

Online Workshop Evaluation Tool

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Please email Mac Carey, mcarey@cccoe.k12.ca.us, with any bug reports.

EDUCATIONAL USE: This solution can be used by educators in K20 schools for free.

NON EDUCATIONAL USE: If you are not using this solution in Education, please make a \$25 check out to Contra Costa County Office of Education and send it to CCCOE, Tech Systems, 77 Santa Barbara Road, Pleasant Hill, CA 94523, if you decide to use the solution.

First things first:

You need a copy of FileMaker Pro 5 or above on a computer with Internet Access (the computer should not be firewalled for HTTP traffic -- if you want users to be able to reach the computer over the web. You will need to allow HTTP traffic.) After unstuffing the solution files, place the unstuffed folder somewhere on the computer that has a copy of Filemaker Pro 5 or above and has Internet and/or local network (intranet) access. The four database files must be kept together in the same directory/folder but that folder can be located anywhere BUT inside your Web folder. If you want the solution to launch automatically you can place an alias/shortcut of the evalScores.fp5 file inside your StartUp folder. When opening the solution, you should double click the evalScores.fp5 database....it will automatically open all other databases.

IMPORTANT: Place the folder "pdeval" (this folder is in the folder you downloaded and unstuffed) into the root of the folder called "web" which is located inside your Filemaker Pro application folder...and leave the actual database files in the original unstuffed folder they came in. Make sure your web companion/cgi is activated and your solution is on a computer that is accessible via an intranet or internet by your users.

Setting up the Solution for the first time:

Before you can create an evaluation or use the Web Interface you must create at least one Instructor and one Event/Class. You then must create at least one Evaluation through the Filemaker Interface before the Web Interface will function.

I have already done the above for you, so you only need to use the Admin Web Interface from this point forward to make changes. I have left one sample evaluation record in the solution. I have created one sample Instructor. After you begin entering your own records you can delete the sample evaluation and Instructor record through the Admin web interface. I have also started out giving you a list of 8 evaluation questions/comments the user rates. You can change these at any time through the Admin web interface or the Filemaker Pro interface. I have already entered a Web Title and Web Subtitle, which you can change at any time, through the either admin web or Filemaker interfaces. The Filemaker interface has an additional feature. The question layout gives you an optional button to archive all questions in the database into a new file. You would want to do this should you change the Evaluation Questions. Since the list reports give you an average question score for each Instructor, once the questions change the averages would have little meaning.

Preparing your Databases for the Web:

Turn on and configure WEB COMPANION.

If the solution is not open, double click the file evalScore.fp5. Hold down the Shift key if on a Windows PC or the Option key if on a Macintosh...and keep it held down when you double click on the file. This will prompt the program to give you a password field. Enter the admin password "topdog" or whatever you change it to. This will open the solution with ADMIN level access.

evalScores.fp5 should be the only file you open up. The other databases will automatically open if you open evalScores.fp5 first.

Under the Filemaker Pro menus, select Edit:Preferences:Application and select "Plugins" (this is different depending on what version of Filemaker Pro you are working with..it will either be in a drop down menu or a tab). Make sure the Web Companion check box is checked. (You should not have to go beyond this step and into the configuration areas if the values there have not been changed from their defaults).

Share your database. This has already been set as it is unique to the database not the application. If you want to check it then do the following: while in each database in the solution select "sharing" under the file menu. In the sharing dialogue box make sure web companion is checked.

[You must make sure the Evaluation Solution is open and the previous steps have been followed before continuing].....

Using the Filemaker Interfaces

You can use the Filemaker Pro interface by using the solution directly from the computer that is hosting the solution. DO NOT open the solution over the network through file sharing.

If you are going to rely heavily on the web interface for more then 10 hits per day, it is best to have a copy of FILEMAKER UNLIMITED on the computer that will be hosting the solution so more than 10 IP addresses can access the solution over a 24 hour period.

The Evaluation Databases in the solution must be kept open for the solution to function and the web interface to work. It would be helpful to keep an alias/or shortcut in your startup folder to automatically launch whenever you boot up your computer.

[SECURITY] Personalize your help desk solution

NOTE - Do NOT change the password: "dontdelete", "eval" or "teach" (if you do change the password: eval or teach, you need to also change them in the html format files of your web pages, where it is used in a conditional statement and change it in many of the script validations within Filemaker Pro).

You will want to change the Administrator password. The solution is sent to you with the highest admin password set to: "topdog". To change this password you must do the following for each database in the solution. To switch between databases, just select each one at a time under the

Filemaker “Window” menu and do the following for each database:

- (1) Select file menu:access privilege: define passwords choice.
- (2) Select the password “topdog” so it is highlighted.
- (3) The password you select will then appear in an editable text area at the bottom of the window.
- (4) Change the password by typing in your choice for the admin password.
- (5) As an example, change the password “topdog” to “admin99”.
- (6) After you change the password click on the CHANGE button. ...then click on the DONE button.
- (7) Anytime you change a password you are asked to enter the highest level password...at this point you type in the password you just changed “topdog” to.
- (8) The “topdog” password is in every DB of the solution so if you change it in one database you must change it in all of the Databases.
- (9) Repeat these steps for the remaining three databases.

WRITE YOUR NEW PASSWORDS DOWN IN A SAFE PLACE. Give your users the “eval” password in order to give an evaluation over the web. I have included the password “eval” on the opening web screen...so I have taken care of this for you for the Users. For your instructors...give them the password “teach”. As the administrator you will use the password “topdog” or whatever you have changed it to.

(Remember do not change the passwords: “eval”, “teach” or “dontdelete” in any of the databases)

The solution will automatically open up with the “dontdelete” password used. This password is a lower level password and will prevent the solution from being changed by others who open it up over your network. If you wish to edit the solution or use the preference features of the solution through the Filemaker Interface you need to hold down your “option” key on a Macintosh or hold down the “shift” key on Windows PC when you double click to open the solution. It is best to not access the Filemaker Interface on the computer/server you are keeping the solution.

RATHER....open a copy of Filemaker Pro 5 or above on any other computer with network or Internet access to your solution. Use the HOST button after choosing the File: Open command in FilemakerPro. You should never try to open a shared filemaker pro database through file sharing or a network drive....ALWAYS use the HOST button that Filemaker Pro has. When you click on HOST you will be given a “open dialogue box”, where you should click on “Specify Host” ...then enter the IP address or domain name of the computer where your solution is housed and open. Then click OK and you should see a list of the hosted and shared databases on that computer. Double click on the database in the list called: eval_Score.fp5 while holding down your “shift” key on a PC or “option” key on a Macintosh. This will prompt the database to give you a password dialogue box (bypassing any automatic password opening of the solution). You can then enter your top level password (topdog) if not changed yet, and you will have a copy of the database open to you and fully functional on your computer screen. [NOTE: the Computer/Server where the original databases reside is the one where web page guests will connect to.] Remember, you can do most everything on the web...from anywhere a browser and Internet access is available.

Give the following address to your users: <http://yourcompdomainorIP/pdeval> or create a link on your Schools Web Page, etc....

("youcompdomainorIP" is your computers internet address.)

You, (the Admin), the Users, (people filling out an evaluation), and your Instructors all use this URL to access the database. When anyone clicks on the "Enter Evaluation" Button which appears on the default page they will be prompted with a password dialogue. Tell them to use the password you have given them. Users use the password, "eval". Instructors use the password, "teach", and the ADMIN uses the password "topdog", or whatever you have changed it to.

[NOTE: The browser password dialogue asks for both a Username: and Password: You only have to enter the password in the password field. You can leave the Username field blank. I tell users to fill both fields with the password...otherwise they forget and then ask what they should put in the Username field. You can put anything, including nothing in the Username field and it has no effect.]

How to Use the Web Interface:

Using the Web Admin Section: (these instructions are for the Administrator only!)

- * Go to another computer (where the solution does not reside) and launch a web browser.
- * Enter the URL: <http://yourcompdomainorIP/pdeval>
- * Click the "Enter Evaluation" button
- * Enter your password "topdog" in the password field, unless you have changed it, and click "OK"
- * You will now see the following five buttons: "Search Evals" - "Questions/Title" - "Event/ClassNames" - "Edit Instructor" - "Create Instructor".

(1) Click on "Search Evals" to view completed Evaluations:

Select a Class, Date, and/or Workshop to limit the number of evaluations to view. Click on "Find All" to see all evaluations. NOTE: The two sortby drop down menus are very helpful in sorting the information you will see. Use the first one to sort by Class, Date or Instructor. THEN..use the next sort drop down menu to Make your sort order ASCENDING or DESCENDING.

(2) Click on "Search Archive Evals" to view completed Evaluations of Deleted Instructors:

The layouts in this Archive DB are the same as the regular database. When you delete an instructor, all their evaluations are archived in the eval_archive.fp5 database. This button lets you search and view these evaluations. (Evaluations you have archived (using the Filemaker Pro Questions "Archive Button"), after changing evaluation questions are not placed in this database and are not available to view over the web.

(3) Click on "Questions/Title" to view and set up the questions/comments your users will be asked to rate when they take an evaluation (This area also lets you set your Web Title and Sub Title):

Click inside any of the fields to change any of that field's contents. (Note: Question 9 is the instruction for the one Text Area your evaluation form has....This is the one area your user can type in an answer or comment)

Make sure to click the "Edit Record" button at the bottom of the page to make the changes to the database. All Eight questions must be filled in!

(Note: Changing the questions does not change the questions in evaluations already taken and

recorded in the database. Just remember that when you change any questions then everyone who takes an evaluation from that point forward will see the new questions on the web evaluation form, until you make another change. Make sure the questions align with a 5 choice answer of Great, Good, Fair, Poor or N/A.)

(4) Click on “Event/ClassNames” to enter the names of your Classes/Events that will be evaluated: Just click inside the Event field and edit the existing Event Names or add new ones. Do not worry about their order.....they will be alphabetized when users see them on the web. You do need to place only one Event per line and then enter a return to move down to the next line. Your last Event entry should not have a return after it. Make sure to click the “Edit Event” button if you make any changes!

(NOTE: If you remove an Event, you will not have access to it in your evaluation search window, but you can still find an evaluation for that Event by searching by Date, Instructor or All.)

(5) Click on “Edit Instructor” to edit the names or passwords of your instructors:

After clicking this button you will be given a list of all current instructors. You click on an instructors name to go to the edit/detail of that instructor. On the Edit Page, you can edit either the name or password of the Instructor. Make sure to click the “Edit Instructor” button if you make any changes! The database will then search all the evaluations in eval_Scores.fp5 and change the name and password that is stamped on each of their evaluations and then make the change in eval_instruct.fp5 database.

If you want to delete this Instructor (they will no longer be giving classes/workshops) you press the “Delete Instructor” button. This will take all of their evaluations and move them to the eval_archive.fp5 database and then delete them from the eval_instruct.fp5 database.

(6) Click on “Create Instructor” to edit the names or passwords of your instructors:

After clicking this button you will be taken to a web layout to create instructors. Enter a FULL NAME (both first name and last name) in the first field. Enter a password (no spaces) in the next field. (Important: The password is used by the instructor to find their evaluations.) You will need to give this password to your instructor. (NOTE: Not sharing these passwords gives the instructors some privacy in not letting others see their evaluations.)

Using the Web Instructor Section (these instructions are for the Instructors only!)

* Go to any computer with Internet access (if your evaluation solution is on the Internet) or go to a computer with access to your Intranet (if your evaluation solution is limited to your Intranet) and launch a web browser.

* Enter the URL: <http://yourcompdomainorIP/pdeval>

* Click the “Enter Evaluation” button

* Enter your password “teach” in the password field and click “OK”

* Click the next button “View Evaluations”

* You will now see the Search Evaluation Form.

* Fill in the password field with your Teacher Password.

* NOTE: The two sortby drop down menus are very helpful in sorting the information you will see. Use the first one to sort by Class, Date or Instructor. THEN..use the next sort drop down menu to Make your sort order ASCENDING or DESCENDING.

* After selecting your sorts and sort order click on “View Evals”.

* You will be taken to a screen that dispalys a list of all your evaluations sorted by fields and order

your specified. Hit the back button to change your choices, if you don't like the sort or order.

- * Click on the date of any evaluation you wish to see the detail of.
- * After looking at the detail of an evaluation you can press the back button of your browser to quickly return to the list of evaluations you found.
- * You can print out any of the screens you are looking at. If a list screen has more records than are showing it will have a Next button to bring up another list of records.

Using the Web User (evaluation) Section (these instructions are for anyone who will be filling out an evaluation!)

- * Go to any computer with Internet access (if your evaluation solution is on the Internet) or go to a computer with access to your Intranet (if your evaluation solution is limited to your Intranet) and launch a web browser.
- * Enter the URL: `http://yourcompdomainorIP/pdeval`
- * Click the "Enter Evaluation" button
- * Enter your password "eval" in the password field and click "OK"
- * You will now see the Evaluation Form.
- * All fields are required except for the Text area at the bottom
- * Select the Instructor/Speaker from the first drop down menu
- * Select the Class or Title from the second drop down menu
- * Rate each of the eight comments by selecting radio button for each
- * Optional: Fill in the text area
- * **CLICK** the "Submit" button at the bottom when done.

Using the Filemaker Pro interface

You need to have the admin password to use this interface. Unless you need to change the admin password, you should open the Filemaker Pro Interface from another computer with access to the computer housing the solution. You also need a copy of Filemaker Pro on this computer. The only proper way to open the Filemaker Pro solution is through the HOST button if you are on another computer using Filemaker Pro. (The host button is inside the Filemaker Open Dialogue box (File:Open)). If you do not see the eval_score.fp5 database then Click on Specify Host and enter the IP address of the computer which houses the evaluation solution. When you see the file eval_score.fp5, double click on it while keeping the "Shift Key" held down if using a Windows PC or the "Option Key" if using a Macintosh. Enter the Admin password when the password dialogue box appears.

The Filemaker Screens are self explanatory, especially after you have used or read about the Web Interface.

Enjoy!

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This solution is EDU-WARE. It can be used for free by teachers, staff, or administrators of educational institutions. The solution is completely open. You are given all master passwords and may change the system to your liking. The only thing we ask is that you send us an opensource version of the system with documented changes of any updates you make with permission to update the product on our download page.

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