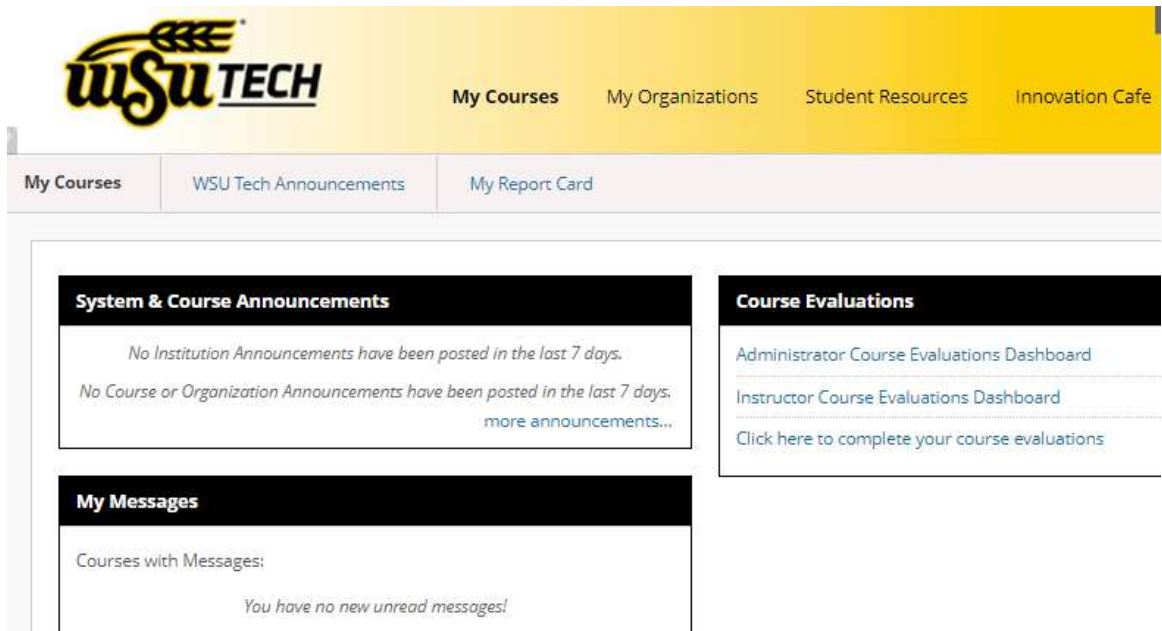


# Course Evaluation Instructions

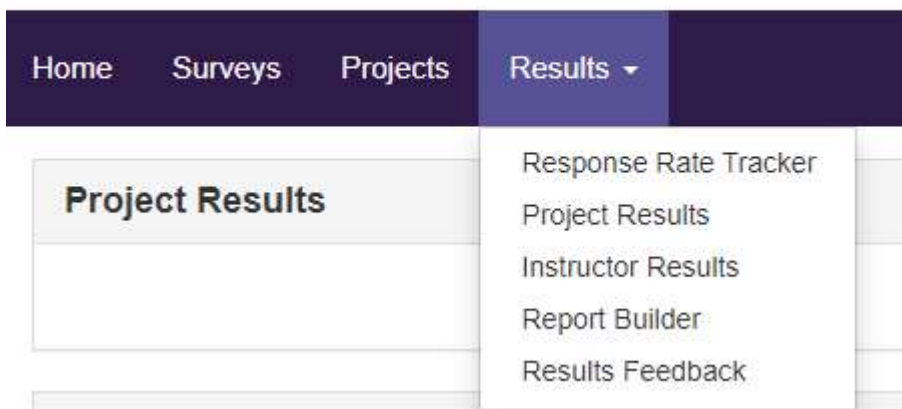
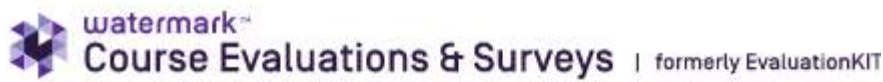
## Faculty

1. Log in to Blackboard to access your course evaluation dashboard. Select the Instructor Course Evaluations Dashboard link on the right in Course Evaluations.



The screenshot shows the Blackboard interface for WSU Tech. At the top, there is a yellow navigation bar with the WSU Tech logo and links for My Courses, My Organizations, Student Resources, and Innovation Cafe. Below this is a secondary navigation bar with links for My Courses, WSU Tech Announcements, and My Report Card. The main content area is divided into three sections: System & Course Announcements, My Messages, and Course Evaluations. The System & Course Announcements section contains two messages stating that no announcements have been posted in the last 7 days. The My Messages section shows that there are no new unread messages. The Course Evaluations section contains three links: Administrator Course Evaluations Dashboard, Instructor Course Evaluations Dashboard, and Click here to complete your course evaluations.

2. Under Results you have five options to select



The screenshot shows the Watermark Course Evaluations & Surveys interface. At the top, there is a dark blue navigation bar with links for Home, Surveys, Projects, and Results. The Results link is highlighted with a dropdown arrow. Below the navigation bar, there is a section titled "Project Results" with a dropdown menu open. The dropdown menu contains five options: Response Rate Tracker, Project Results, Instructor Results, Report Builder, and Results Feedback.

## Results Option #1: Response Rate Tracker

This option allows you to view results of evaluations in real time, including the number of respondents out of total enrollments and student response rate percentage.

- A. The Dashboard view provides an overview of response rates for all courses that semester. By default, a semester in-progress will show automatically. If you do not see any response rates, the evaluation time frame may have already ended. If so, select Ended in the Status dropdown and then select the Search button. Under Project, select the title of the project (Course Evaluations- Fall Term 202010) to view your response rates for each course you taught for that semester

The screenshot shows the 'Project Response Rates' dashboard. At the top, there is a navigation bar with 'Home', 'Surveys', 'Projects', and 'Results'. The user is logged in as 'Siophi Iosif'. The main heading is 'Project Response Rates' with a 'Search By Project' link. Below this is a search form with fields for 'Name', 'Status' (set to 'Ended'), 'Where', 'Between', and 'And'. A 'Search' button and a 'Reset' button are present. The results are displayed in a table with the following data:

Project	Start	End	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Test Project	2/22/2022 12:00 AM	7/22/2022 1:24 PM	1	1	100%	0	0%	1	100%	<a href="#">Download</a>
Total 1			Records per page: 50		Page 1 of 1					

## B. Individual Course Response Rates

The screenshot shows the 'Course Response Rates' dashboard. At the top, there is a navigation bar with 'Home', 'Surveys', 'Projects', and 'Results'. The user is logged in as 'Siophi Iosif'. The main heading is 'Course Response Rates' with a 'Test Project' link. Below this is a search form with fields for 'Course Code', 'Course Title', and 'Course Unique ID'. A 'Search' button is present. The results are displayed in a table with the following data:

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
	Course-Test	Course 101	202220-Course101	Siophi Iosif	1	1	100%	0	0%	1	100%	
Total 1			Records per page: 50		Page 1 of 1							

## Results Option #2: Project Results (Reports)

This option allows you to view the reports for each course you taught for that semester. Under Project, select the title of the project (Course Evaluations- Fall Term 202010) to see your courses.

**Project Results** View results for courses and instructors

Page Settings

Q Search Projects

Name  Where  Between  And

Project Results

Name	Project End Date	Results Start	Results End	View
Test Course and Students 9.18.19	9/20/2019	9/20/2019	10/4/2019	

Total 1 Records per page 25 Page 1 of 1

Select the icon under Report to view the types of reports you can generate.

**Project Results** Test Course and Students 9.18.19

Course Code	Title	Unique ID	Report
EVALKIT-TEST	Example Evaluation Course	EVALKIT-TEST	

Total 1 Records per page 1000

- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Raw Data
- Feedback

- A. Detailed Report – PDF results of evaluations, including questions and responses, weight, frequency, percent, percent responses, means, standard deviation, median, and benchmarks.




**Wichita State University Campus of Applied Sciences and Technology**  
**Test Course and Students 9.18.19**

**Course:** EVALKIT-TEST: Example Evaluation Course  
**Instructor:** Casey Eubank \*, Krystal Iseminger  
**Response Rate:** 4/5 (80.00%)

1 - The course assignments adequately reflected the goals of the course.						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Strongly Agree	(5)	2	50.00%			4.50
Agree	(4)	2	50.00%			
Neutral	(3)	0	0.00%			
Disagree	(2)	0	0.00%			
Strongly Disagree	(1)	0	0.00%			
Not Applicable	(0)	0	0.00%			
Response Rate				Mean	STD	Median
4/5 (80.00%)				4.50	0.58	4.50

2 - The course materials were presented in a logical manner.						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Strongly Agree	(5)	2	50.00%			3.75
Agree	(4)	0	0.00%			
Neutral	(3)	1	25.00%			
Disagree	(2)	1	25.00%			
Strongly Disagree	(1)	0	0.00%			
Response Rate				Mean		
4/5 (80.00%)				3.75	1.50	4.00

- B. Detailed Report with Comments – PDF with comments included at the end with detailed report results.

25 - The class met as scheduled.						
Casey Eubank						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
All of the time	(5)	1	25.00%			4.25
Most of the time	(4)	3	75.00%			
Some of the Time	(3)	0	0.00%			
Very little of the time	(2)	0	0.00%			
None of the time	(1)	0	0.00%			
Not Applicable	(0)	0	0.00%			
Response Rate				Mean	STD	Median
4/5 (80.00%)				4.25	0.50	4.00

26 - What was the most positive part of your experience in the course?	
Response Rate	4/5 (80%)
<ul style="list-style-type: none"> <li>• Be specific here--we cannot improve if we don't get feedback!!</li> <li>• Learning new skills.</li> <li>• Group work</li> <li>• N/A</li> </ul>	

27 - What can the instructor do to improve?	
Casey Eubank	
Response Rate	3/5 (60%)
<ul style="list-style-type: none"> <li>• This is the most important place to give positive feedback! Just putting "I didn't like it!" doesn't help us improve!</li> <li>• Explain concepts clearly.</li> <li>• Lecture less</li> </ul>	

28 - Please place any additional comments in the box below.	
Response Rate	3/5 (60%)
<ul style="list-style-type: none"> <li>• The information you put here can be praise or constructive criticism. If you have thoughts on what could specifically be changed, please include them!</li> <li>• Give more time to ask questions.Oh ok I see what you</li> <li>• Give less homework</li> </ul>	

- C. Short Report – PDF results of evaluation in a condensed form. Includes question, frequency, percent, means, standard deviation and median.
- D. Short Report with Comments – PDF of comments included with short report results.
- E. Raw Data - Excel file containing data about user responses, including timestamps and course information.

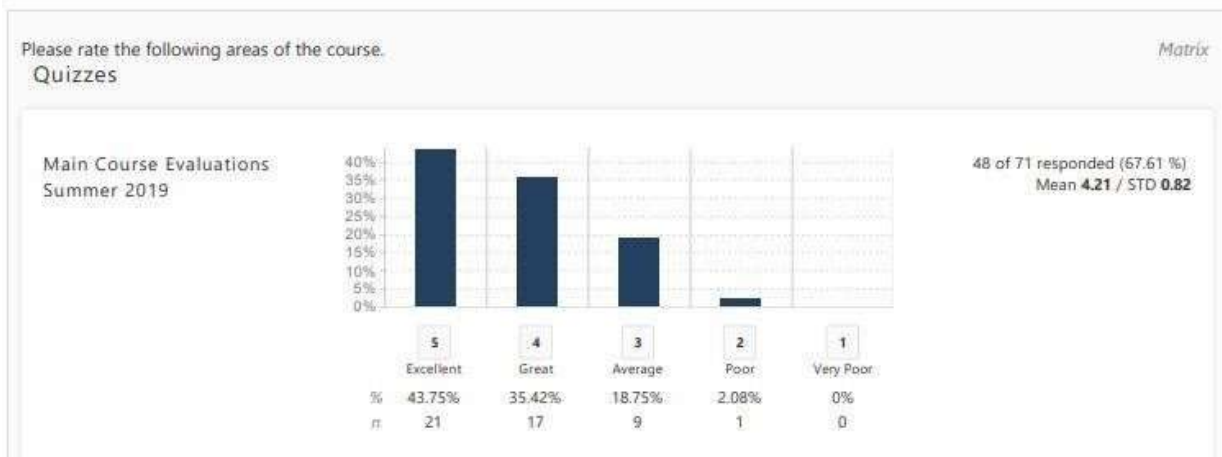
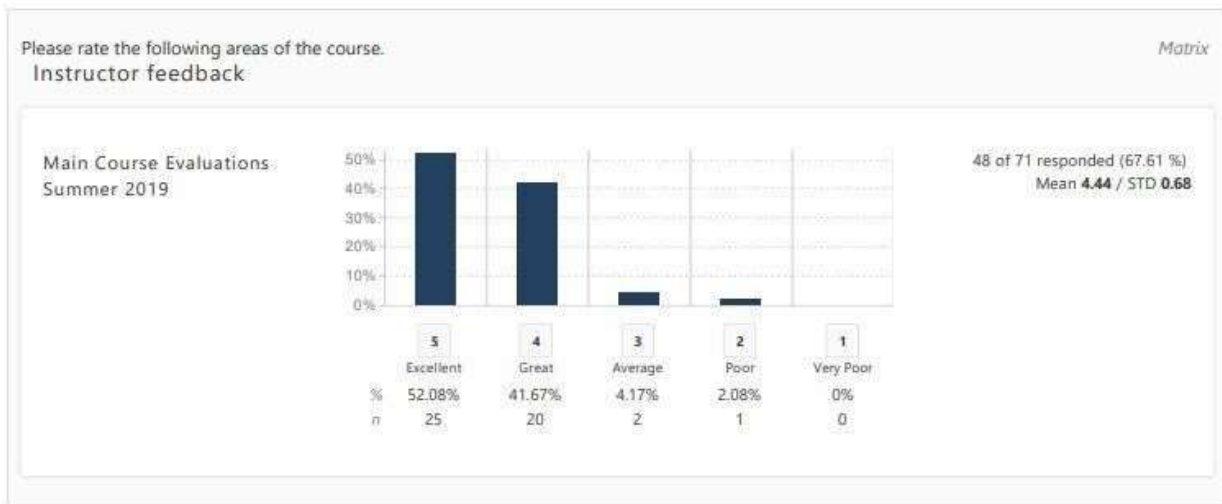
### Results Option #3: Instructor Results

This option is similar to project results but allows you to view reports for courses over multiple semesters.

### Results Option #4: Report Builder

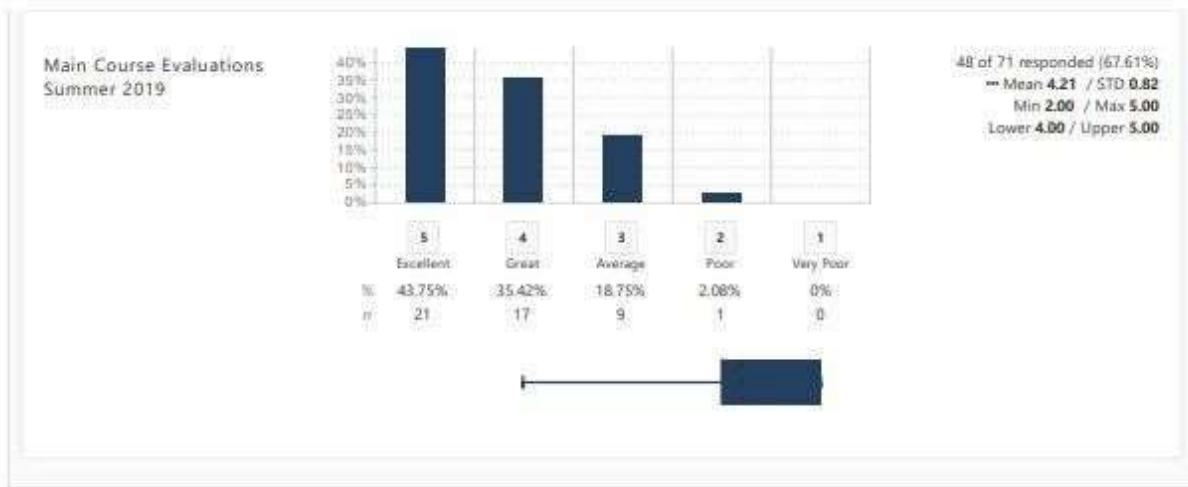
Allows for customization, saving and sharing of reports to other Course Evaluations users and to others through inputting their email addresses. An example of why you would use this option is if you taught multiple courses that semester and wanted to create a granular report that compiles selected results from all your courses into a single report.

(Example of customized report in "Chart" view)



(Example of customized report in "All" view)

Course Evaluation Project - Report  
Projects: 1, Questions: 11, Grouping: Project  
8/23/2019 12:47 PM



## Results Option #5: Feedback

Shows list of feedback comments from an administrator to instructor and an option to add comments and to reply.

Results Results Feedback

Q Search

Project Course Code Course Title Course Unique ID

test

New Only

Search

Export to PDF

Results Feedback

Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply
<span>New</span> Krystal Iseminger	kiseminger@wsutech.edu	9/24/2019 9:59 AM	Test Course and Students 9.18.19	EvalKit-Test	EVALKIT-TEST	Example Evaluation Course	Krystal Iseminger	This is where you can add your notes on the results.	Reply

Total 1

Records per page 100

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