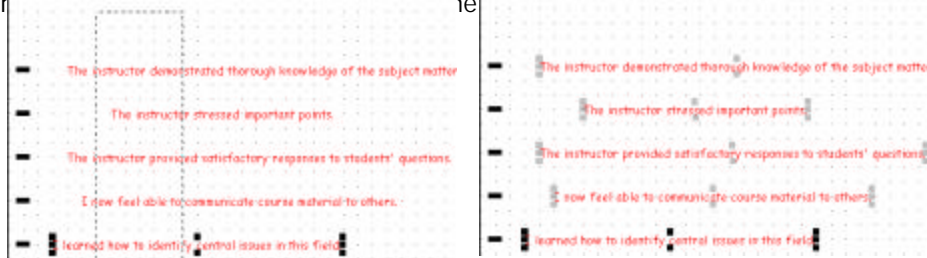


The screenshot shows a 'Faculty Evaluation Form' with a list of 15 statements and a grid of checkboxes. The statements are:

- The instructor demonstrated thorough knowledge of the subject matter.
- The instructor stressed important points.
- The instructor provided satisfactory responses to students' questions.
- I now feel able to communicate course material to others.
- I learned how to identify central issues in this field.
- The instructor demonstrated thorough knowledge of the subject matter.
- The instructor stressed important points.
- The instructor provided satisfactory responses to students' questions.
- I now feel able to communicate course material to others.
- I learned how to identify central issues in this field.
- The instructor demonstrated thorough knowledge of the subject matter.
- The instructor stressed important points.
- The instructor provided satisfactory responses to students' questions.
- I now feel able to communicate course material to others.
- I learned how to identify central issues in this field.

Text Alignment Problems

If your questions are not lined up, place the mouse above the objects to be aligned, drag through the objects (you need to leave all of the



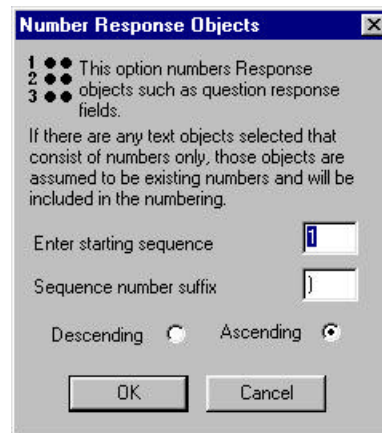
The text object that has the black handles around it is called the master. Click the left align button to align them properly.



Since they are all selected, if this is not exactly where you want them, place the mouse so that it is straight up and down on one of these text objects and move them. If one of your objects is not in the correct row, 1) Select it, 2) Drag it to the correct row and release.

Automatic Numbering of Questions

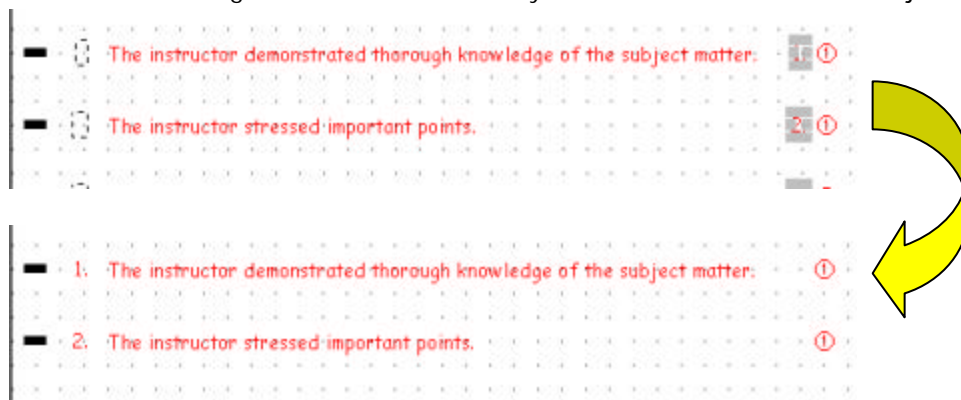
Question numbers can easily be part of the text question. If you're into automation, let Magenta number them for you. Even though the question numbers will end up being far away from the response bubbles, 1) select the response bubbles, 2) then Tools and 3) Number Responses. When the window for Number Response Objects appears 4), tab to the Sequence number suffix box and change it from a right parenthesis to a period, keep Ascending selected and press OK.



The numbers appear to the left of the response bubbles; and, along with the response bubbles are still selected.



To deselect the response bubbles before moving the numbers, hold the Shift Key down. 1) Place the mouse anywhere inside the response bubbles so that the mouse pointer is straight up and down. 2) Click once. The response bubbles are deselected, leaving only the numbers selected. Do not click on the Workspace, which would deselect all of the numbers and force you to select each number separately. (At this point it is possible to change the font, ink color and pitch for the number objects as desired.) 3) Place the mouse so that it is straight up and down in the numbers area. And, 4) Drag the objects to the left so that the numbers are in Column 2 and aligned with the text. Now you can click off the selected objects.



Shading the Questions

1) Select the Shade Button.

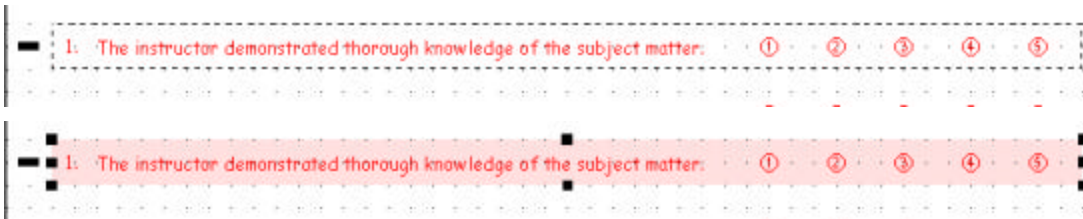


2) Select the percentage



It depends on what inks were selected during the Magenta install whether or not you will see different color inks or only black and shades of gray. If you only see shades of gray, use a shade closer to 5% gray rather than 10% so that the carbon in the ink does not get picked up by the scanner as though it was bubbled in.

Place the mouse 1 row up and 1 column to the left of the text to be shaded and drag it over and down to 1 row down and 1 column to the right of the last bubble in the row. Release.



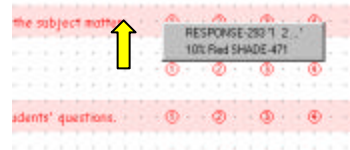
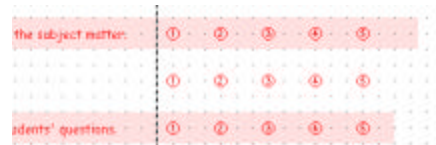
Now that the shade is selected, use the CTRL Key to copy it to every other question so that your form looks like this.

Potential Shading Problems

If some of the shade objects are not properly aligned, use the mouse to select those objects.

1) Make sure that the mouse does not select text or the response bubbles. If this happens, hold the Shift Key down and click on whatever needs to be deselected.

2) You may have to use the right mouse to get just that particular object.

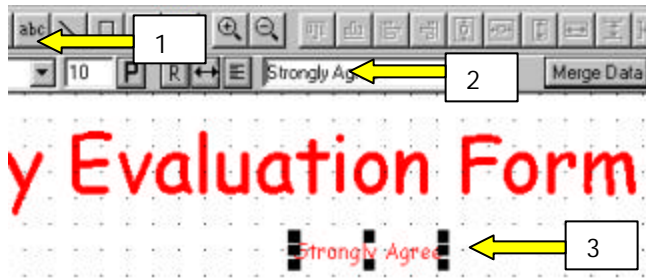


Your form should now look like this.

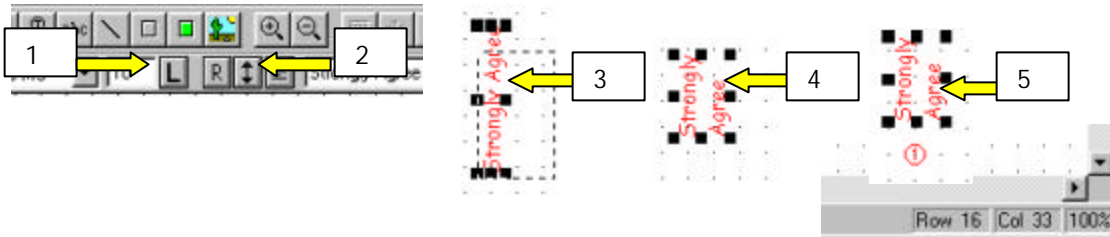


Placing Titles Above the Response Columns

1) Select the Text Button. 2) In the Text Values Box, type in Strongly Agree. 3) Drag and drop anywhere on the Workspace.



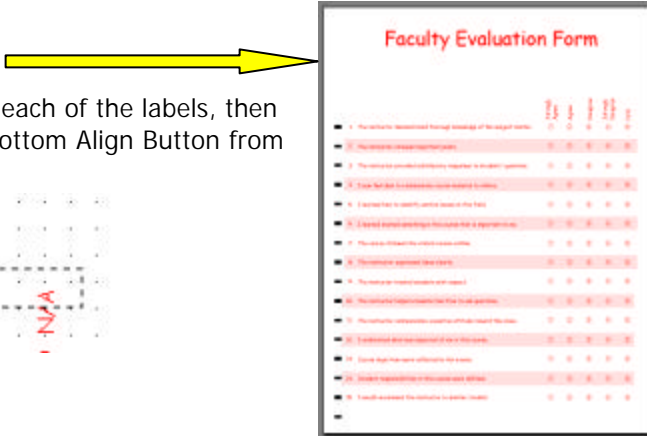
To make the text vertical, 1) Toggle the Font Orientation Button from Portrait to Landscape; and, 2) Toggle the Text Direction Button so that it goes from horizontal to vertical. 3) Place the mouse on either corner of the selected text and drag it so that "Agree" is no longer inside the box. 4) The result after clicking. 5) With the text still selected, drag it to Row 16, Column 33.



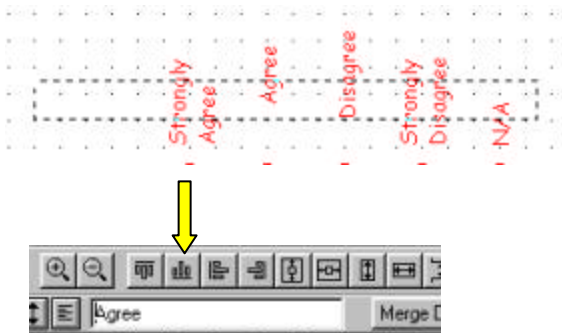
For text that does not need to appear over more than one line, ignore the instructions for making text into two lines and 6) Repeat the process for Agree, Disagree, Strongly Agree and N/A.



Your form should now look like this.



If it looks like the sample below, lasso each of the labels, then go to Format/Align Top or select the Bottom Align Button from the Tool/Button Bar.

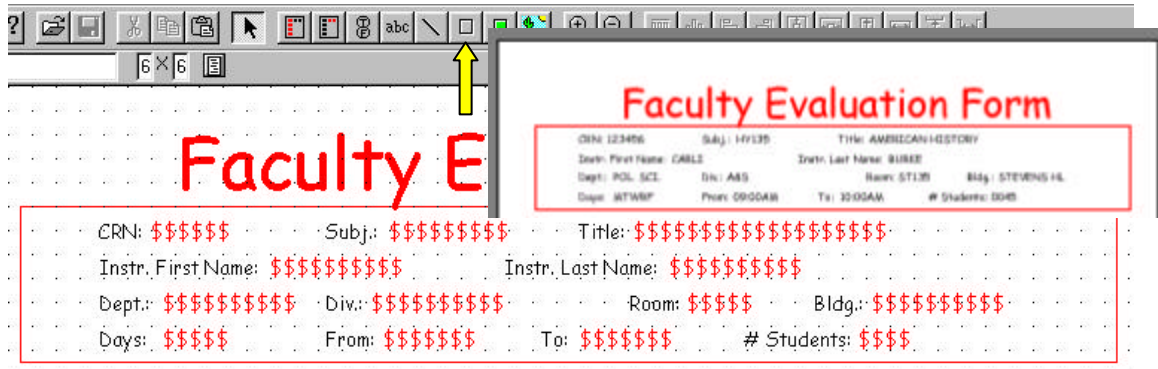


Faculty Evaluation Form					
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. The faculty member's overall teaching philosophy is of the highest quality.					
2. The faculty member's overall teaching philosophy is of high quality.					
3. The faculty member's overall teaching philosophy is of average quality.					
4. The faculty member's overall teaching philosophy is of low quality.					
5. The faculty member's overall teaching philosophy is of the lowest quality.					
6. The faculty member's overall teaching philosophy is of the highest quality.					
7. The faculty member's overall teaching philosophy is of high quality.					
8. The faculty member's overall teaching philosophy is of average quality.					
9. The faculty member's overall teaching philosophy is of low quality.					
10. The faculty member's overall teaching philosophy is of the lowest quality.					
11. The faculty member's overall teaching philosophy is of the highest quality.					
12. The faculty member's overall teaching philosophy is of high quality.					
13. The faculty member's overall teaching philosophy is of average quality.					
14. The faculty member's overall teaching philosophy is of low quality.					
15. The faculty member's overall teaching philosophy is of the lowest quality.					
16. The faculty member's overall teaching philosophy is of the highest quality.					
17. The faculty member's overall teaching philosophy is of high quality.					
18. The faculty member's overall teaching philosophy is of average quality.					
19. The faculty member's overall teaching philosophy is of low quality.					
20. The faculty member's overall teaching philosophy is of the lowest quality.					

Finishing The Form

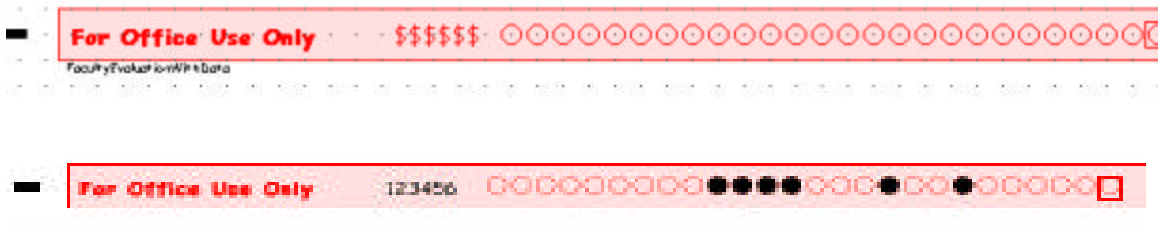
The top part of the form contains variable data as well as labels. Although this Primer does not cover data merge, it will go over placing the labels in the top box and explain the course identifier at the bottom.

To draw a box, select the Box Button from the Tools/Button Bar, go to the Workspace and drag it in a diagonal direction (from left to right or right to left) until it is the size you want. If you need to position the box, make sure the arrow is straight up and down, click and drag it to where you want it.



The labels in the top box are left aligned. Enter them exactly like you did the questions earlier, selecting the ink, font and pitch you would like. In this example, they are Comic Sans MS, Black with a pitch of 10. The dollar signs indicate data to be merged at print time and are highlighted in red to make them stand out.

The shaded box at the bottom will not only have the course number printed, but also displayed as a scan readable binary number which, when printed looks like this.



Helpful Stuff in Using Magenta

- ?? To select an object, place the mouse pointer on the object so that the “angled arrow” becomes a “straight up and down arrow.” For a Text Box Object, the mouse pointer needs to be placed along the shaded edge in order to get the “straight up and down arrow.”
- ?? Using the SHIFT Key and selecting objects makes it possible to select multiple objects at the same time.
- ?? To deselect one of multiple objects selected. Keep the SHIFT Key down and click on the object to be deselected.
- ?? When multiple objects are selected, the object with black handles is the master.
- ?? Typically, the last object selected when holding down the SHIFT Key is the master. This can be changed.
- ?? Using the CTRL Key and moving an object after an object has been selected means Copy the object.
- ?? The standard increment of movement for an object on the Workspace is half a scan row and column. This can be changed.
- ?? This primer shows how to automatically number questions, but question numbers can also be part of the question text.
- ?? Bubble fonts are displayed in the pull-down window only when a response bubble object is created or has been selected.
- ?? Standard Windows fonts are displayed for all text objects. The list of fonts varies with what is installed on a particular PC.
- ?? To copy something from Word or another MS product, copy it onto the clipboard; get back into Magenta and the form that you want it copied to. If you have a Text Box Object already selected, clicking copy appends the clipboard text to the selected Text Box. If no object is selected, clicking copy places the Word Text Box on the top left hand side of the Workspace.

This primer is designed to take you through a form design. It is not intended to show all of the ways it is possible to do things using Magenta.

Magenta software comes with a series of forms already designed for use as templates. Magenta allows the cutting and pasting from different forms into an existing or new form.

This primer is not intended to go over the process of printing and proper alignment of those forms and particular printers.

Thank you for considering the purchase of Magenta.

Sales: 800-455-2559

Support: 818-951-2825

