A reminder that access differs by college and program. If your college allows permission to view course evaluations here are step-by-step instructions. The system will only show courses to which you have access.

If you think that you are missing courses, please send an email to wdytevals@hartford.edu.
ACCESSING THE SYSTEM

Before you can log on you must know the following information.

*University of Hartford E-mail Username*

*University of Hartford E-mail Password*

*University of Hartford ID Number* - This is the number you use to access self-service, and is on your physical university ID card.

**Step 1**  Open the web browser of your choice.

**Step 2**  Go to [http://wdyt.hartford.edu](http://wdyt.hartford.edu).

![Online Course Evaluation Login](image)

**Step 3**  Enter in the required information.

**E-Mail Username** (do not add @hartford.edu)

**E-Mail Password**

**University ID Number** (8 digits)

**Step 4**  Click Log In.

**Question:**

The system will not let me login, what do I do?

- Check to make sure that you typed the required information in correctly.
- Completely close out of your browser, reopen, and try again.
- If you still cannot access the system, please contact OTS through the Help Desk at either 860.768.4357 (HELP) or helpdesk@hartford.edu to reset your password.
UNDERSTANDING THE DASHBOARD

When you first log onto What Do You Think? you will see your dashboard. This allows you to monitor the status of an active term, or see past terms and their response rates. But please remember you will only see the rates for courses to which you have access. So, for example, if you only have access to adjuncts, the response rates will only reflect those for courses taught by adjuncts.

A Select the Term you wish to review.

B Bar graph of the response rates broken down to departments, or courses, depending on your access.

C Pie Chart of the total responses (answered, declined, incomplete) for your entire area.

Question:

Where are the evaluations for my courses?

To access your evaluations, select the Home menu in the upper left corner of the screen and select My Courses.
STATUS TRACKING REPORTS

Remember you will only see the rates for courses to which you have access. So if you only can see adjuncts, you will not see full-time response rates.

**Step 1** Log into WDYT [http://wdyt.hartford.edu](http://wdyt.hartford.edu).

**Step 2** Select Status Tracking from the Reports menu or click More... from the Dashboard.

- **A** Select the Term and session you wish to review.
- **B** Response rate timeline for the entire university.
- **C** Pie Chart of the total responses for the entire university.
- **D** Bar graph of the response rate of your college.
- **E** Bar graph of the response rates broken down to departments, or courses, depending on your access.

The arrows on the response rated boxes (D and E) will switch between a bar graph and a table view to show more detail.

You can also click on a bar or a table row to delve deeper, even getting down to the course level.
GATHERING INDIVIDUAL REPORTS

Remember you will only see the reports for courses to which you have access. So if you only can see adjuncts, you will not see full-time faculty.

Step 1 Log into WDT http://wdt.hartford.edu.

Step 2 Select Report Browser from the Reports menu.

Step 3 Select the Term you wish pull the report from, *ie. 2015 Fall Semester*.

Step 4 Select the School and Department(s) in which the course is located. You can also refine the selection by instructor.

Step 5 Click the View link under the Action heading, to the right of the course you are interested in.

This will bring you to the Ratings Summary Screen, explained on the next page.
UNDERSTANDING THE RATINGS SUMMARY

A  Report Selection
   Ratings Summary (default)
   Comments Report - Groups all of the answers to the qualitative questions by the question.
   Individual Responses - Shows each individual response with all questions.

You can also download to a PDF or export as an Excel file.

B  Course and Instructor Information

C  Course enrollment and responses

D  Bar graph of the overall responses by category*.  

E  Bar graph of the actual responses, in each category. There will be a box for each category for the specific course.

You can change how you view the information in the different areas by clicking the graph icon in the upper right corner of each box.

*Course evaluations are separated into categories. All courses have a University category, these are questions asked for all courses. Some schools and departments have additional questions that are asked, they will appear as a separate category.
BATCHING MULTIPLE REPORTS

Remember you will only see the reports for courses to which you have access.

**Step 1** Log into WDYT [http://wdyt.hartford.edu](http://wdyt.hartford.edu).

**Step 2** Select **Report Browser** from the **Reports** menu.

**Step 3** Select the Term you wish pull the report from, *ie. 2015 Fall Semester.* Please note that you cannot batch across terms.

**Step 4** Select the School and Department(s) in which the courses are located. You can also refine your selection by instructor.

**Step 5** Select the courses you wish to batch. You can either click the box to directly to the right of **View** of the individual courses; or click the box in the header row to the right of **Action** to select all that are viewable.

**Step 6** Click **Create Batch File** that is below the course listings.
Step 7a To get a PDF file of the quantitative, qualitative, and/or individual responses, click **Batch Pdf Reports** and select which report type you would like. Then click **Process Batch pdf**.

**Quantitative** - Gives you the qualitative summary of each course in a table and chart format. The charts list the Instructor Mean, Department Mean, and University Mean.

**Qualitative** - Groups all of the answers to the qualitative questions per per course organized by the question.

**Per Respondent** - Shows each individual response with all questions.

Step 7b To get an Excel file of the quantitative responses, click **Batch Quantitative Excel** and then click **Process Batch Excel**.

Step 8 The report will then be processed. Wait for the report to complete processing and when it is done, click **Download Now**.
QUESTIONS / PROBLEMS

The system will not let me login, what do I do?

- Check to make sure that you typed the required information in correctly.
- Completely close out of your browser, reopen, and try again.
- If you still cannot access the system, please contact OTS through the Help Desk at either 860.768.4357 (HELP) or helpdesk@hartford.edu to reset your password and/or check your ID number.

I used to see my evaluations when I first logged in. Now I see group responses on the Dashboard, where are the evaluations for my courses?

Since you have some administrative access, the Dashboard is your default screen. To access your evaluations, select the Home menu in the upper-left corner of the screen and select My Courses.

When I look at a reporting screen I am not seeing any courses.

Check to make sure you are viewing the correct term. The system may have selected a term that does not contain any courses you have access to.

When I search the reports, I am missing some courses that I should be able to view.

If you think that you are missing courses, please send an email to wdytevals@hartford.edu.

I was going from one screen to another; all I see is a blank page.

This happens occasionally, just hit the reload or refresh button on your web browser.

Do you have further questions?

Feel free to contact us at wdytevals@hartford.edu.