



# ONLINE FACULTY PERFORMANCE EVALUATION

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# USER MANUAL FOR STUDENT

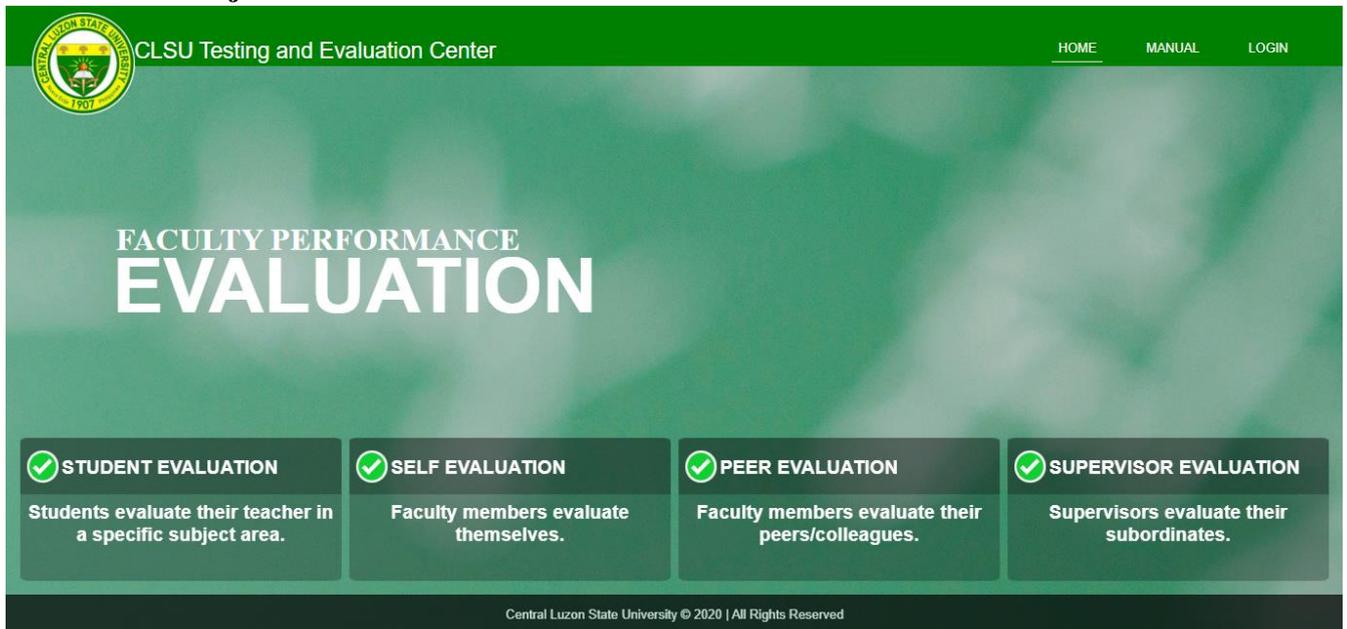
CLSU TESTING AND EVALUATION CENTER

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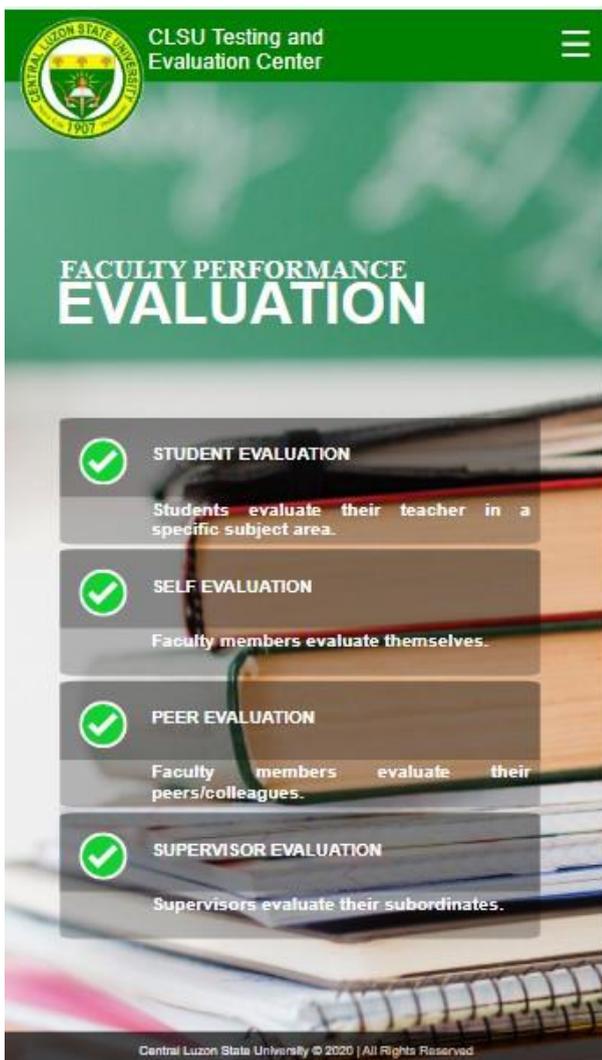
*"MAHALAGA ANG INYONG TINIG UPANG HIGIT NA MAPAHUSAY ANG KALIDAD  
NG AMING PAGLILINGKOD"*

# How to use the system

The system can be accessed on the PC browser or Phone browser. The system User Interface will adjust base on the device screen size.



## PC VIEW

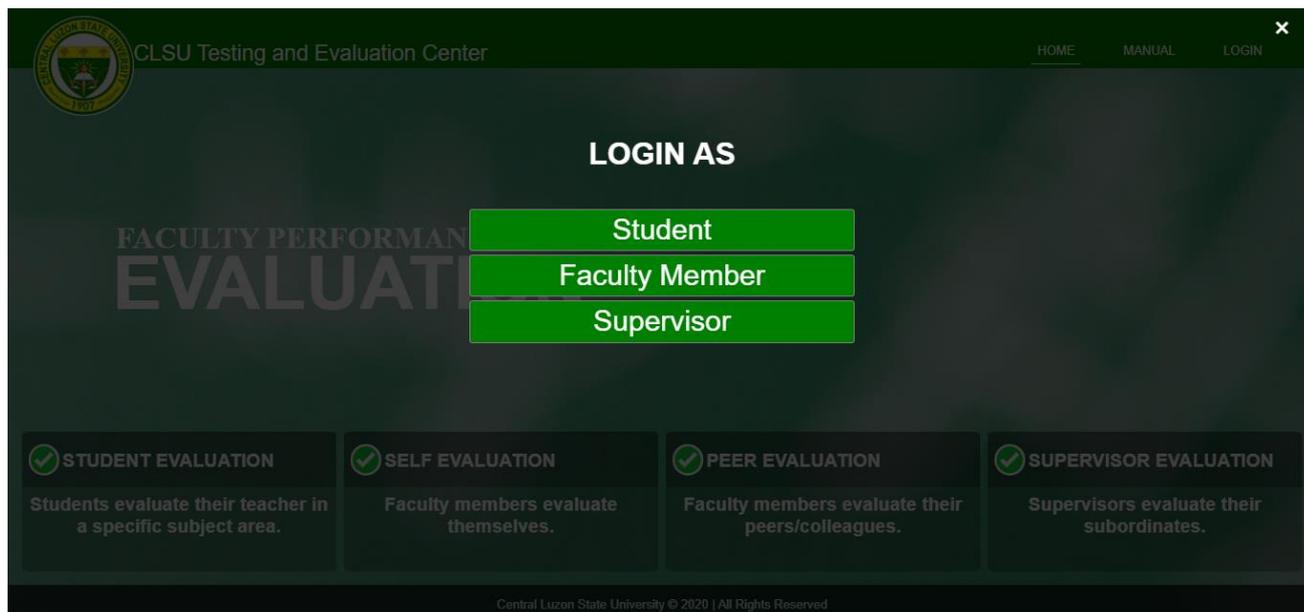


## PHONE VIEW

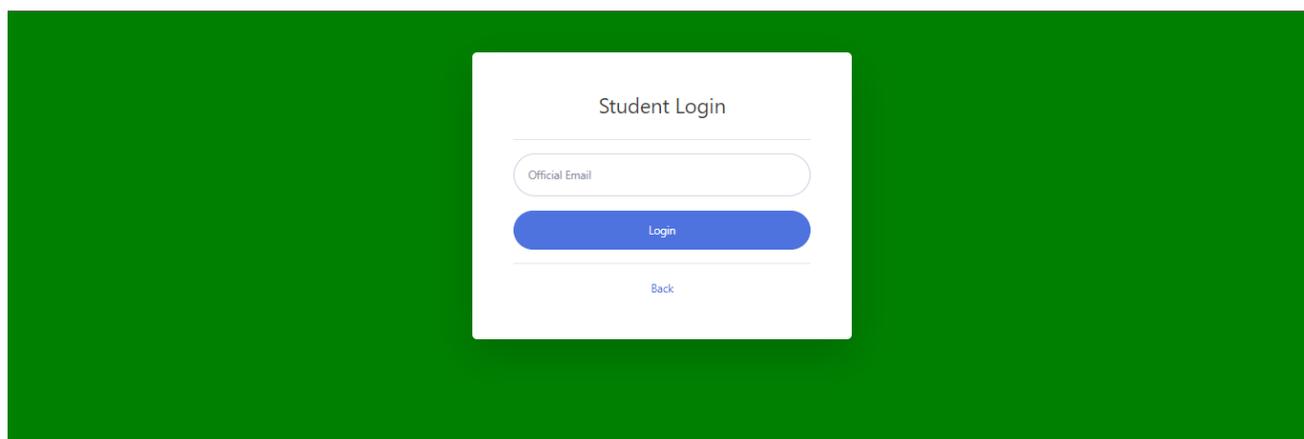
**Step 1.** Open a browser (Google Chrome, Mozilla Firefox, Microsoft Edge among others) and open the link: [ctec.clsu2.edu.ph/evaluation](http://ctec.clsu2.edu.ph/evaluation)

**Step 2.** Once you access the link, click the **LOGIN** button on the upper right corner of the main page, or on Phone view, click , then click Login.

**Step 3.** On **LOGIN AS**, choose and click **Student**.

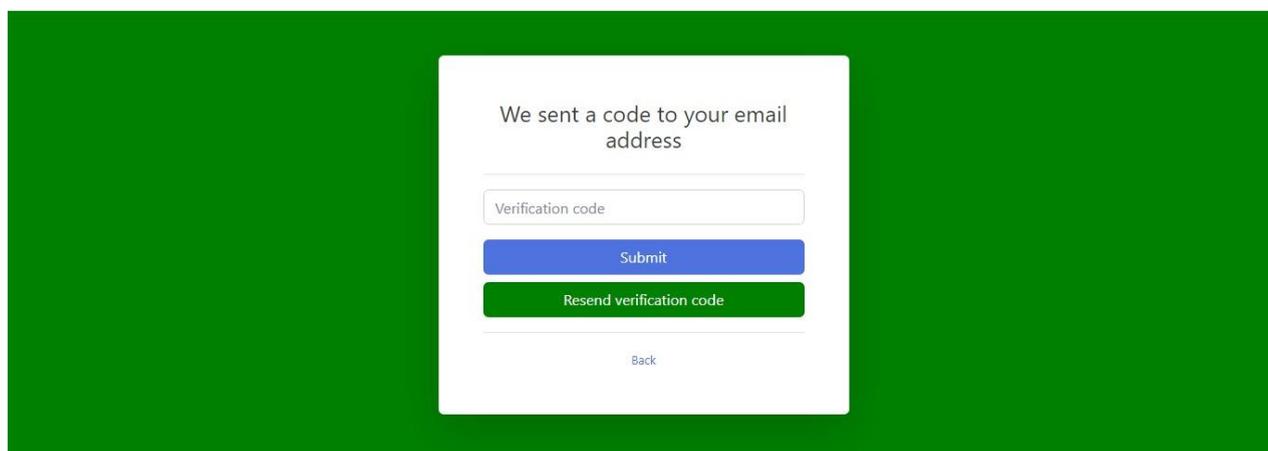


**Step 4.** Enter your official email address, then click **Login**.



**The system will send a verification code to your email address.**

**Step 5.** Enter the verification code and click **Submit**. If the email verification code was not received, click the **Resend verification code** button.



Input Personal Information

ID-Number

First Name      MI      Last Name

Phone

Sex

College

ex. BSIT

Password

Confirm password

Submit

Cancel

**If it is your first time logging in, you need to fill out the information form first.**

**Step 6.** Enter your password, then click **Submit**.

Enter Password

Password

Submit

Forgot password

Back

In the student dashboard, you will see a table where the following buttons are indicated: **Subject**, **Schedule**, **Faculty members** who handle the subject, and the **Evaluate** button.

**Step 7.** Click the **Evaluate** button to begin.

Second Semester SY 2020-2021
Juan S. Dela Cruz

Below are the subjects and faculty members that you need to evaluate. Click the Evaluate button to start.

Subject	Teacher	
ENGLISH 12	Faculty 1	Evaluate
Personality Development	Faculty 2	Evaluate
CHEM 9	Faculty 3	Evaluate
IT	Faculty 4	Evaluate

*STUDENT DASHBOARD*

**Step 8.** Click the scale provide in each number (5 – Outstanding; 4 – Very Satisfactory; 3 –Satisfactory; 2 – Fair; 1 – Needs Improvement).

**Step 9.** Click the Next button to proceed.

25%

Faculty Name: Sample Faculty 1 [Back](#)

### Faculty Performance Evaluation

**Direction:**  
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

PART A - COMMITMENT	OUTSTANDING 5	VERY SATISFACTORY 4	SATISFACTORY 3	FAIR 2	NEEDS IMPROVEMENT 1
1. Recognizes student's strengths and weaknesses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Shows concern in student as persons.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Integrates his/her learning objectives with students' objectives in a collaborative process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Participates in collaborative efforts to address students' or class problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Makes himself/herself available for consultation even beyond official time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Shows sensitivity to individual student's needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Provides supplemental resources to facilitate the teaching-learning process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Displays continuous enthusiasm in the acquisition of knowledge and skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[→ Next](#)

*EVALUATION FORM FOR STUDENTS' RATINGS (PART A – COMMITMENT)*

50%

Faculty Name: Sample Faculty 1 [Back](#)

### Faculty Performance Evaluation

**Direction:**  
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

PART B - KNOWLEDGE OF THE SUBJECT MATTER	OUTSTANDING 5	VERY SATISFACTORY 4	SATISFACTORY 3	FAIR 2	NEEDS IMPROVEMENT 1
1. Explains the lesson by citing examples and situations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Presents the lesson clearly and in an organized manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Explains the subject matter with depth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Relates the subject matter to previous topics and to other related topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Integrates the topics discussed in the lesson.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Cites current or up-to-date information on the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Integrates current and relevant developments to supplement information in textbooks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Raises problems and issue relevant to the topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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*EVALUATIONFORM FOR STUDENTS' RATINGS  
(PART B – KNOWLEDGE OF THE SUBJECT MATTER)*

Faculty Name: Sample Faculty 1

[Back](#)**Faculty Performance Evaluation****Direction:**

This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

PART C - TEACHING FOR INDEPENDENT LEARNING	OUTSTANDING 5	VERY SATISFACTORY 4	SATISFACTORY 3	FAIR 2	NEEDS IMPROVEMENT 1
1. Allow students to apply concepts learned to demonstrate understanding of the lesson.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Creates teaching strategies that allow students to practice using the concepts they need to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Provides exercises which develop creative and critical thinking among students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Enhances students' self-esteem through proper recognition of their abilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Motivates students to do their best.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Accomplishes the objectives of the course through the lesson.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Promotes self-reliance and self-discipline among students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Allows students to make their own decisions and be accountable for their performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*EVALUATION FORM FOR STUDENTS' RATINGS (PART C  
– TEACHING FOR INDEPENDENT LEARNING)*

Faculty Name: Sample Faculty 1

[Back](#)**Faculty Performance Evaluation****Direction:**

This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

PART D - MANAGEMENT OF LEARNING	OUTSTANDING 5	VERY SATISFACTORY 4	SATISFACTORY 3	FAIR 2	NEEDS IMPROVEMENT 1
1. Explains the syllabus at the beginning of the term.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Provides opportunities for extensive participation of students in the teaching learning process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Assumes roles as facilitator, resource, coach, inquisitor, integrator and referee in drawing or encouraging students to contribute to knowledge and understanding of the concepts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Monitors student's learning regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Designs and implements learning conditions and experiences that promotes healthy exchange of ideas and/or confrontation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Summarizes major points in lessons and discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Adopts other teaching methods if student's performances are below satisfactory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Stimulates student's desire and interest to learn more about the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS AND SUGGESTIONS

*EVALUATION FORM FOR STUDENTS' RATINGS  
(PART D – MANAGEMENT OF LEARNING)*

**Step 10.** Appearing in the part-D page of the evaluation form, click the **Submit** button to complete and finish the evaluation.

# Manage Account

In the sidebar navigation, click **Manage Account** to update your personal information.

Second Semester SY 2020-2021 Juan A. Dela Cruz

### Account Information

Juan	A	Dela Cruz
2020-2021	cteevaluationdivision@clsu2.edu.ph	09088902832

College  
COLLEGE OF ENGINEERING

BSIT

Change Password

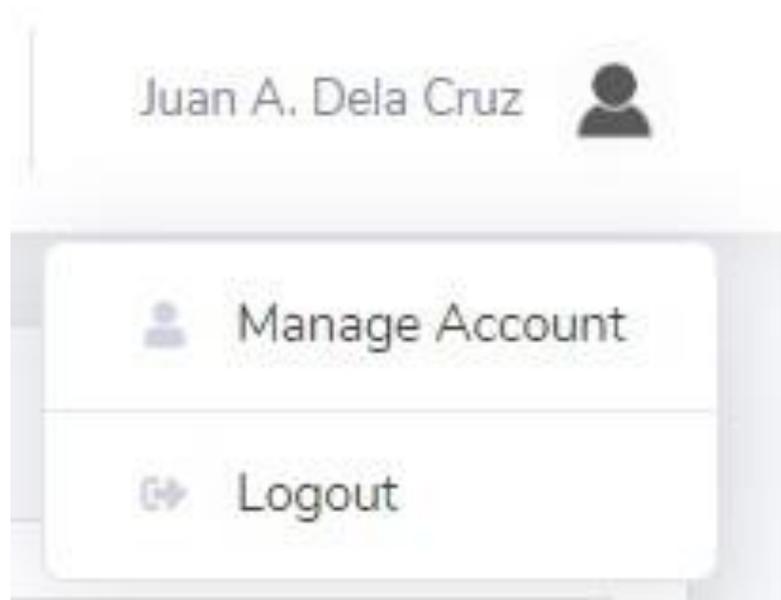
Password

Confirm password

[Update](#)

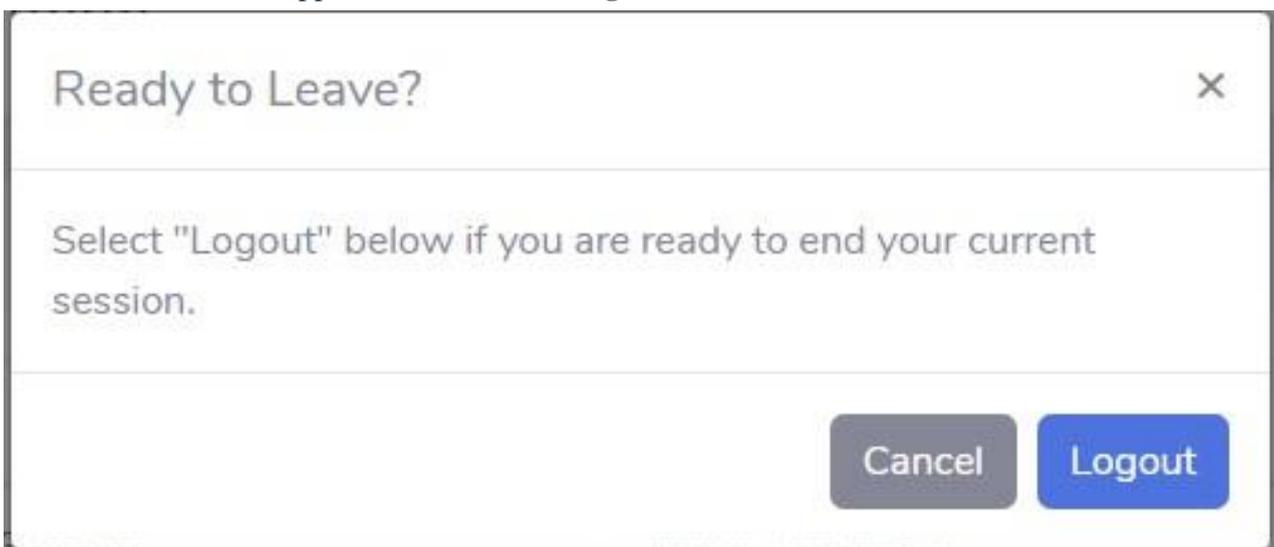
# Exiting the system

**Option 1.** Click the **person icon** from the upper right corner of the dashboard page.



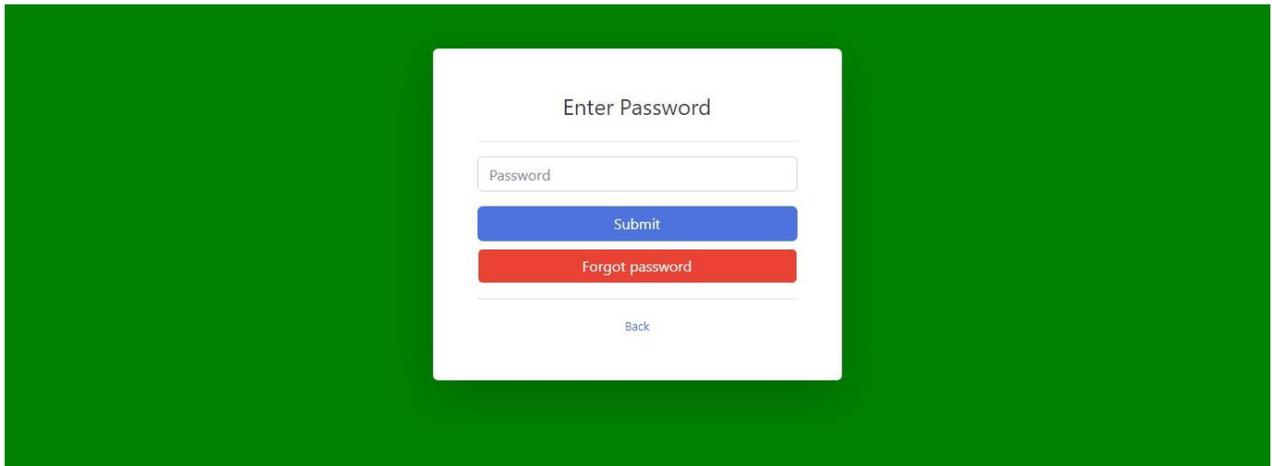
**Option 2** Click the **Logout** button from the sidebar.

A small window will appear, then click the **Logout** button.



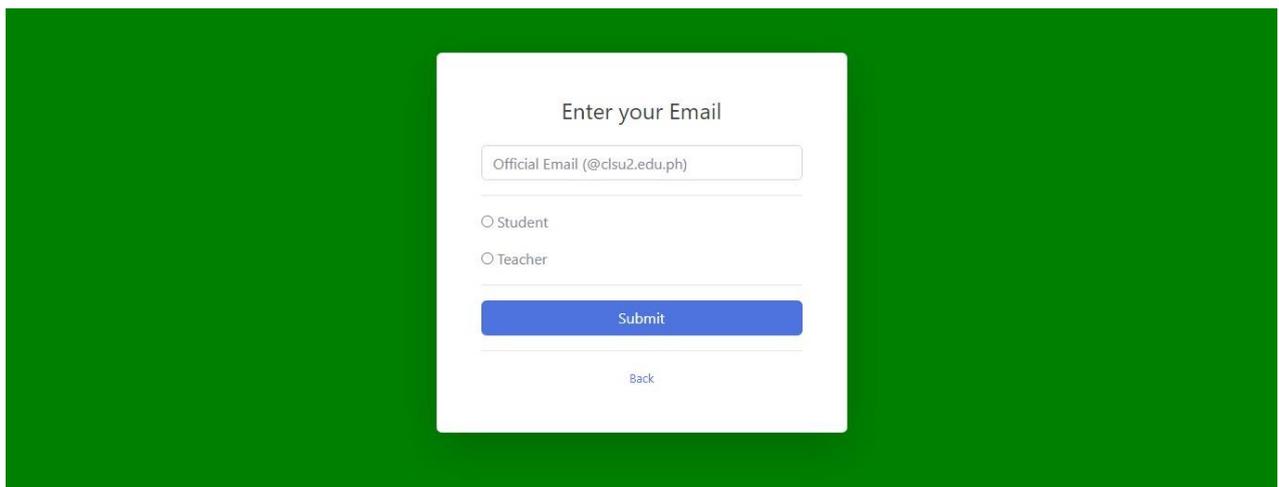
# Forgot password

**Step 1.** Go to [ctec.clsu2.edu.ph/evaluation/retrieve](http://ctec.clsu2.edu.ph/evaluation/retrieve), or on login interface in the page where you have to enter your password, click the button **Forgot password**.



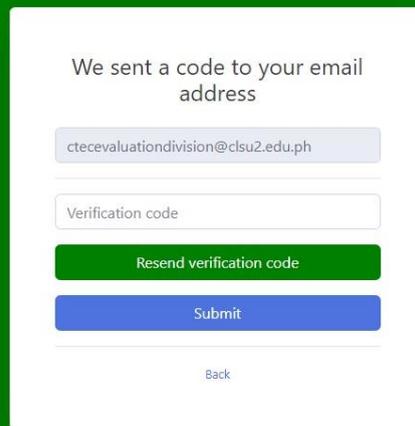
The screenshot shows a white form titled "Enter Password" centered on a green background. The form contains a text input field labeled "Password", a blue "Submit" button, a red "Forgot password" button, and a "Back" link at the bottom.

**Step 2.** Enter your email and pick your designation, click **Submit** button.



The screenshot shows a white form titled "Enter your Email" centered on a green background. The form contains a text input field labeled "Official Email (@clsu2.edu.ph)", two radio button options: "Student" and "Teacher", a blue "Submit" button, and a "Back" link at the bottom.

**Step 3.** Enter the verification code that will send to your email, click Submit button.



We sent a code to your email address

cteevaluationdivision@clsu2.edu.ph

Verification code

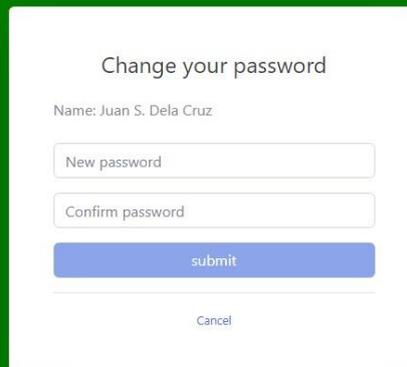
Resend verification code

Submit

Back

This screenshot shows a verification screen with a white background on a green background. It features a title, an email address in a light blue box, a text input field for the verification code, a green button for resending the code, a blue button for submitting, and a 'Back' link at the bottom.

**Step 4.** Enter your new password, click **submit** button.



Change your password

Name: Juan S. Dela Cruz

New password

Confirm password

submit

Cancel

This screenshot shows a 'Change your password' screen with a white background on a green background. It includes a title, the user's name, two text input fields for 'New password' and 'Confirm password', a blue 'submit' button, and a 'Cancel' link at the bottom.