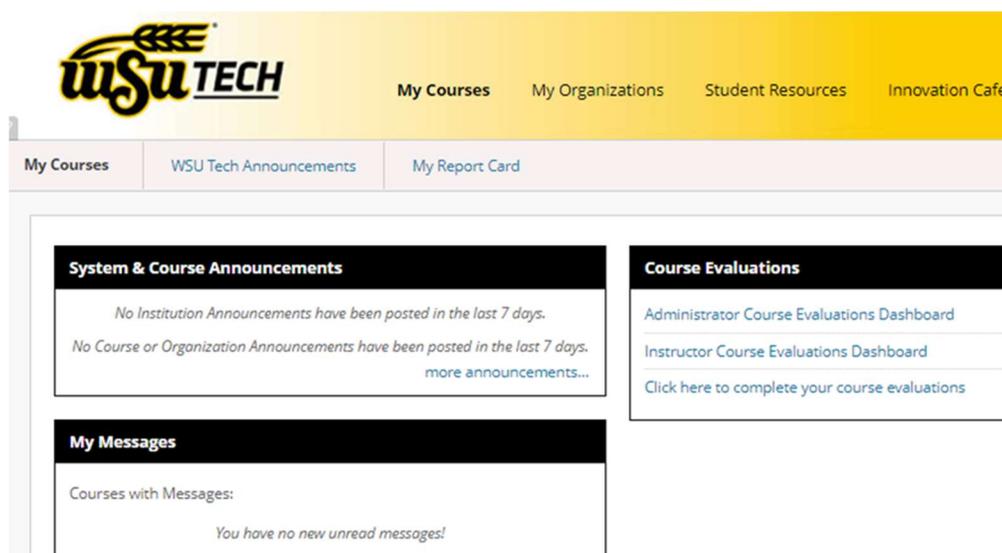


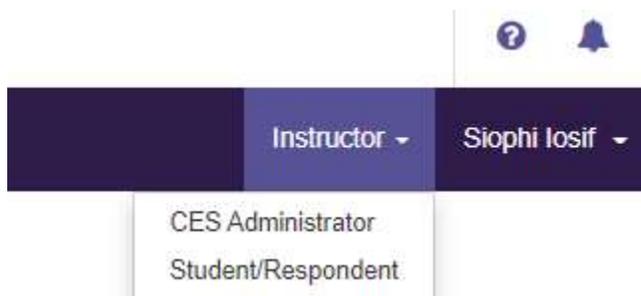
Course Evaluation Instructions

Leads & Deans

1. Log in to Blackboard to access your course evaluation dashboard. Select the **Administrator Course Evaluations Dashboard** link under Course Evaluations Course Evaluations on the right under My Messages.

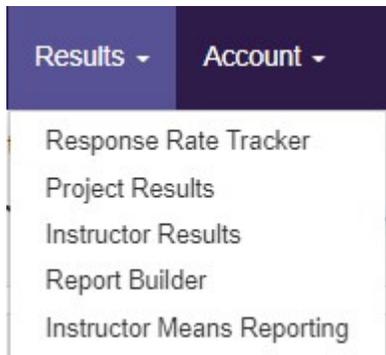


2. If you are in the Instructor Dashboard, you can toggle to the Administrator Dashboard by selecting the Instructor, then CES Administrator in the upper right-hand corner of the screen.



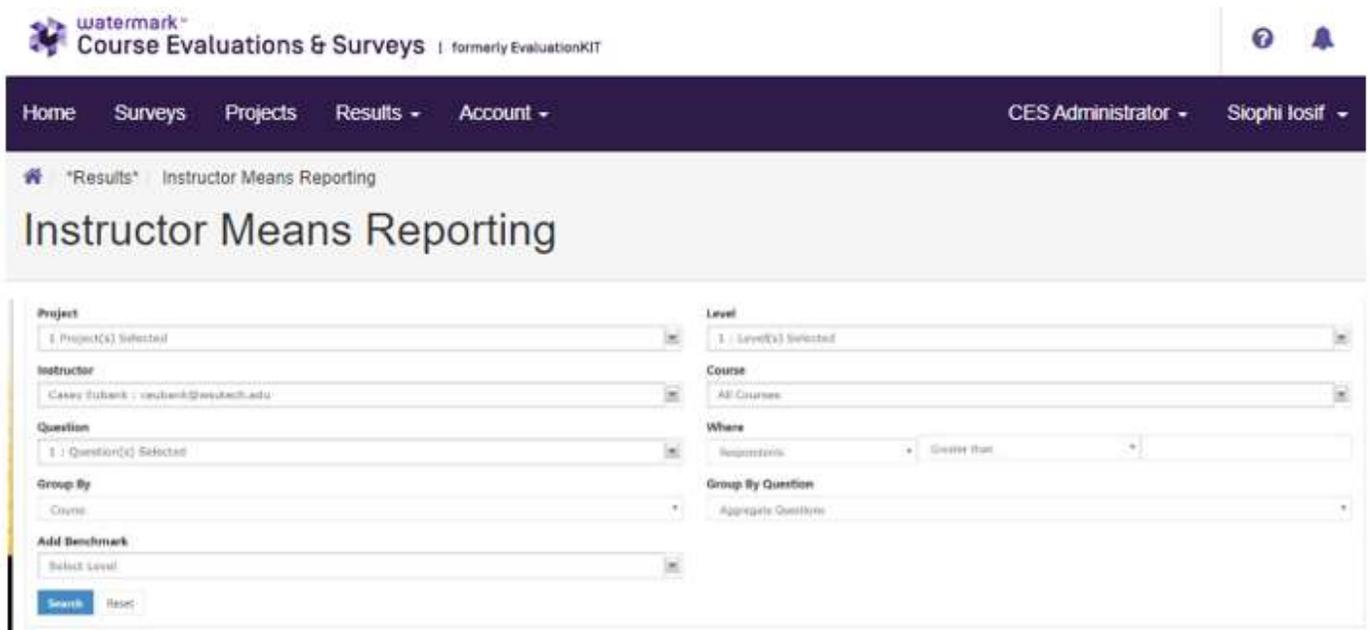
3. In Results, the same options shown in the Instructor Dashboard are also available here.
 - a. The only difference is that the options in the Administrator Dashboard allow you to view results for the courses and instructors in your assigned hierarchy.
 - b. Hierarchies are organized by division and department and course. For example: the Dean of Manufacturing would have access to results for all of the manufacturing courses and instructors in that division, while a Lead faculty for machining would only have access to view results for machining courses and instructors. If a Lead oversees a course in a department, but not all courses in that department, they would see only that course and the instructors teaching it. For example the Lead Faculty for Anatomy & Physiology would see only the Anatomy & Physiology courses, and not all Biology courses in the department.
 - c. If you would like assistance with viewing results via hierarchies, please contact ITAS at itas@wsutech.edu and we will be happy to assist you.

4. Leads and Deans have an additional option called Instructor Means Reporting



Instructor Means Reporting

This option allows administrators to view the aggregated mean score for a specific course and/or instructor for select questions. This report may be generated within one semester, or multiple semesters.



1. Select the project(s) from the project drop down menu.
2. Filter by **Hierarchy Level**, **Instructor**, or **Course**.
3. Select **Survey Questions**.

Note: These questions must share the same weighting scale.

4. Group By:
 - a. **Course:** Display data for each course section within the project(s).
 - b. **Instructor:** Display data for each instructor within the project(s). Will aggregate course data for instructors who taught more than one course section.
 - c. **Instructor / Project:** Display data for each instructor within the project(s) while separating results by project. Will aggregate course data for instructors who taught more than one course section within each project.
 - d. **Hierarchy Level:** Display aggregated data for the account hierarchy level.

- Choose to **Aggregate Questions** or **Show Questions Individually** (Creates an Excel file - See sample below).
- Create threshold where **Respondents/Average** is greater than, equal to, or less than a specified number (i.e. Respondents Greater Than or Equal to 5).
 - Add a **Benchmark** from a level in your hierarchy.

Note: Only available when one (1) project is selected.

- Select **Search**
- Results** will display below the search criteria - unless **Show Questions Individually** is selected, in which case an Excel file will be generated.

Export PDF Export Excel

Results		Respondents	Enrollments	Response Rate	Average	1 ... 4
Instructor	Course					
Casey Eubank	EVALKIT-TEST: Example Evaluation Course	4	5	80.00%	3.75	
Total 1		Records per page 25		Page 1 of 1		

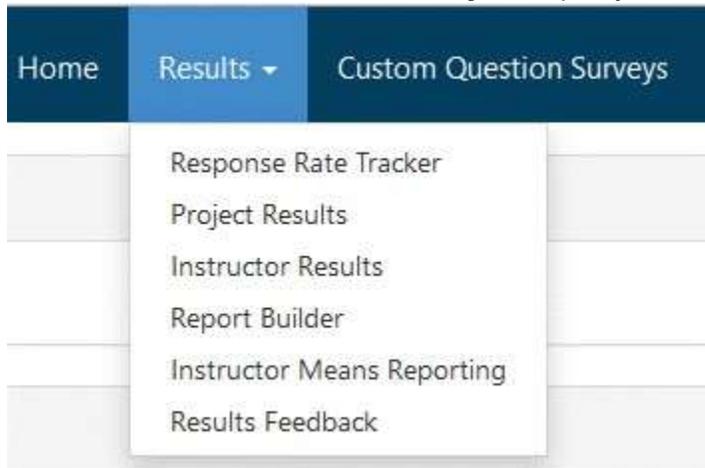
- You can export this report to an Excel or PDF report.

****THE FOLLOWING IS ONLY AVAILABLE TO DEANS & ACADEMIC COORDINATORS**

Custom Question Surveys

Deans and Academic Coordinators also have the ability to add custom question surveys. This option allows you to edit and add questions to an existing survey for courses within your hierarchy.

- Select the **Custom Questions Surveys** at top of your screen.



- Select the **Edit icon** next to the survey you want to edit.
- To **edit an existing question** – select the Edit icon to the right of the question.
- To **create a new question** – select the Select Question Type at the bottom of the page.