

Quick Guide for CoursEval

The purpose of this guide is to provide an easy-to-use reference document for accessing CoursEval and generating and understanding the reports that are available.

Background

Course Evaluations are conducted each term for every course offered in the Carl H. Lindner College of Business. These assessments provide a formal mechanism of feedback from students to the instructor. Course evaluation data are currently used in multiple ways including for annual performance reviews, RPT portfolios, teaching awards and other forms of recognition.

General Process:

- The CoursEval system is made available to students for their input at the end of each term. Student assessment data is typically collected beginning the Thursday evening of the second to last week of the term until the Sunday preceding Exam Week.
- During the evaluation period, instructors are sent a link that allows them to monitor participation so they may encourage overall participation in this important student assessment process.
- The CoursEval system is set up to automatically generate an email to the instructor when the data reports are ready to be viewed. These reports are released to faculty the day after final grades for the term are due.

Accessing your Course Evaluation Data

Your CoursEval reports can be accessed in any one of three ways:

1. A direct link will be provided in an email sent to each faculty member when new data is available.
2. Opening a browser and going directly to evaluation.uc.edu.
3. A link within BlackBoard that you may find in the **Tools** section on your My UC page. See the CoursEval link on the left hand side of the screen below under the Tools bar.

All links take faculty to a Central Login Service screen where faculty would input their 6+2 username and password.



CoursEval is Now Using Central Login!
Provide your Central Login username and password below.

Forgot your password?
Use [Password Self Service](#)
or call 513-556-HELP(4357)

[Login Help](#)

Username:
Password:

Log In

Issues logging in? Please contact your campus help desk.

Creating a Report in CoursEval

The CoursEval system allows the instructor to access both current and historical course evaluation data. After the user logs into the system, the Home Page Reports screen is displayed. You can choose to view a report, view all reports or preview a survey. You can also see the number and percentage of students who have responded to your survey. Note that the student participation data is available during the period that students are being surveyed. During that period, you will not be able to open the reports, but you will see real time participation data.

You can select which type of report you wish to view by clicking the 'Reports' option at the top of the screen. From the top menu select **Reports** and choose **Evaluation Reports**.

The screenshot shows a filter bar for 'Evaluation Reports'. It contains four dropdown menus: 'Survey Type' (set to 'Standard'), 'Survey Year' (set to '2009'), 'Survey Period' (set to '09W'), and 'Survey Status' (set to 'Show All'). Each of these four dropdowns is circled in red. To the right of these is a 'Survey:' dropdown set to 'Show All'.

This screen above demonstrates how the user may select the time period for the evaluations she/he would like to view. By selecting the various drop-down boxes, the instructor can see data for a specific year, term and department. The department may vary for some individuals if they teach in multiple areas. **It's also important to note a class must have at least one student evaluation for the summary report to appear on the report list.** It is recommended that the user set Department to "Show All" and Survey to "Show All" to ensure that all courses taught during a particular year and term are displayed.

Once the user has identified the available evaluations for a period, one or more of these reports can be selected to view.

- Click on the box(es) in the "Include" for those evaluations of interest and then select "View Report."
 - A separate window will pop-up with this data.
 - The window will initially be blank. Population of this window may take a bit of time especially if it is retrieving a large amount of data.
- A user may also modify the standard report by selecting "Options." The "Options" menu allows the user to limit the output and/or add graphs.

View Report Print			
Resp. Exp.	% Rec'd	Include [All] [None]	
6	83%	<input type="checkbox"/>	

View Report Print			
Resp. Exp.	% Rec'd	Include [All] [None]	
6	83%	<input checked="" type="checkbox"/>	

There are two basic types of Evaluation Report views: *Comparative* and *Individual*.

You can select the type of report you wish to view from the drop down list next to 'View.'

- **Comparative view:** presents an overview of the performance of all individuals evaluated for each course.
- **Individual view:** presents the performance of each person assessed in separate sections of the report.

Status	Course Number
Active	09WTEST 001

Status	Course Number	Zem
Active	09WTEST 001	Zem

Evaluation Report – More Detail

The default report view will provide numerical results obtained for your course. If you selected more than one course from the reports page, they will be displayed in sequence as you scroll down the page. The default reporting system provides comparative results for your course, other courses in your department and all of the courses included in the evaluation period. Basic statistics are provided for your use as well. You may print any of these reports by clicking the 'Print' option located on the Evaluation Reports page, or select File/Print from your browser window.

test nursing Survey 09W 2009											University of Cincinnati University of Cincinnati								
Course: 09WTEST 001 - Zemmer Test 1						Department: UCITTEST													
Instructor: Jonathan Zemmer						Resp. Rec'vd / Expected: 5 / 6													
29ANAH506						Zemmer, Jonathan								--- Comparisons ---					
						Responses					Individual					UCITTEST		All	
						[SA]	[A]	[N]	[D]	[SD]	Med.	Mode	S.D.	N	Mean	Mean	Pct	Mean	Pct
Q1	Examine the cultural, historical and contemporary contexts of complementary and alternative therapies.					3	2	0	0	0	5	5	.49	5	4.6	4.6	100	4.6	100
Q2	Analyze the psychoneuroimmunological underpinnings of selected integrative therapies.					1	2	1	1	0	4	4	1.02	5	3.6	3.6	100	3.6	100

Detailed Results

The Detailed Results screen focuses on individual performance. This screen displays the faculty list for the year, term and survey selected in the drop-down menus.

To view the results for a different set of surveys, change the selections from the drop-down menus and allow the screen to refresh.

Note: For a course taught by more than one instructor, the CoursEval system will only generate a report for the Primary Instructor of record in Universis. Contact Robin Brinkman or Shannon Funk if an additional survey is needed

Understanding your Report

The CoursEval output shows your student feedback for all questions in the survey. It also includes detailed open-ended responses from your students. The box below shows the typical data reported for each question in the survey. Since the report format is the same for each question in the survey, only one data set is explained below.

2011 11A College of Business - 10 week Survey (For all courses spanning a 10 week period) 11A 2011															University of Cincinnati University of Cincinnati						
Course:		22-YourDepartment-CrsNumber										Department:		Your Department							
Responsible Faculty:		Your Name										# Responses:		45							
08A questions questions														--- Comparisons ---							
		Responses							Individual							Dept		All			
		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	Med.	Mode	Low	High	S.D.	N	Mean	Mean	Pct	Mean	Pct	
Q15	Overall, this instructor was excellent:	0	1	0	0	0	8	13	23	8	8	2	8	1.09	45	7.2	7.1	63	6.5	67	
Number of Individuals / Survey Responses used for Comparisons:																		8 / 185		303 / 5,519	

The report above shows the results for Question 15, "Overall, this instructor was excellent." The first data section shows the number of responses by response category from all students that answered that question. The response categories range from Strongly Disagree [A] to Strongly Agree [H]. Thus, in the above example, 23 students "Strongly Agree" this instructor scored as "excellent."

The final section in this example provides Department and College comparison data. These sections show the Department and College means as well as the percentages of scores. The definition of each statistic is given in the chart below. Lastly, the number of courses and responses for the Department and the College data are shown in the red outlined box in the Comparison section.

The next section provides the statistics for the categorical data. The numerical conversions for the categories are as follows:

- [A] Strongly Disagree=1, [B] 2, [C] 3, [D] 4, [E] 5, [F] 6, [G] 7, [H] Strongly Agree=8.

Using this same example, the mean score for the instructor excellence question was **7.2**.

<u>Individual</u>	<u>Numbers from Report Above</u>	<u>Definition</u>
Med. (Median)	8	Midpoint of a distribution
Mode	8	Most frequently occurring score
Low	2	Lowest response category for the item
High	8	Highest response category for the item
S.D. (Standard Deviation)	1.09	Square root of the averaged square deviation from the mean
N	45	Number of Responses
Mean	7.2	Sum of scores divided by the number of scores (the average). This is the score that the College typically uses to evaluate instructors.
<u>Comparisons</u>		
Mean	7.1 (Dept)	Sum of scores divided by the number of scores (the average)
Pct.	63 (Dept)	Percentage of scores in its frequency distribution which are lower.

Individual/Detailed Results

The Detailed Results screen focuses on individual performance. This screen displays the faculty list for the year, term and survey selected in the drop-down menus.

To view the results for a different set of surveys, change the selections from the drop-down menus and allow the screen to refresh.

- Under the Individual Reports bar make sure that drop down menu **Year:** is set to the **current year**.
- Make sure that drop down menu **Term:** is set to the **correct term**.
- Make sure that **Survey** is set to a specific evaluation type, such as clinical, classroom or course specific. If you select one of these categories only the surveys from that specific category will be displayed.

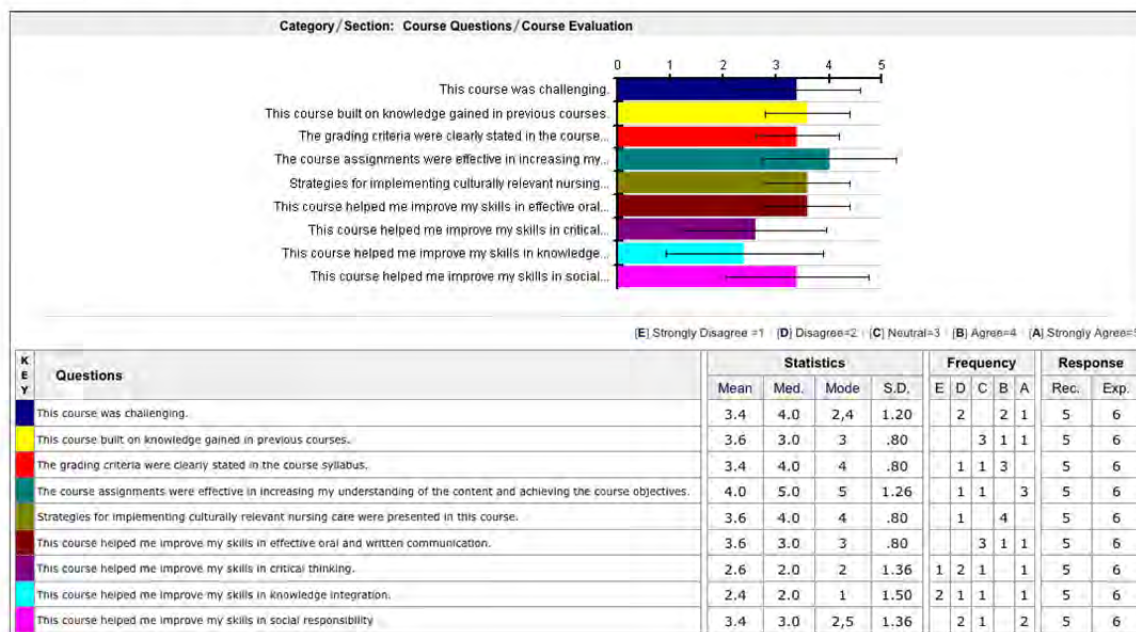
The screenshot shows the 'Individual Reports' header. Below it are three filter menus: 'Year' set to '2009', 'Term' set to '09W', and 'Survey' set to 'Classroom'. Each menu is circled in red.

To view either of these reports, click on the small graph button associated with the desired report.

Find anywhere in field

	Res	Overall Report
	5	

To “Print” your detailed report, select File/Print from the active browser window that is displaying the report.



Quick Tips

Below are a few suggestions regarding use of your feedback report?

- Create a separate folder on your computer to store reports for easy access during RPT.
- Cut and paste student testimonials from the CourseEval into a Word document that you can use in your annual performance review.
- Compare your scores to past evaluations to spot trends, opportunities and areas for improvement. Ask yourself: what one change could I make next time to see improvements in my evaluation scores?
- Need more ideas to enhance your teaching effectiveness? Consider resources at the Center for the Enhancement of Teaching at Learning (CET&L) at UC to provide with some fresh ideas for your course instruction.