INSTRUCTOR HELP GUIDE

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INSTRUCTOR HELP GUIDE

OVERVIEW

Welcome t█████████s an online survey application that's designed specifically for course evaluations, █████████s here to help you get the most out of your students' feedback.

No matter whether you are a tenured or tenure-track faculty member, an instructor, or lecturer, if you teach classes at your institution, then this Instructor Help Guide is for you! Here, you'll find basic instructions for navigating the █████████████████nstructor interface, as well as tips for optimizing your experience.

> **IMPORTANT**
>
> The examples shown throughout this Help Guide may differ from your specific█████████nstance due to the configuration options set by your institution. If you have questions about the availability of any of the reports or features covered in this Guide, please contact your school's Evaluation Administrator.

HELP TOOLS AND RESOURCES

In addition to this Instructor Help Guide, █████████ffers the following user resources:

VIDEO TUTORIALS

Check out our █████████████████for video tutorials that offer a quick overview of the █████████ interface:

- **Part 1 - Setting Up to Improve Your Courses:** Get to kno█████████d set your own custom options in the weeks or days before an evaluation per█
- **Part 2 - How to Get Great Response Rates:** Learn about tools to use during each evaluation period, such as status tracking and student engagement features.
- **Part 3 – Using Reports and Tools to Improve Your Courses:** Learn how to use reports and analytics tools to better understand results from completed evaluation cycles.

FAQS

When you're logged in to your█████████████account, look for the Help tab in the header menu. Simply click the FAQ option to see a list of responses to commonly-asked questions.

LIVE SUPPORT

Have a specific question? When you're logged in t█████████you can find contact information for your institution's designated support contact by navigating to the█████████nd selecting the Contact option.

LOGGING IN

The simplest way to acces ██████████ to look out for communications sent to your official institutional email. Your school's Evaluation Administrator will coordinate email campaigns with access links or login instructions that are specific to your institution. General instructions for accessing ██████████ are provided below:

LOGIN USING ██████████ DIRECT LOGIN PAGE

⚠️ Some institutions do not use direct login pages. If these steps do not work for you, please see ██████████ below, or contact your institution's Help Desk for assistance.

1. From the ██████████ at the top of the page:

   → SIGN IN

2. Next, enter your email address as prompted:

   ██████████ oute you to your school's login page based on your email. **TIP: bookmark your school's login page for easier future access.**

3. Enter your assigned login ID and password as prompted, then click the login button to proceed:

   Login

   Login ID:
   sample@college.edu

   Password:
   ●●●●●●●●●●●●

   Login Now

   I forgot my login ID / password.

LOGIN USING AN INTEGRATED PORTAL

⚠️ Integrated portal authentication is not supported at all institutions. Please see ████████████ ███████████████████ for an alternative access method, or contact your institution's Help Desk f███████████.

Your institution may offer single sign-on (SSO) access. If this is the case, you can sign in to your institutional web portal (or Learning Management System) and simply click a link to access ██████████. Login methods vary from one institution to the next, so please contact your school's Help Desk for more specific instructions.

RECOVER YOUR ACCOUNT

If you do not know yo████████████Login ID or Password, you may be able to recover them. Here's how:

1. From your school'███████████ogin page (see Steps 1-3 above), click the "I forgot my login ID / password" link:

2. Identify your role by clicking the radial button to the left of the "Instructor" option, then fill out the School Email and First and Last Name fields:

Tip: Use your official institutional email (ending in .edu).

3. Check your email account for a message fro ███████ e message will contain furthe █████

    instructions for resetting your login ID and/or password.

⚠️ Password recovery is not supported at all institutions. If this feature is not available to you, please contact your school's Help Desk for assistance.

TROUBLESHOOTING & SUPPORT

If you are unable to access you ███████ account, please contact your school's designated Evaluation Administrator or Help Desk. If you are unsure of who to contact at your institution, please reach out to ██████████████████ for assistance a ██████████

GETTING AROUND

NAVIGATING M███████NTER

Upon logging in to ████████ you'll see the ██████nter landing page. ████████enter functions as a hub where you can access tools and information about each of your classes, including results from previous evaluation periods.

① The ███████ displays across the top of the page, providing easy navigation around the ██████████e.

② ████████████████████████ provide timely updates and easy access to pertinent tools.
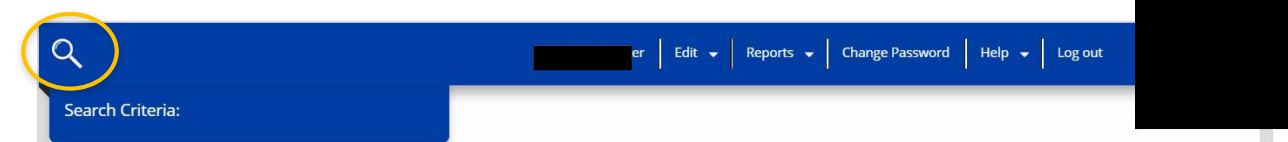
③ Th██████ section shows summary information for each of your courses. Class Tiles are separated into sections by ████████████ as indicated by the hea█████████en Surveys," "Future Courses").

HEADER MENU

The Header Menu displays across the top of every page on the ██████████ You can click on the tabs to open links to important tools and reports, as outlined below.

SEARCH

The magnifying glass icon will allow you to run keyword searches for help articles and other resources. Simply click the icon, and type your search terms in the header bar to run a keyword search for content related to your topic.
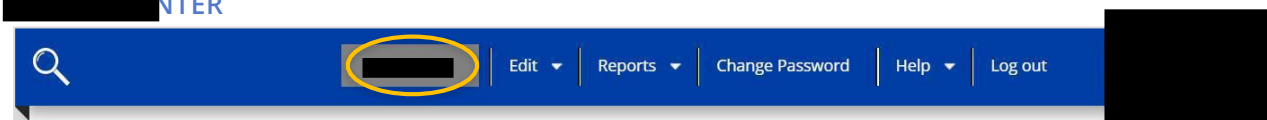
████████NTER

The **m██████nter** option will return you to your ██████████

LOG OUT

Clicking the **Log out** option will end your ██████████ session, and direct you to your institution's landing page. You'll need to enter your login and password if you wish to re-enter the ██████████
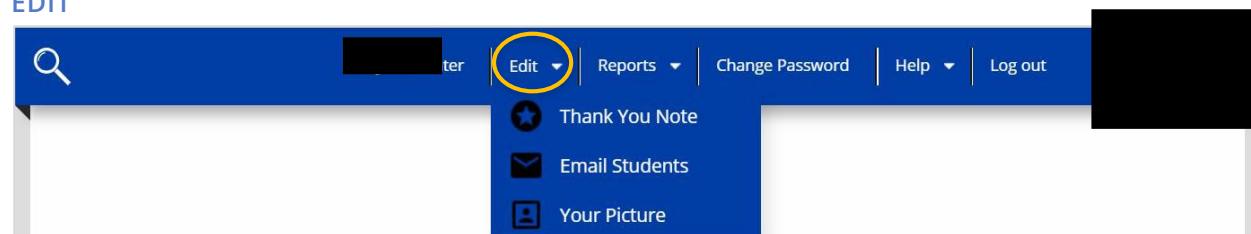
EDIT

The **Edit** tab provides access to optional tools that you can use to engage your students, including:
- **Thank You Note:** Choose this option to create a personalized message for students who complete your course evaluation surveys (see instructions next page).
- **Email Students:** Choose this option to set up automated reminders or send a one-off message to your students. See ██████████s for more detail.
- **Upload Picture:** Cho██████████ upload a profile picture to ██████████ Your picture will be displayed on survey forms for your classes (see instructions next page).

Creating a Thank You Message

████████ allows you to create a custom message that will display to students each time they complete the evaluation survey for your courses. Simply navigate to **Edit→ Thank You Note** in the header menu, then follow the on-screen instructions to type and save your message. You can return to this page anytime to edit or delete your Thank You Message.
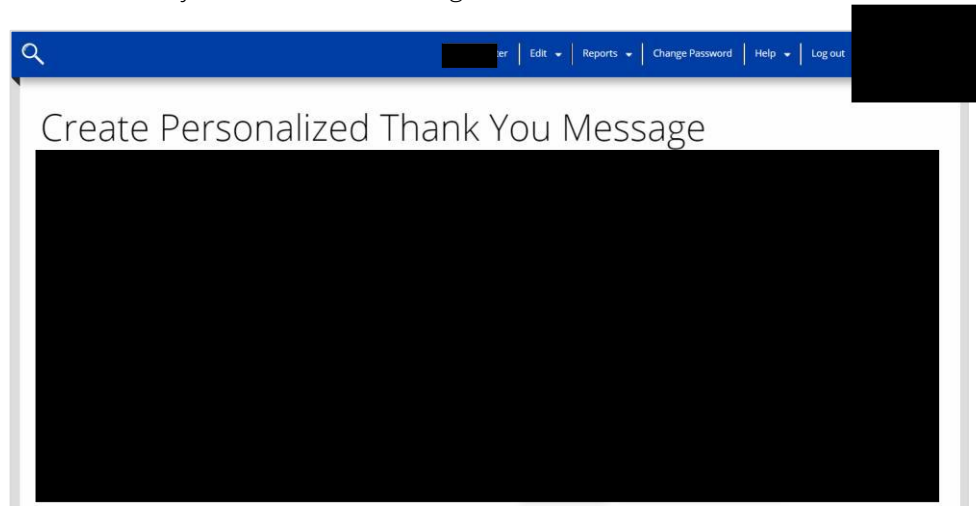
Uploading a Profile Picture

████████ allows you to provide a profile picture to be shown to students when they take their surveys. To do so, simply navigate to **Edit→Your Picture**, then follow the onscreen prompts as shown below:
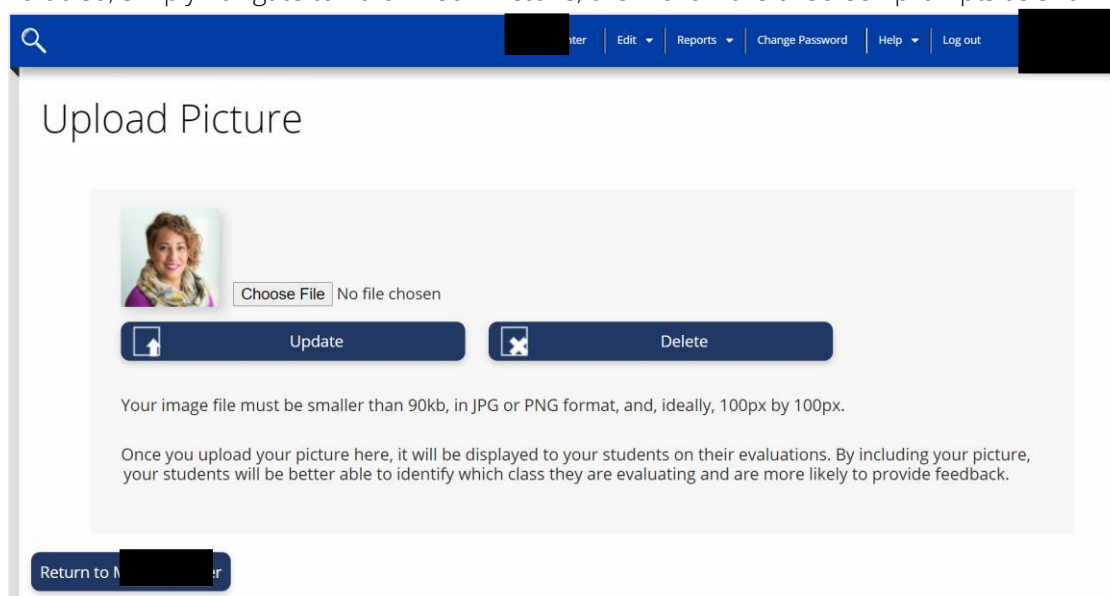
You can also return to this page at any time to delete a previously uploaded photo, or to upload a new image to replace a previous one.

REPORTS

The **Reports** tab provides quick access to various reports

- **Historical Reporting:** This option will take you to ▮▮▮▮▮▮▮▮▮▮▮▮ ou can pull reports that show your evaluation scores over multiple ye▮▮▮▮▮
- **Evaluation Previews:** Choose this option to navigate to ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ here you can look up full survey forms for your classes, and see them exactly as your students do.
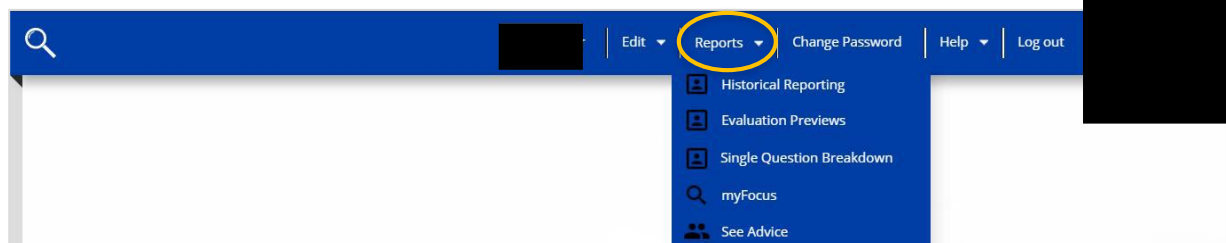- **Single Question Breakdown:** Choose this option to open the ▮▮▮▮▮▮▮▮▮▮▮ hich will allow you to pull detailed reports on individual survey question
- ▮▮▮▮▮: Choose this option to see your ▮▮▮▮▮▮ port, which provides a prioritized analysis of evaluation results. To learn more, see the ▮▮▮▮▮▮▮▮▮ this Guide.
- **See Advice:** Click to review curated advice b▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ice is supplied by other instructors at your institution. To learn ▮▮▮▮▮▮▮▮▮▮▮▮ove.

You can also access these and other reports by clicking on the ▮▮▮▮▮▮▮▮▮ own on your myEvalCenter Class Tiles.

CHANGE PASSWORD
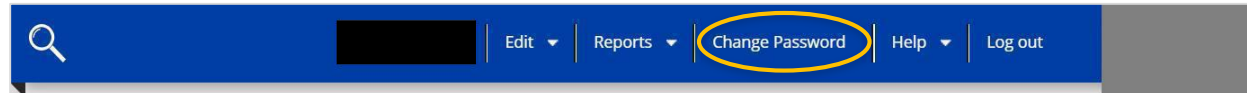
The **Change Password** option will allow you to define a new password for yo▮▮▮▮▮▮▮count. Please note that password complexity rules are typically determined by your institution, and may vary depending on whether your school has enabled ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
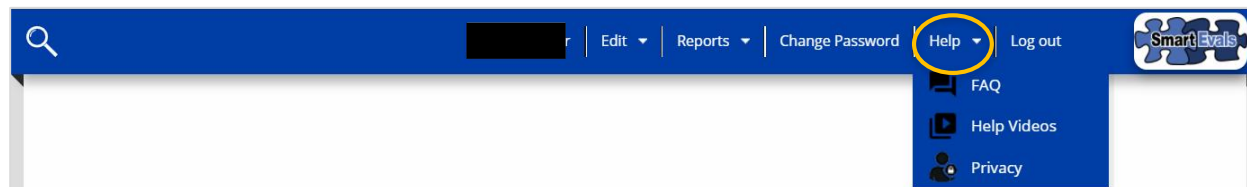
HELP

The **Help** tab includes optional tools that you can use to answer your questions and manage your account, including:

- **FAQ:** Click to see a list of common questions from othe ▮▮▮▮▮▮ users.
- **Help Videos:** Click for access to a comprehensive library of video tutorials on ▮▮▮▮▮▮ features, reports, and tips.
- **Privacy:** Choose this option to request removal of your personal descriptive data in compliance with GDPR standards.

DASHBOARD ICONS AND ANNOUNCEMENTS

On your ▮▮▮▮▮▮▮▮ page, you'll see a series of badges that provide evaluation status updates and links to additional information. ▮▮▮▮▮▮▮▮ tomatically updates the items shown with the most relevant and timely information based on evaluation status.

Here are some examples of common icons and announcements you may see:
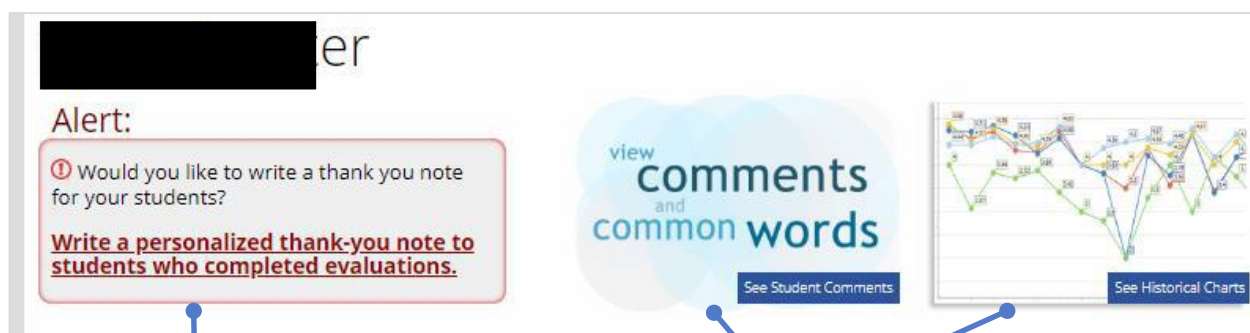
Alerts invite you to take advantage of engagement tools to motivate your students, such as ▮▮▮▮▮▮▮▮

Report quick-links help to introduce you to the many reports that ▮▮▮▮▮▮▮▮ ffers. Simply click the ▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ links to review the referenced reports.

The ▮▮▮▮▮ question badge sum ▮▮▮▮▮ tems that show the best opportunity for improvement based on your evaluation performance.

The gold standard badge indicates exceptional performance on evaluation items per your ▮▮▮▮▮ analysis.

The response rate chart shows the average response rate across all of your classes in real time.

CLASS TILES

The main body of your myEvalCenter screen consists of Class Tiles. ████████ presents each of your classes as a single Class Tile, as shown in the example below.
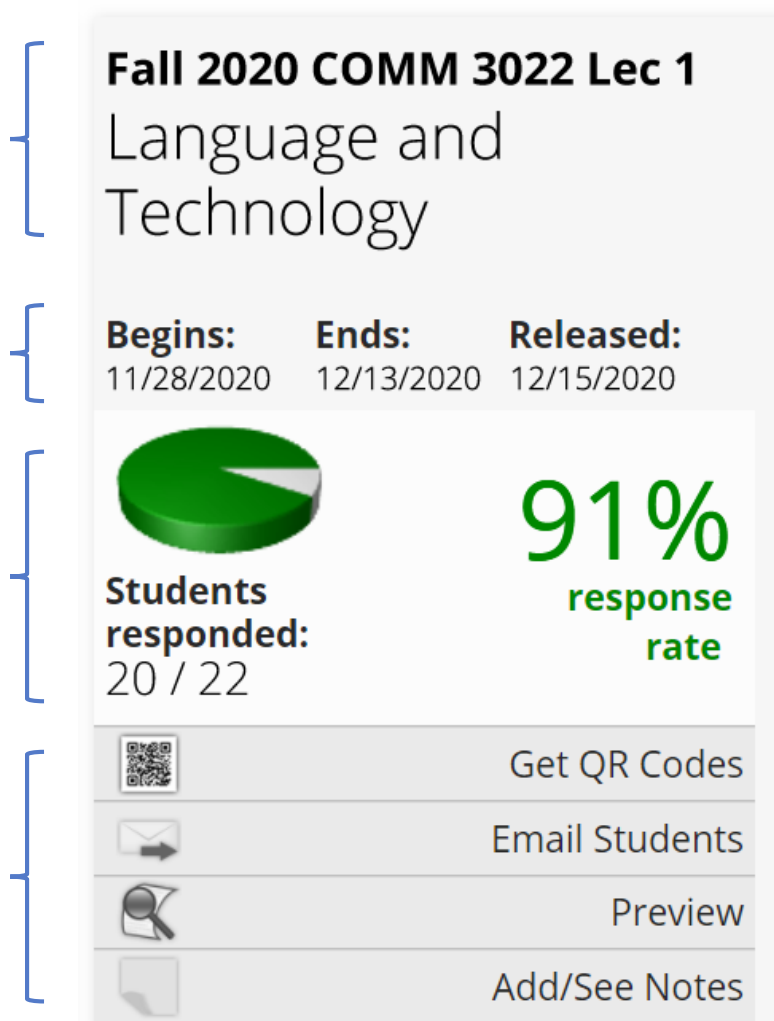
ANATOMY OF A CLASS TILE

Descriptive headers identify the Semester, Year, Department, Course Number, Class Section, and Course Name for each class.

Survey begin and end dates indicate the window when students can complete surveys, and the **release date** shows when your survey results will be available to you.

Response rate data indicates the number of respondents out of the total enrolled in the course, and the percent response rate, all updated in real time.

Tools and options. Click any button to open the indicated feature or option. Note that the options shown will vary depending upon the evaluation period status.

Fall 2020 COMM 3022 Lec 1
Language and Technology

| **Begins:** | **Ends:** | **Released:** |
| 11/28/2020 | 12/13/2020 | 12/15/2020 |

91% response rate

Students responded: 20 / 22

- Get QR Codes
- Email Students
- Preview
- Add/See Notes

EVALUATION STATUS

Class Tiles are grouped into sections based on evaluation status, including:

- **Open Surveys:** Classes under this status header have active evaluation surveys that are currently available to students for completion.
- **Future Surveys:** Classes under this status header have upcoming surveys that will soon be opened for student access. (See the "Begins" date on the Class Tile.)
- **Closed Surveys Waiting for Release:** This status indicates that the evaluation window for these classes has recently closed. Students are no longer able to respond to surveys for these classes, and results are scheduled for release soon. (See the "Released" date on the Class Tile.)
- **Results Ready for Viewing:** This status indicates that evaluation results have been released and ████████ e available for your review. Class Tiles with available reports are organized in descending order by year.

TOOLS AND OPTIONS

At the bottom of each Class Tile, you'll see a selection of tools and additional options, including:

███

Some of these tools are available at all times, while others are presented depending upon the ███████ ████████████.
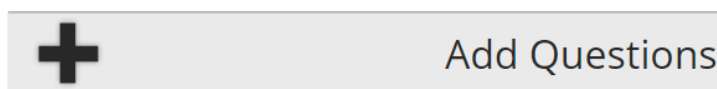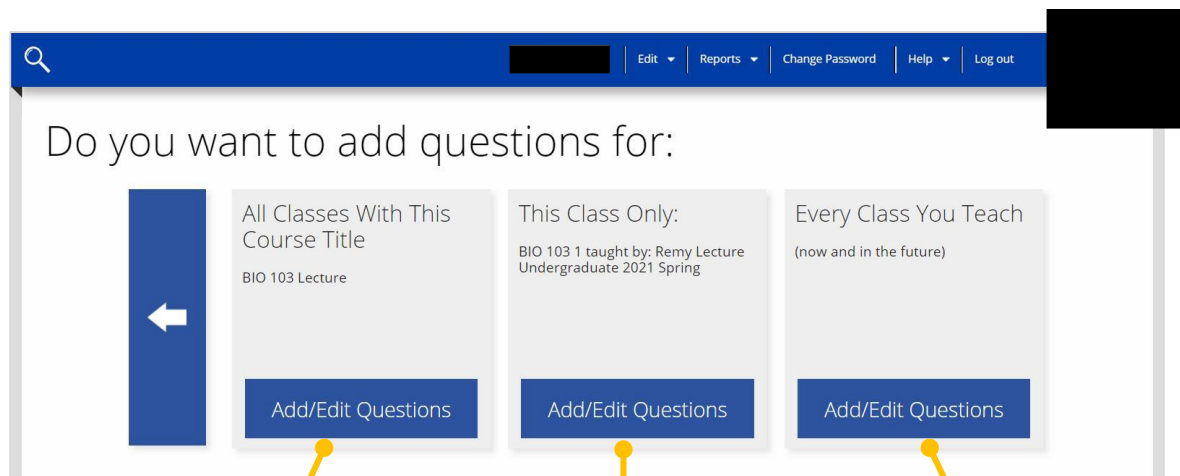
ADD QUESTIONS TO SURVEYS

⚠️ This is an optional feature that must be enabled by a system administrator at your school. If your institution has not enabled the Add Questions feature, the tools described in this section will not be available to you.

The Add Questions tool allows you to add your own questions to surveys. Simply follow the below steps:

1. From your myEvalCenter screen, look for the "Future Surveys" status header. Click the "Add Questions" button on any of the Class Tiles in this section:

➕ Add Questions

2. ███████████ will open a new window with the following options:

| | Edit ▼ | Reports ▼ | Change Password | Help ▼ | Log out |

Do you want to add questions for:

All Classes With This Course Title

BIO 103 Lecture

Add/Edit Questions

This Class Only:

BIO 103 1 taught by: Remy Lecture Undergraduate 2021 Spring

Add/Edit Questions

Every Class You Teach
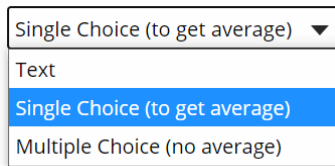
(now and in the future)

Add/Edit Questions

Use this option to add questions to all class sections of this course, both in current and future terms.

Use this option to add questions to the selected class section only.

Use this option to add questions to all of your courses, both in current and future terms.

3. Next, you'll be able to create your questions. If you haven't added questions to your surveys before, ████████████ ill direct you to the Edit Question screen. Begin by using the drop-down menu near the top of the screen to choose which type of question you'd like to add:

Single Choice (to get average) ▼
Text
Single Choice (to get average)
Multiple Choice (no average)

Steps for adding each type of question are provided in items 3a-3c below:

a. **Single Choice (to get average):** Choose this option to add a multiple choice style question that asks respondents to pick only one option. Each answer choice is associated with a numeric value that is used to generate quantitative data, such as average scores.
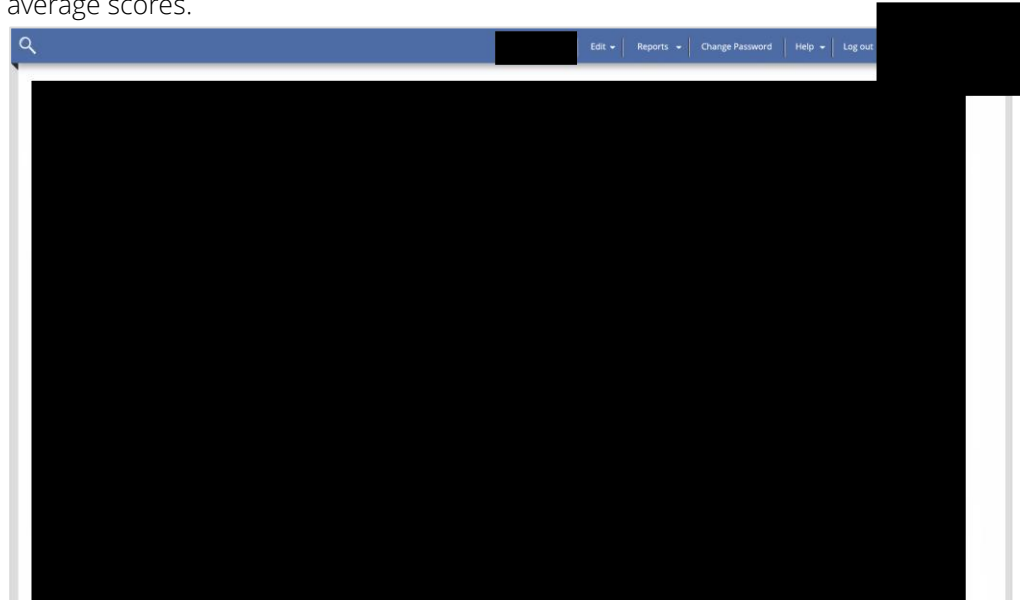
TO CREATE A SINGLE CHOICE QUESTION:

(1) In the "Create new question" box, complete the following fields:
Short question text – A short summary of the question for use on reports. Note: this field is limited to 80 characters.
Full question text – The question as it is shown to students. TIP: Check to make sure that your question phrasing fits with your selected answer choices.

(2) Next, select a rating scale (see "Answer choices" drop-down pictured above). In the example, the selected rating scale is shown on the table, with each answer choice shown as a row. Note: you must use an existing rating scale. If none of the rating scales meet your needs, please consider rephrasing your question.

(3) By default, your question will be displayed to students with no options chosen. If you'd like the question to be presented with one of the answers pre-selected, choose an option from the "Default answer" drop-down.

(4) Next, save your question. Click the "Create question" button to save the question with default visual formatting options, or click the "Create question and add formatting" button to reveal html text formatting options in the Full question text field.

b. **Multiple Choice (no average):** Choose this option to add a multiple choice style question that asks respondents to pick one or more options. Unlike Single Choice questions, the answers are <u>not</u> associated with quantitative values. Demographic scales are useful for analyzing evaluation results by specific cohorts, particularly with
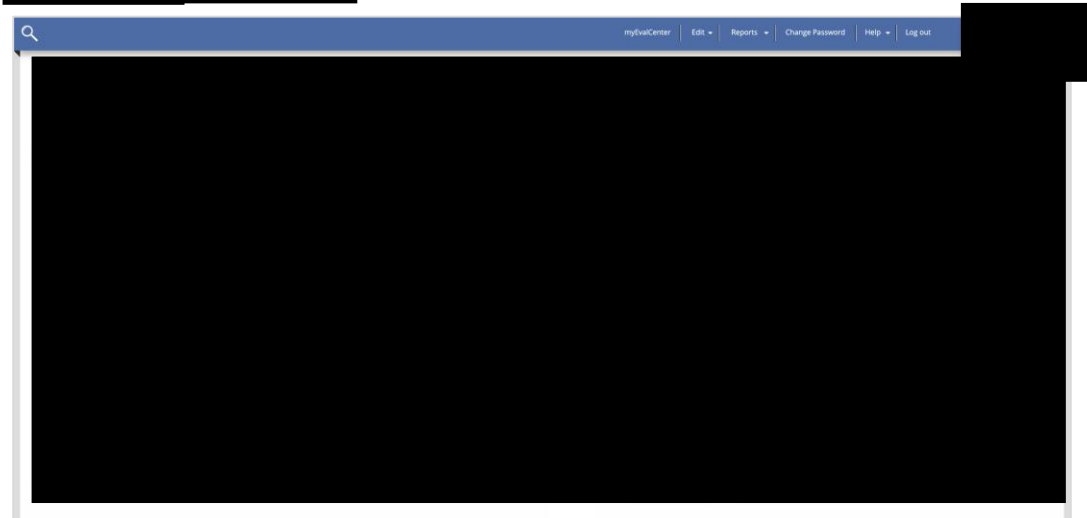
TO CREATE A MULTIPLE CHOICE QUESTION:

(1) In the "Create new question" box, complete the following fields:
   Short question text – A short summary of the question for use on reports. Note: this field is limited to 80 characters.

   Full question text – The question as it is shown to students. TIP: Check to make sure that your question phrasing fits with your selected answer choices.

(2) Next, select a rating scale (see "Answer choices" drop-down menu pictured above). In this example, the selected rating scale is shown on the table in the lower right, with each answer choice shown as a row.

   Note: you must use an existing rating scale. If none of the rating scales meet your needs, please consider rephrasing your question.

(3) By default, your question will be displayed to students with no options chosen. If you'd like the question to be presented with one of the answers pre-selected, choose an option from the "Default answer" drop-down.

(4) Lastly, save your question. Click the "Create question" button to save the question with default visual formatting options. Alternatively, you can click the "Create question and add formatting" button to reveal html text formatting options in the "Full question text" field.
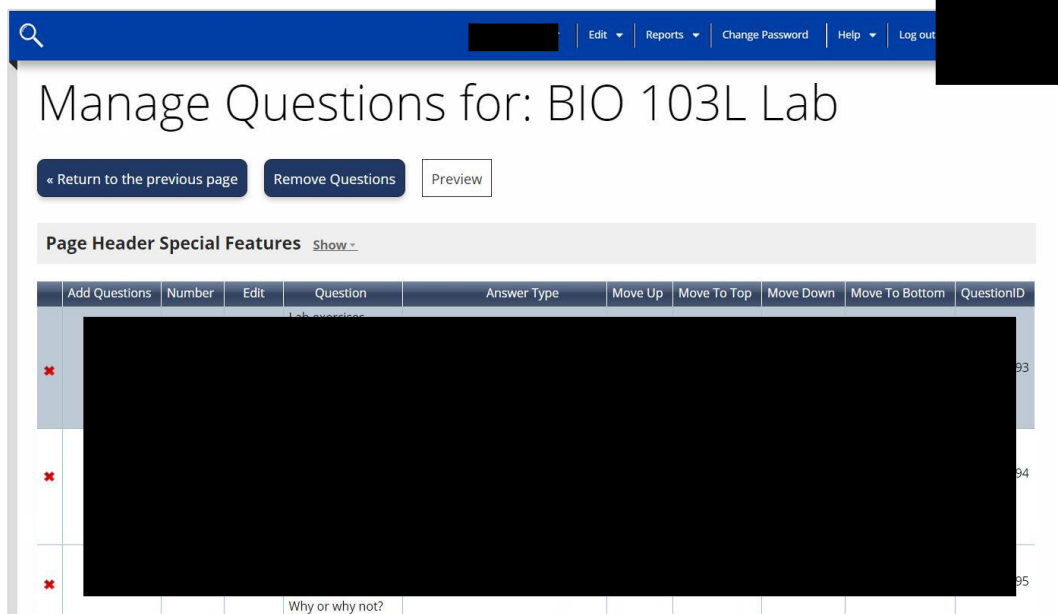
c.   **Text:** Choose this option to add an open-ended question. This style of question asks students to type their response. Answer fields are customizable to control the size of the response field and character limits.
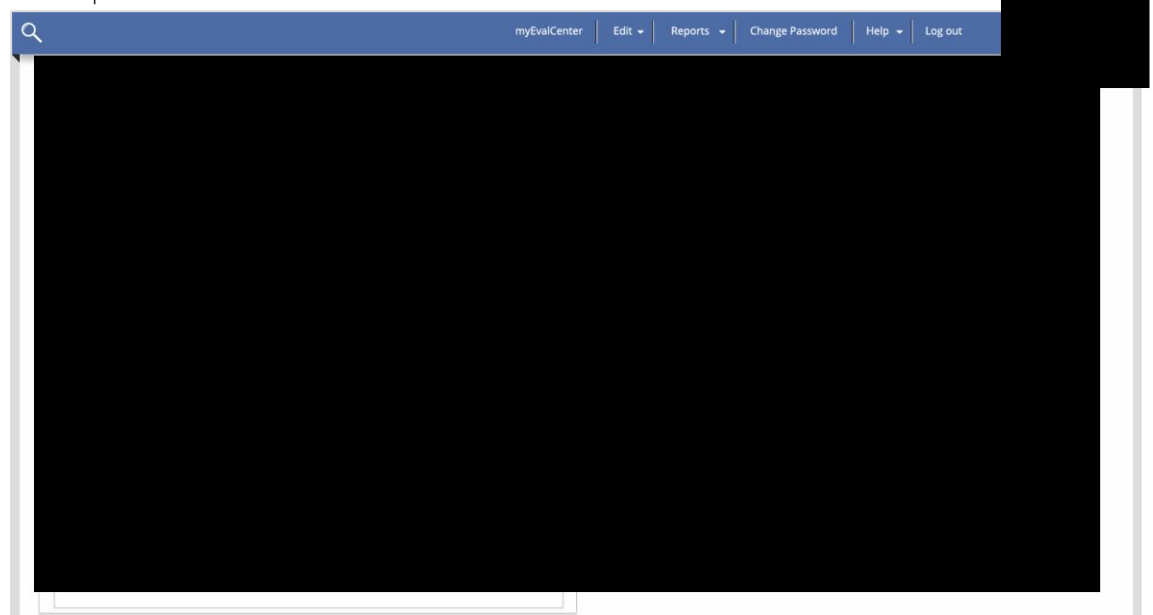
TO CREATE A TEXT QUESTION:

(1) First, complete the following fields:

Short question text – A short summary of the question for use on reports. Note: this field is limited to 80 characters.

Full question text – The question as it is shown to students. TIP: Check to make sure that your question phrasing is open-ended and encourages students to provide detail in their responses.

(2) Next, specify the size of the text box. The default setting is 60 characters in width by 4 rows in length (approximately 50 words).

(3) Next, save your question. Click the "Create question" button to save the question with default visual formatting options, or click the "Create question and add formatting" button to reveal html text formatting options in the "Full question text" field (as shown in the above example).

4.   After you've saved your question, you can continue creating more questions by repeating step 3a, 3b, or 3c above, or you can click the "Return to the previous page" button to return to the Manage Questions page:

Manage Questions for: BIO 103L Lab

« Return to the previous page   Remove Questions   Preview

Page Header Special Features Show ▾

	Add Questions	Number	Edit	Question	Answer Type	Move Up	Move To Top	Move Down	Move To Bottom	QuestionID
✖										93
✖										94
✖				Why or why not?						95

Here, you have the ability to view a list of questions that you've added to a course survey. Simply click on the icons to delete a question (✖), add more questions (+), edit a question (🖉), or reorder the sequence of questions (↑↑↓↓). You can also click the "Preview" button at the top of the screen to see how your questions will appear to students.

PRINTING QR CODE REMINDERS

▮▮▮▮▮▮▮will generate printable reminders that you can distribute to students. These quarter-sheet handouts are helpful for encouraging student participation both during and outside of class time. To do so, simply follow the instructions below:

1. Start by clicking the "Get QR Codes" button displayed on myEvalCenter:
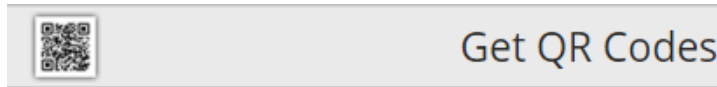
2. ▮▮▮▮▮▮▮will open a new window with a document containing quarter-sheet handouts specific to your selected class. Simply follow the prompts to print the document:
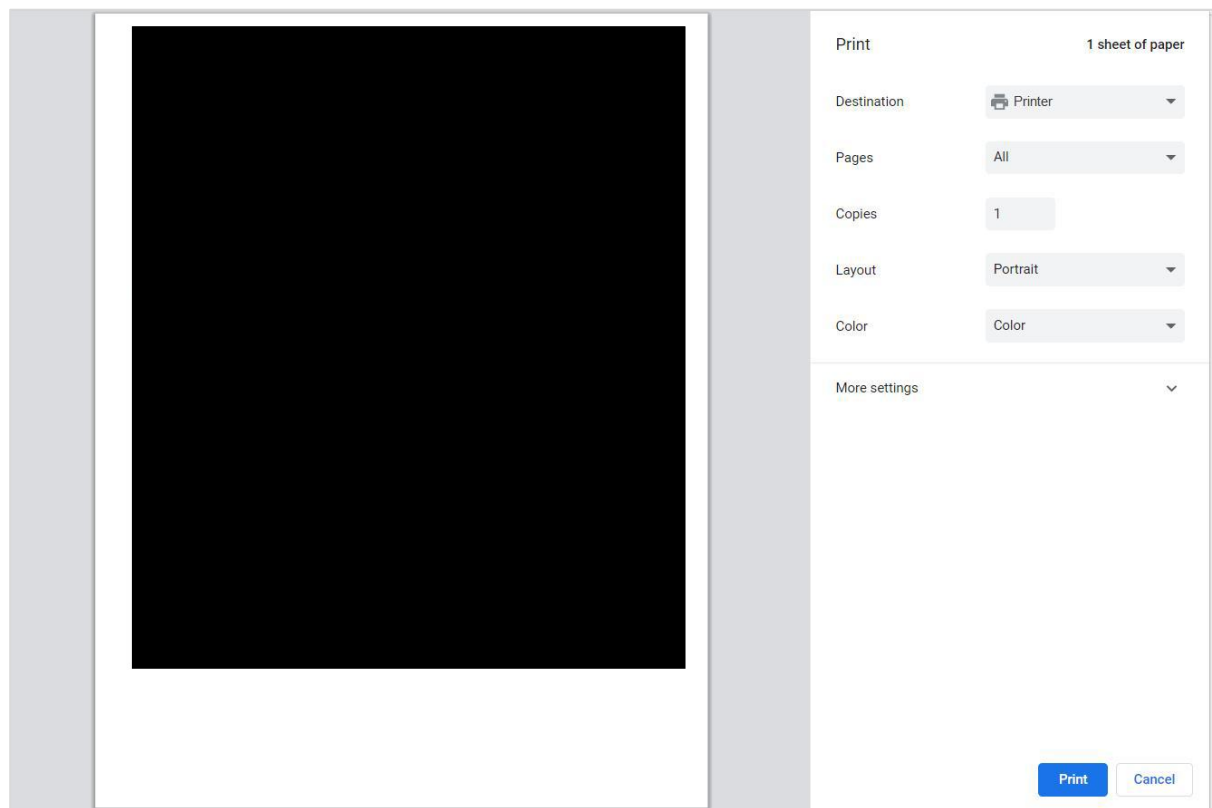
3. Distribute the quarter sheets to your students. Students can use their mobile devices to scan the QR codes for quick access to their course evaluation surveys.

EMAILING STUDENTS

This feature allows you to send email reminders to students who have not yet responded to the survey for your class. To email non-responding students, follow the instructions below:

1. Start by clicking the "Email Students" button:
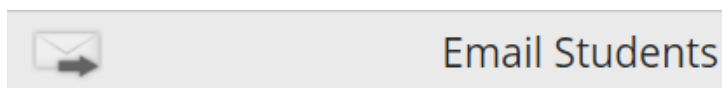
You can also access this feature by navigating to ██████████████ in the Header Menu.

2. A new window will open, showing the following options:
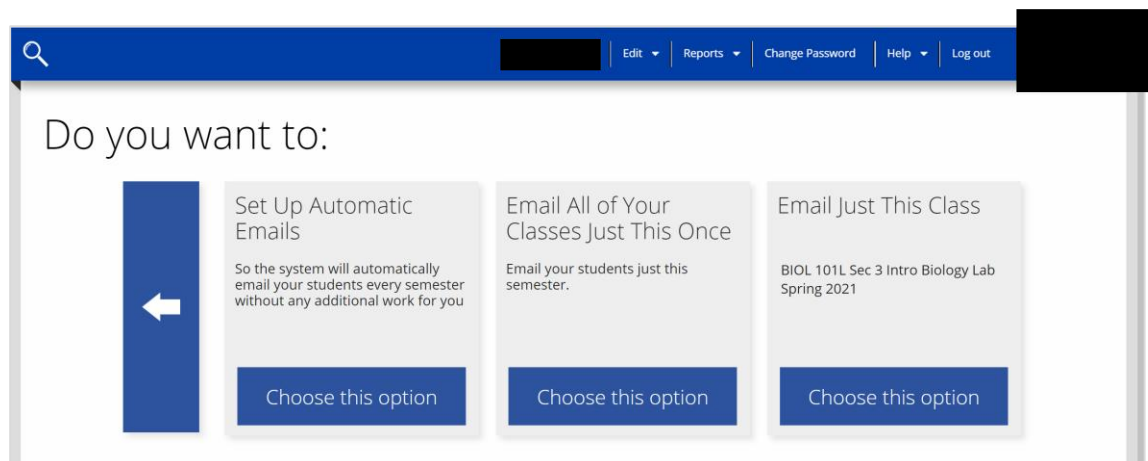
a. **Back Arrow:** Click the back arrow button to return to the previous screen.

b. **Set Up Automatic Emails:** Choose this option to set up automated reminder messages. ████████ will save your settings and automatically email your custom message to all ████████ding students in your classes, both in current and future evaluation cycles. You can change your reminder settings at any time by returning to this menu.

Note: When you choose the Automatic Emails option, a new window will open where you can specify your preferred timing for when your messages will be sent during each evaluation period:
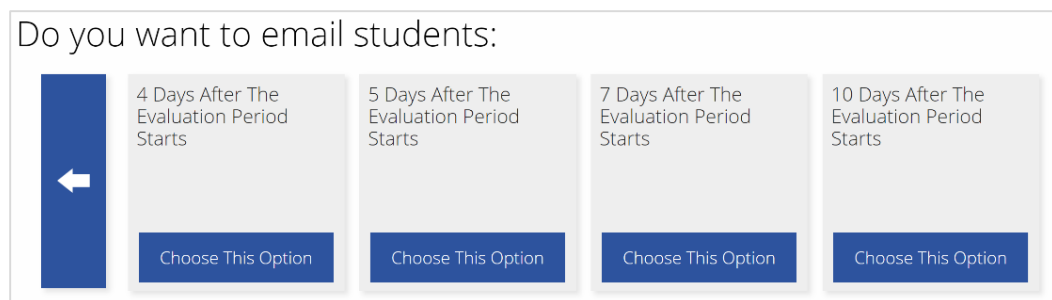

c. **Email All of Your Classes Just This Once:** Choose this option to create a one-time reminder message to be sent to all of your current classes.

d. **Email Just This Class:** Choose this option to create a one-time reminder to be sent to the selected class only.

3. Once you've chosen which type of reminder you'd like to create ▮▮▮▮▮▮▮▮ ill load some template options to get you started. Don't worry if none of the templates appeal to you—you'll have the ability to edit the message in the next step.
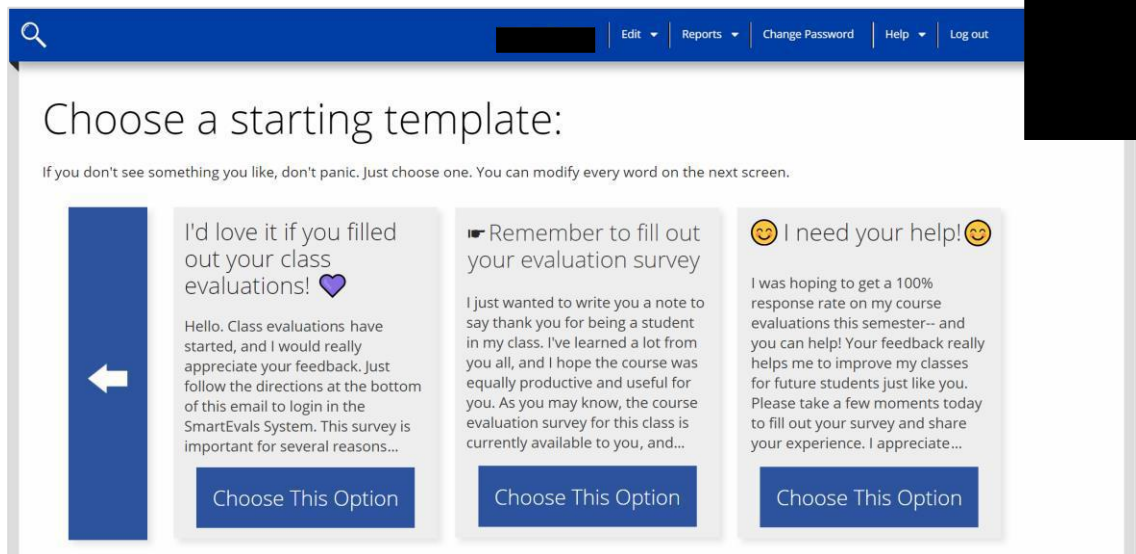
4. Next, customize your message. Simply click on the subject or body text boxes, and type any message you'd like. You can format the font size, color, and style by using the rich text formatting options, and you can also insert emoji by using the command codes listed at the bottom of the screen.
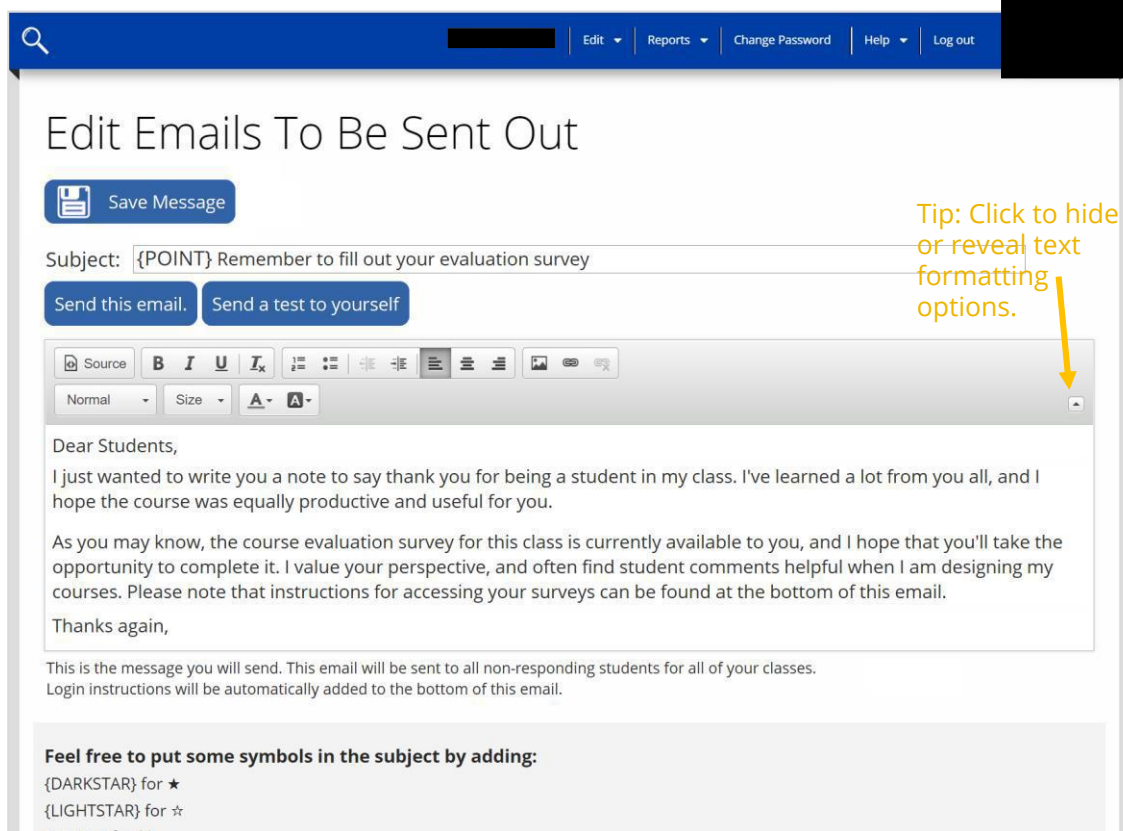
5. When you're done, you can choose how to save or send the message:

- **Save Message** allows you to save your template for future use. If you've chosen to enable automatic emails, this saved message will be sent during each evaluation cycle.
- **Send this email** will immediately send your message out to students.
- **Send a test to yourself** allows you to send the message to your own email address for testing purposes.

PREVIEWING EVALUATION SURVEYS

████████ allows you to preview the survey form for each of your classes. This can be achieved by simply clicking the Preview button on you ████████ as shown below:
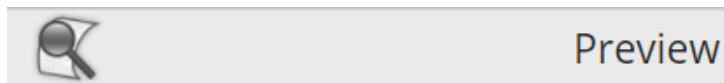
Preview

When you do so, a new window will open with a preview version of the survey form. The survey preview is identical to the actual survey shown to your students, right down to interactive answer fields and clickable Submit button.

ADD/SEE NOTES

████████ allows you to record notes about your classes to help you to better understand your course evaluation results. To add notes about a class, simply click the Add/See Notes button:

Add/See Notes
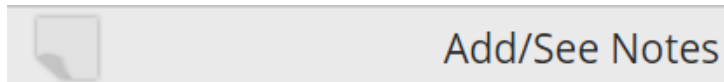
You can use this tool to note anything you'd like, such as your own observations about class engagement, or changes you've made to your syllabus or assigned course texts, for example. Your notes are visible only to you. TIP: Use the Notes tool to jot down details to help to jog your memory when you're analyzing trends in your course evaluation scores.

SEE REPORTS

To access your evaluation results for a class, simply click the See Reports button:

See Reports
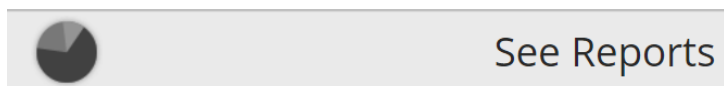
Note that Reports are only available for classes that appear under the "Results Ready for Viewing" status header on your myEvalCenter screen, which indicates that the survey period has concluded and that reports have been generated and released.

For more details on how to us ████████ eporting suite, please see the ████████████ section of this Help Guide.

SEE RESPONDERS

The See Responders button will allow you to see a list of students who have completed the evaluation survey for your class:
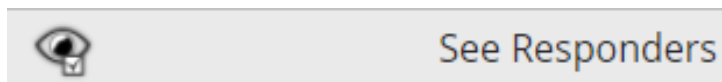
This tool is useful if you'd like to incentivize participation in the evaluation process by rewarding students who complete their surveys. In order to protect student anonymity, respondent names will remain hidden until at least five students have responded to the survey for a class. (Note: The See Responders tool is disabled by default. If this button is not shown on your ▇▇▇▇▇▇▇ it is likely that your school has chosen not to enable it.)

BLACKBOARD LMS INTEGRATION

▇▇▇▇▇▇▇provides a few extra engagement tools that you can use if your institution has chosen to integrate with Blackboard. From your myEvalCenter screen, look for the section under the Open Surveys header. Next to the Class Tiles, you'll see a couple of options for Blackboard:
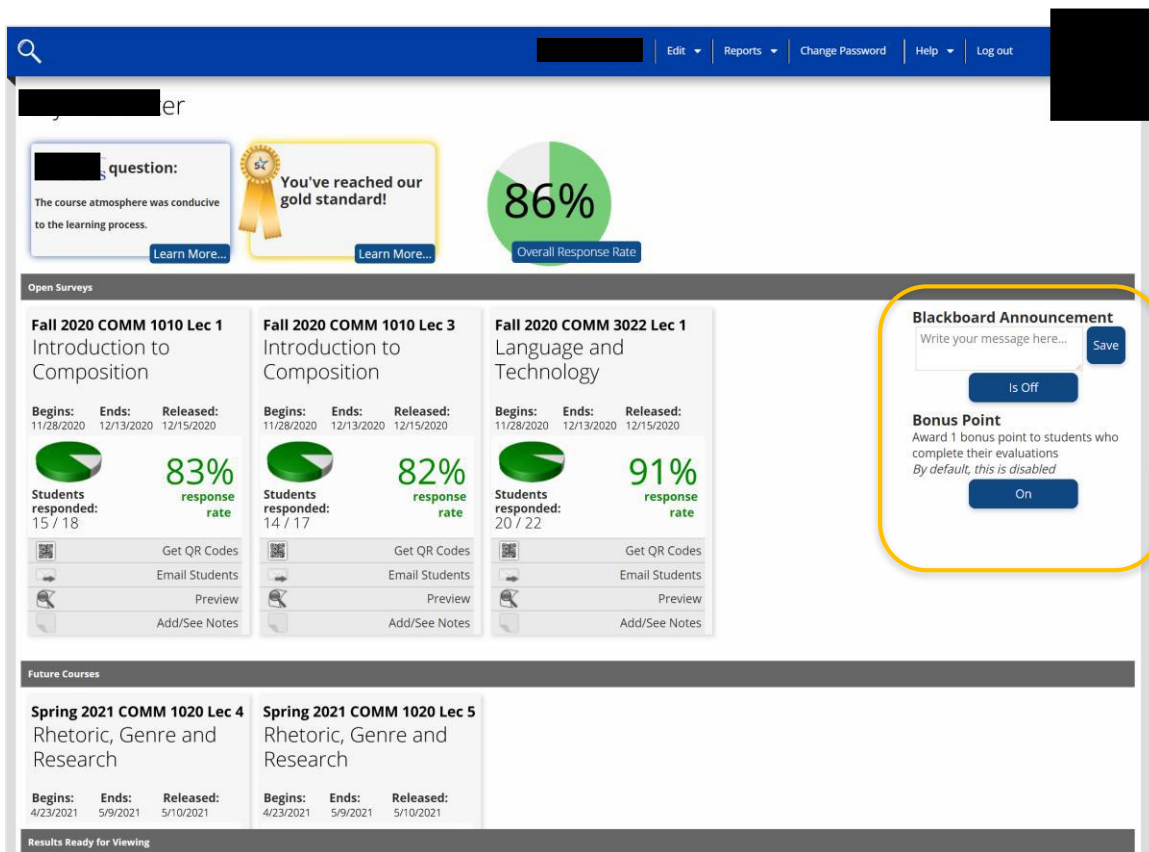
The **Blackboard Announcement** tool allows you to type a message to encourage students to complete their course evaluation survey. When done, click the Save button to store your message, then click the "Is Off" button to toggle the message on. When you do so, ▇▇▇▇▇▇▇ ill post your message to students' Blackboard LMS interface.

The **Bonus Point** tool allows you to offer 1 point of extra credit to students who have completed their evaluation. Simply click the "On/Off" button to enable or disable the Bonus Point tool.

UNDERSTANDING YOUR RESULTS

At the close of each evaluation period ▮▮▮▮▮ automatically compiles all evaluation survey response data and generates reports. To find out when reports will be available for your current or upcoming classes, look for the Release date shown on each of the ▮▮▮▮▮ on your myEvalCenter screen.

To access reports from myEvalCenter, scroll down until you see the "Results Ready for Viewing" status header bar:

① The "Results Ready for Viewing" header bar marks off the section where you'll find all classes with available reports.

② Your Class Tiles are sorted by date, with a contrasting sub-header bar to demarcate each year.

③ The "Released" date shows when the evaluation results for this class first became available.

④ Click the ▮▮▮▮▮ button to access reports for this class.

CUSTOM REPORT

When you click the "See Reports" button from myEvalCenter, ▮▮▮▮▮▮ will open a new window with evaluation results for the selected class. By default, ▮▮▮▮▮▮ shows the Custom Report, which is a powerful, data table-style report. Below, we've outlined key parts of the ▮▮▮▮▮ reporting interface:

① The **heading** identifies the scope of data included in the report.

② Click on the **report tabs** near the top of the page to access each of ▮▮▮▮▮▮ reports, including the Custom Report shown here.

③ The ▮▮▮▮▮▮▮▮▮ allow you to set the parameters of the report. Here, the drop-downs have been used to show results for a single class section, but you can broaden the selections if you want to see aggregate data instead.

④ Data for each survey question is shown as a separate row. Click on the **question text** to see myFocus results for that survey item.

⑤ The ▮▮▮▮ button allows you to download the report to various formats.

⑥ The ▮▮▮▮▮▮▮▮s and ▮▮▮▮▮▮ ▮▮▮▮▮▮ buttons allow you to select which survey questions and data columns are displayed on the report.

⑦ Apply a ▮▮▮▮▮▮▮▮r by clicking on a value in any data column. ▮▮▮▮▮▮ will filter the report to show data from the selected group of respondents only.

USING DROP-DOWN MENUS

The drop-down menus at the top or your Custom Report will allow you to control the scope of data shown on the report. You can use them to filter the report by course, level, type or various other characteristics. You can also broaden the scope of any report to show aggregate data by choosing any of the "All" and "See All" options from the drop-down menus:
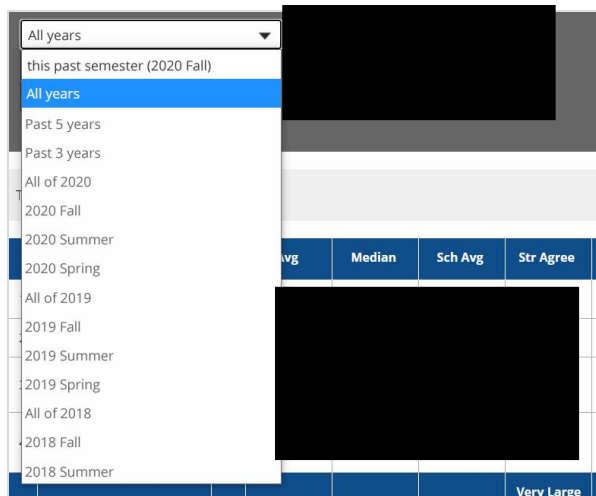
As you make selections from the drop-down menus, ███████████ utomatically updates the data shown on the report. In the below example, the drop-down menus were used to show all of the professor's results for a previous semester. As a result, the number of respondents (N) is significantly higher than in the example shown on the previous page, as the below report includes results for multiple courses instead of just one class section.
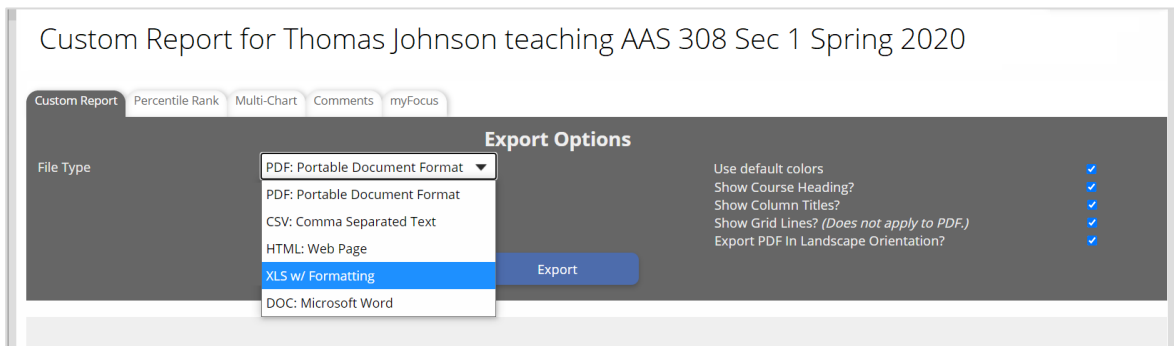
EXPORTING REPORTS

████████████ ws you to export your reports for local storage, printing, and sharing. To export your reports:

1. Start by clicking the "Export" button displayed in the top right corner of your report:

2. ████████ will open a new window with export options:

3. Choose an export file format from the drop-down menu. You can choose to save the file in any of the following formats:
   - Portable document format (.pdf)
   - Comma-separated text (.csv)
   - Web page (.html)
   - Microsoft Excel (.xls)
   - Microsoft Word (.doc)

4. Next, choose other visual formatting options. The default export options will produce reports in portrait page orientation, with the course heading, column headings, and grid lines displayed. Simply uncheck any or all of these options to suit your preferences.

5. Once you've made your selections, click the "Export" button. ████████ ill download the requested report to your device.

CUSTOMIZING YOUR REPORTS

██████████allows you to customize your reports to suit your personal needs and preferences. Using the following features, you can adjust which questions and data columns are shown on your Custom Report.
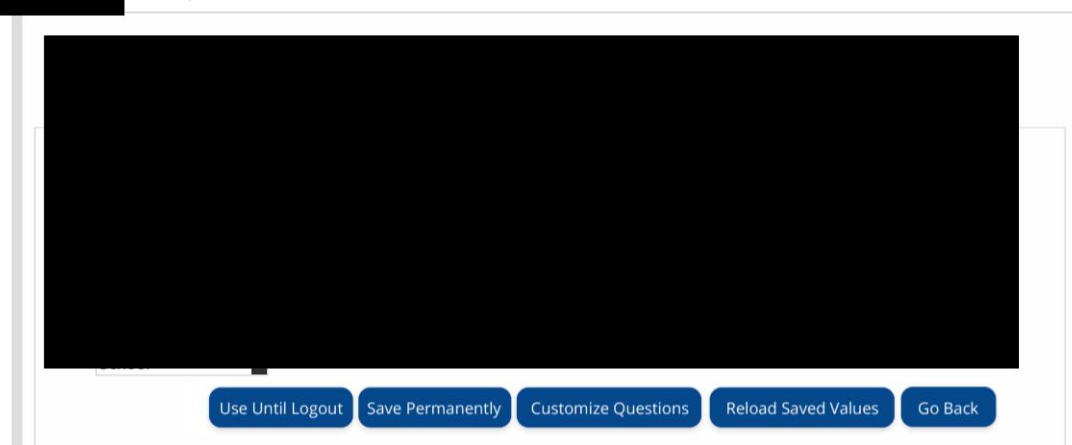
CHOOSING COLUMNS

To modify which data columns are shown on your Custom Report, complete the following steps:

1. Start by clicking the "Choose Columns" button displayed in the top right corner of your report:

2. ██████████will open a new window with a list of data columns:

3. Simply check the box next to any columns you wish to display on your report. You can also uncheck any columns that you do not want to see. For more details on the information provided in each column, see th██████████████████████████ at the end of this Help Guide.

4. Once you have made your selections, choose from any of the following options:

   - **Use Until Logout:** Saves your column settings for the duration of this login session only. Once you exit ██████████, your reports will revert back to your previous column settings (either the settings you chose to "Save Permanently," or if you haven't done so, then the default report settings for your school).
   - **Save Permanently:** Saves your selected settings for this and future login sessions. You will see your chosen columns anytime you access your Custom Report through ██████████nd your settings will be saved permanently, unless you choose to overwrite them.
   - **Customize Questions:** Selecting this option will take you to the ██████████████ page.
   - **Reload Saved Values:** This option is used to restore your columns to the most recent permanently saved settings. If you've chosen the "Use Until Logout" option but wish to revert to your permanent settings, you can choose the "Reload" option instead of having to log out and log back in to ██████████.
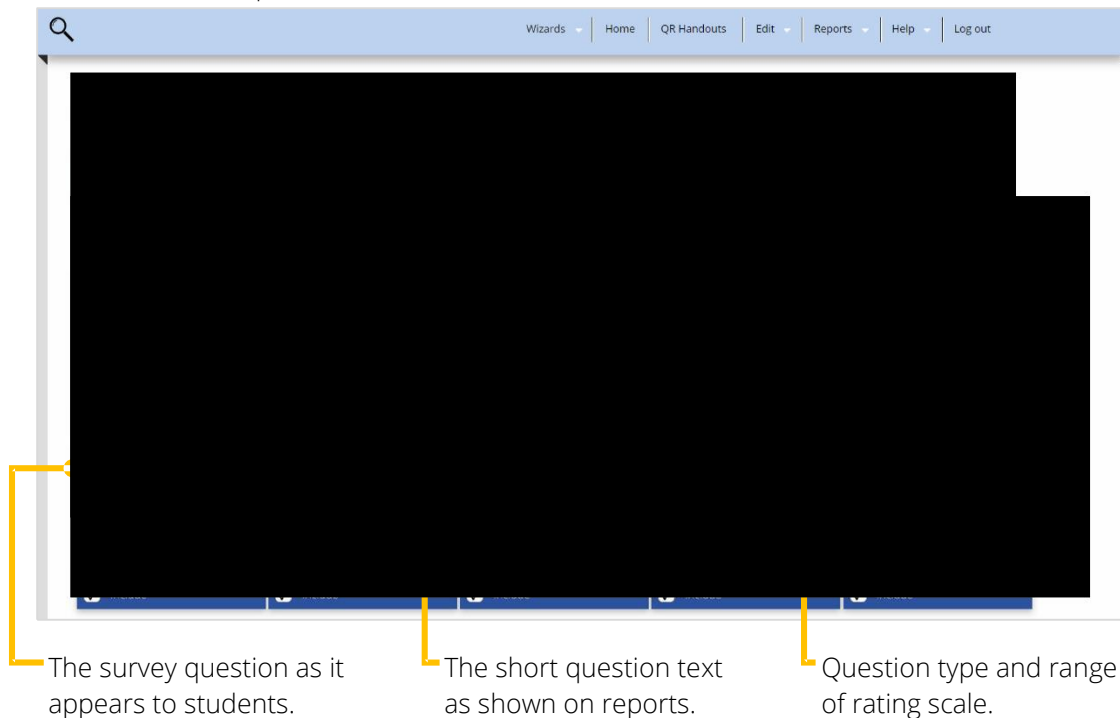   - **Go Back:** When you are done, click this button to return to the previous page with your report data.

CHOOSING QUESTIONS

To modify which survey questions are shown on your Custom Report, complete the following steps:

1. Start by clicking the Choose Columns" button displayed in the top right corner of your report:

2. ███████ ll open a new window with each survey question shown as a separate tile. The █████████ ach question tile are summarized below:

The survey question as it appears to students.

The short question text as shown on reports.

Question type and range of rating scale.

3. Simply check the box for any survey questions you wish to display on your report. You can also click the "Select All" button to add all available survey questions to your report. Each of your selected questions will be displayed as a row on your Custom Report table. You can also uncheck any questions that you do not want to see.

4. Once you have made your selections, choose one of the buttons to continue:
   - **Use Until Logout:** Saves your selected questions for this login session only. Once you exit ████████ ur reports will revert back to your previous question settings.
   - **Save Permanently:** Saves your selected settings for this and future login sessions. You will see your chosen questions anytime you access your Custom Report, and your settings will be saved permanently, unless you choose to overwrite them.
   - **Reload Saved Values:** This option is used to restore your selected questions to the way they were at the start of the current login session. If you've chosen the "Use Until Logout" option but wish to revert to your original settings, you can choose the "Reload" option instead of having to log out and log back in t████████
   - **Cancel:** This button will return you to the previous page without saving any changes.

USING THE DRILL-DOWN FILTER

█████████████████Filter is an analysis tool that you can use to explore a specific demographic of respondents. When viewing your Custom Report, you'll see █████████████████with the number (or percentage) of students who chose each response option. █████████████ the response data, you can simply click on any of these distribution values to apply the ████████Filter. When you do so, █████████ilters the report to show response data from the selected group of respondents only.

In the example below, say that you want to see how students who expect to receive an A in the course responded to the other survey questions. You can simply click the 10% value in the A column of row 10, as indicated below:

█████████████highlights the row to indicate that the █████████Filter has been applied. All remaining data values on the report automatically recalculate to show results for <u>only</u> those students who indicated that they expect to receive an A in the course.

To remove th███████████Filter, simply click the "(remove filter)" link in the highlighted row. ████████████ will automatically update the report to show data for all respondents.

⚠️ The ████████ tool is automatically disabled for any respondent pools that are too small to adequately ensure respondent anonymity. If you are unable to click on a specific rating column value, it is likely because too few students are included in that demographic. If you are unable to click on any rating column values at all, it is likely because your school has chosen to disable the █████████ feature.

WIZARDS

████████████Wizards help you to pull reports easily. Depending upon the administrative settings at your institution, you may have access to any or all of the Wizards listed in this section, including the Response Rate Wizard, Report Wizard, Preview Evaluation Wizard, and/or the Single Question Wizard.

► ██

RESPONSE RATE WIZARD

⚠️ This feature must be enabled by a system administrator at your school. If the Response Rate Wizard is not enabled, then the features described in this section will not be available to you.

1. Start by selecting "Response Rates" from the Header Menu.

2. ████████will load a page with three panels. The first panel presents high-level options, while the others provide choices for fine-tuning which information you'd like to see, as noted below:

| Choose an option from the first panel…		…Then choose an option from either of the other panels:
Select one of the **Current Classes** options to see response rate data for classes or divisions with active survey periods. (Note: This option is available _only_ during active evaluation periods.)	⟹	The **Choose Classes** panel allows you to narrow the report by evaluation status. The **Choose a Division** panel allows you to narrow the report by institutional division (if you've taught or have access to courses in multiple divisions).
Choose **Completed Classes – by Class** to see response rate data for completed evaluation periods.	⟹	The **Choose a Year** panel allows you to narrow the report by year (note: not shown below). The **Choose a Division** panel allows you to narrow the report by institutional division.
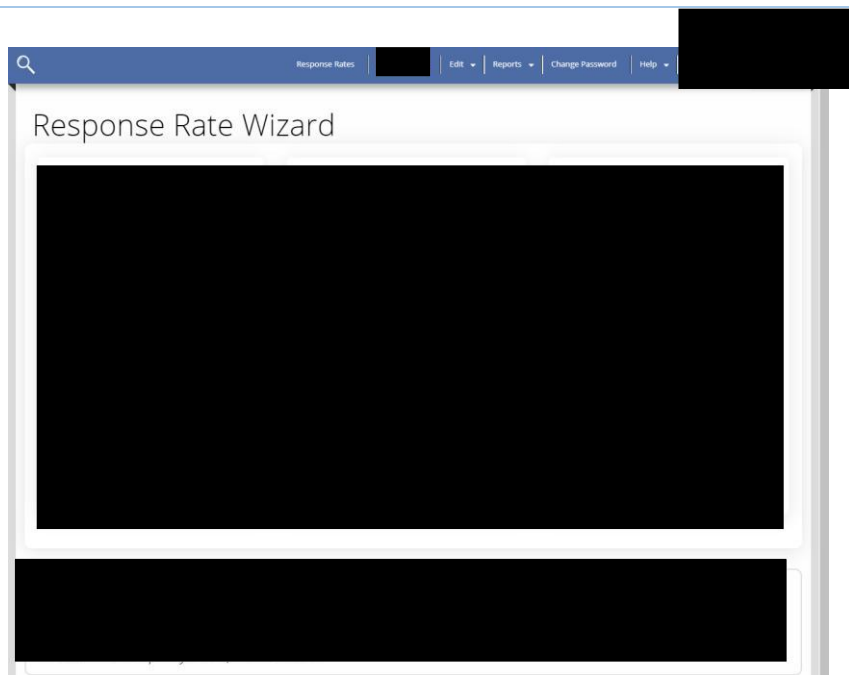
3. Once you make selections on the Response Rate Wizard, ███████ will instantly generate your requested report:

Aggregate Response Rates for Unreleased Classes for Current Classes
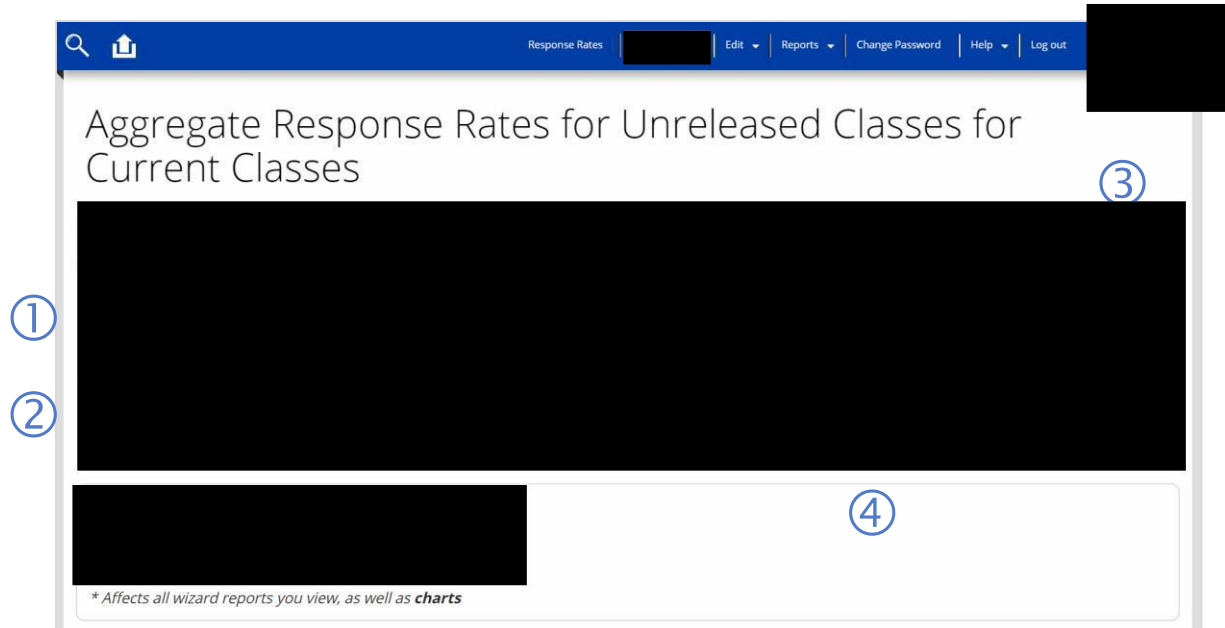
① Click the **+sem** link to break rows down by semester, or click the **-sem** link to roll data up by year (not shown here).

③ Click the "Customize" button to choose which data columns to display or hide, such as: Department (Dept), Course Type (Type), Number of Respondents (N), Number of Possible Respondents (Tot N), and Response Rate (Pct).

② Click the hyperlinked text on the table body to show more detailed data. ███████ ill refresh to show a table with all classes included for the selected year, semester, department, or division.

④ ███████ nalyzes response rate data to show how variables like evaluation period duration and email reminder campaigns might affect survey participation in your classes.

REPORT WIZARD

⚠️ This optional feature must be enabled by a system administrator at your school. If the Report Wizard is not enabled, then the features in this section will not be available to you.

The Report Wizard helps you to easily pull any survey result data you need. Wit ▮▮▮▮▮▮ ou can easily pull aggregate overviews, or dig into detailed class-by-class reports. Here's how

1. Navigate to the "Reports" tab in the header menu, and choose "Historical Reporting."

2. ▮▮▮▮▮▮ will load a new page with three panels. The first pane presents high-level options, while the others provide options for fine-tuning which information you'd like to see. Begin by making a selection from the first pane. The other pane(s) may update depending upon your selection, as noted below:

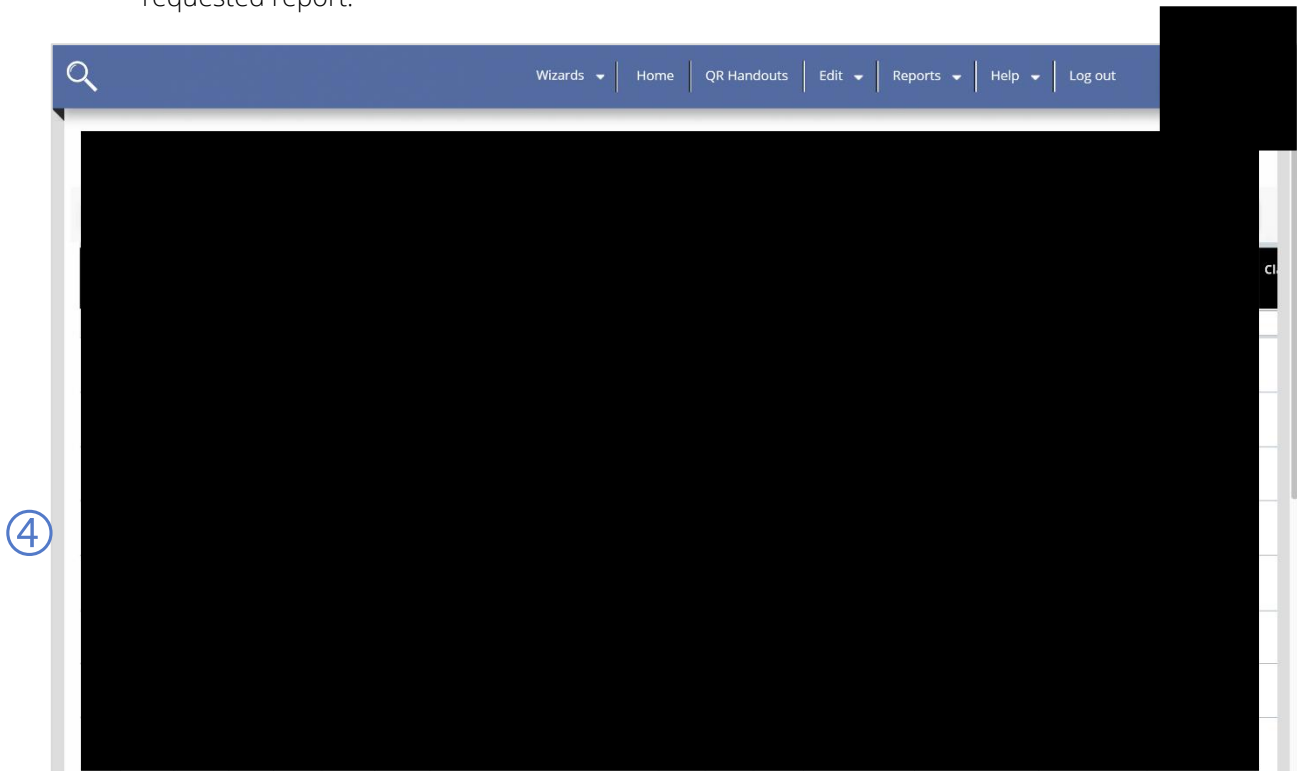| Choose an option from the first panel:	Next, choose an option from either of the other panels:
Select **Class-by-Class Reports** to see a detailed data table with evaluation results for each class section that you've taught.	⮕ The **Choose a Year** panel allows you to pull data for a single academic or calendar year, or to view data for all years.
Choose **Course Title Totals** to view a data table with evaluation results aggregated by each course you've taught, (e.g. all class sections of COMM 1010 rolled together).	⮕ The **Choose a Division** panel allows you to narrow the report by institutional division (if you've taught courses in multiple divisions).

3. Once you make selections on the Report Wiz███████████ instantly generate your requested report:

④
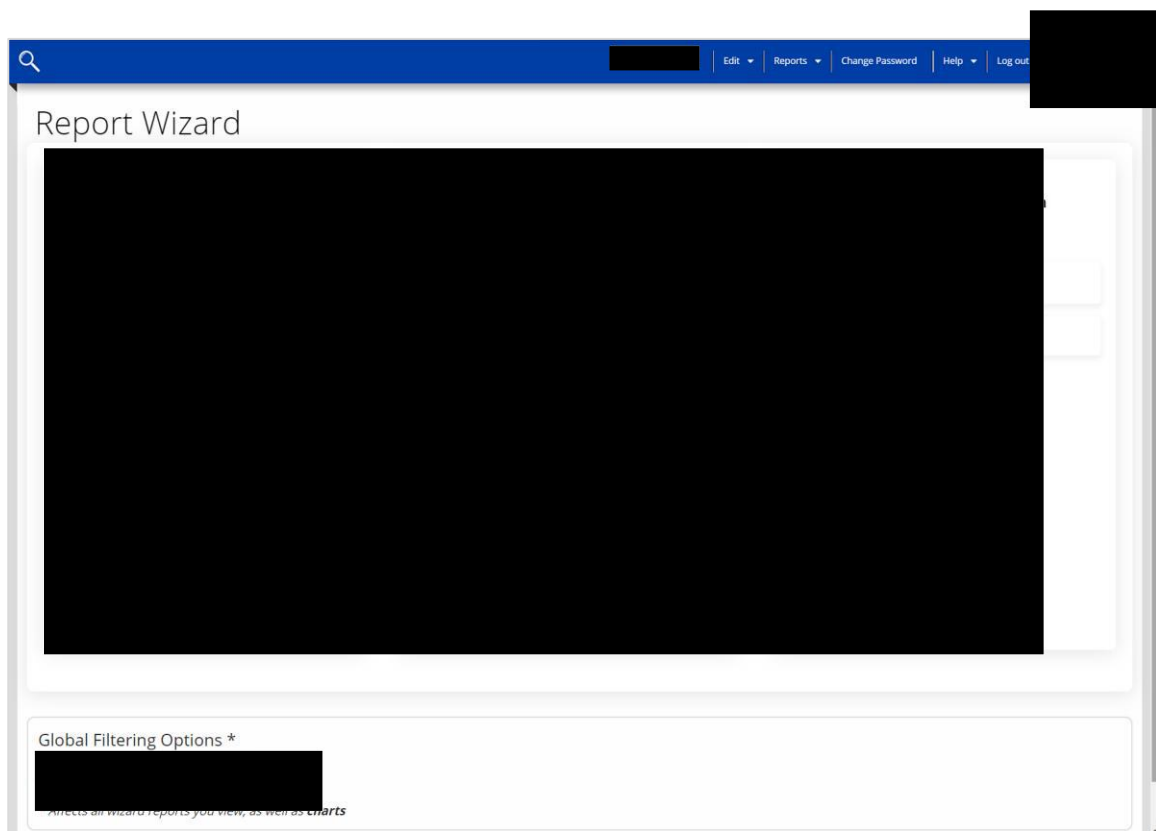
① Not the data you were looking for? Click the "|◀ Wizard" button to restart the Wizard from the beginning.

② Click the "See" button to reveal data columns for each survey question. You can also ████████████k to select which questions are shown on the report.

③ Click the "Customize" button to select which data columns are shown on the report. See ████████████████to learn more!

④ Use the icons to p███████████████ (🔍) or get quick access to the ███n ██████████████████████).

CHOOSE QUESTIONS

When viewing the Report Wizard, you can choose to show results for each survey question on the report. Do this by simply clicking the "See" button displayed toward the top of the report:
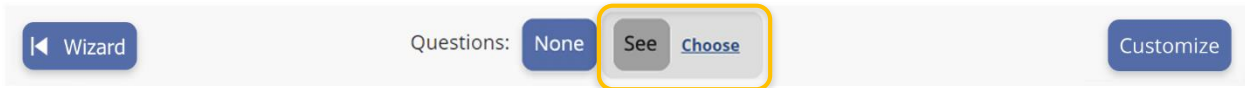
When the See Questions option is selected, you'll also be able to select which questions you want to display on the report by clicking the "Choose" hyperlink text.

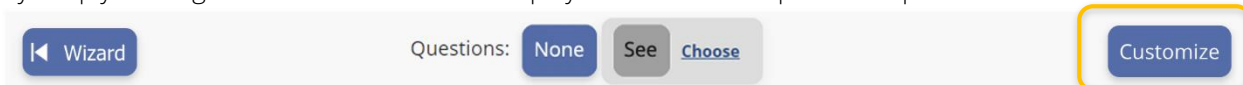When you do so, a new window will open, as shown below:
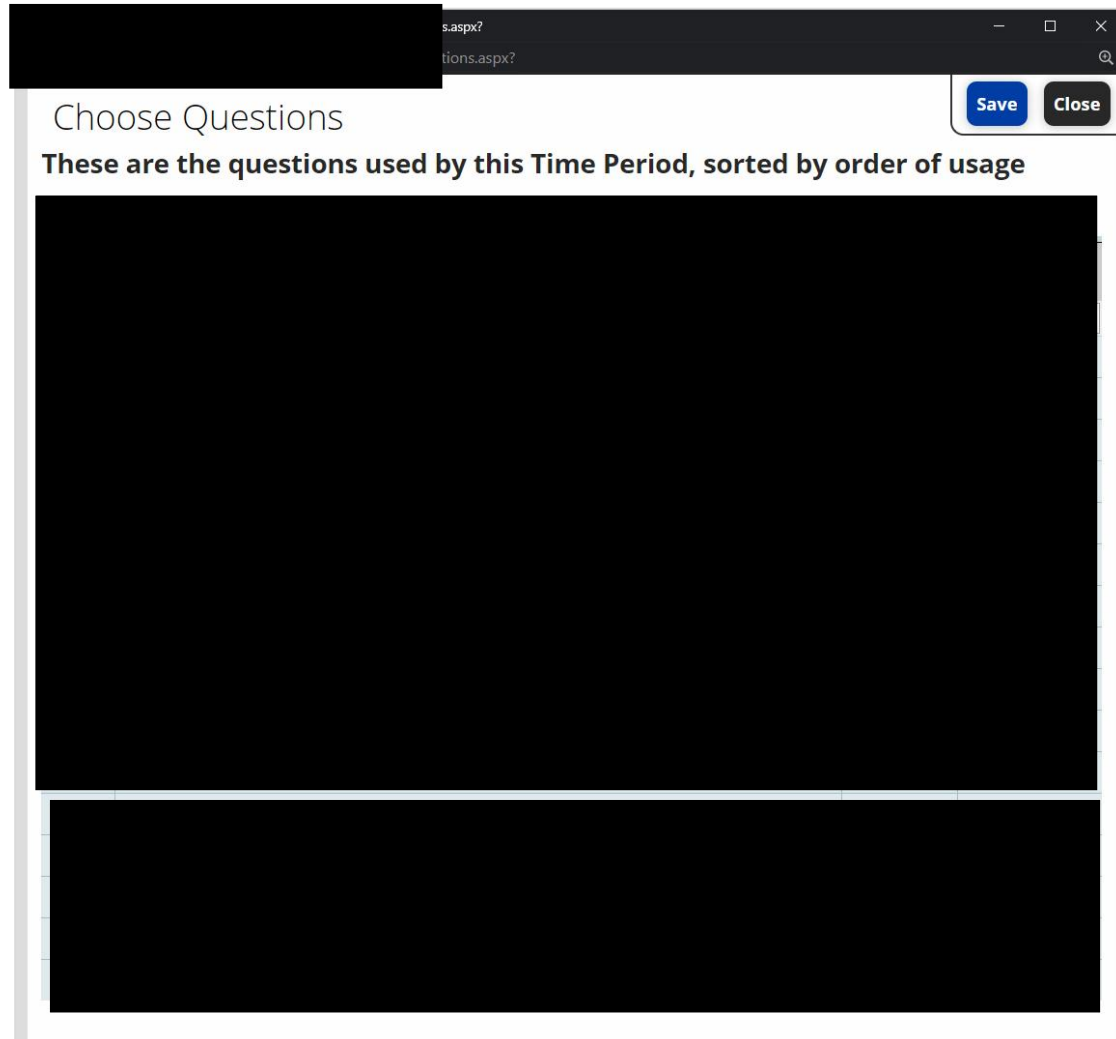
Simply check the box next to any questions you want to display on your report, and uncheck any you don't want to see. If there are a lot of questions listed, you can search by simply typing into the text boxes at the top of each column.

When you are done, simply click the Save button to save your selections, and the Close button to dismiss the window. You'll see a data column for each of your selected survey questions, as shown in the ■■■■■■■■■■■■■■■■ge.

CUSTOMIZE COLUMNS

When viewing the Report Wizard, you can modify which data columns are shown on the report. Do this by simply clicking the "Customize" button displayed toward the top of the report:

When you do so, a new window will open, as shown below:
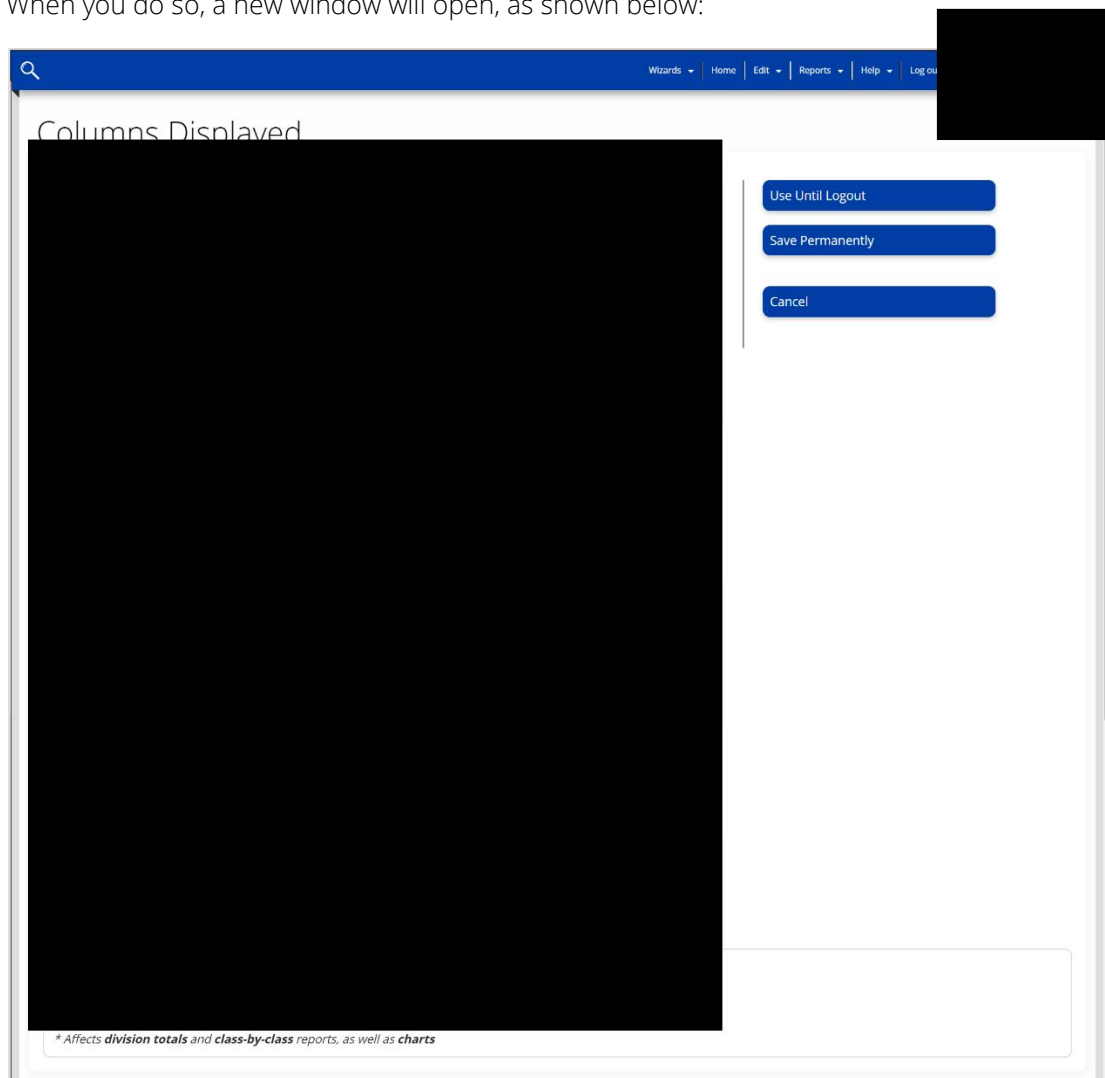
Simply check the box next to any columns you want to display on your report, and uncheck any you don't want to see. If you've taught any cross-listed courses, look out for the "Cross listing options" shaded area to set preferences to dictate whether you'd like to see each cross-listed section separately, or if you'd like them rolled together.

When you are done making your selections, click any of the options in the right-hand column:

- **Use Until Logout:** Saves your column settings for the duration of this login session only.
- **Save Permanently:** Saves your selected settings for this and future login sessions.
- **Cancel:** Click this button to return to the previous page without saving any changes.

HISTORICAL REPORTING

The ▮▮▮▮▮▮istorical Report summarizes average scores over years or semesters, for a clear summary of longitudinal trends in feedback results. Here's how:

1. Navigate to the "Reports" tab in the header menu, and choose "Historical Reporting."

2. ▮▮▮▮▮▮▮ill load the ▮▮▮▮▮▮ Choose "Class-by-Class Reports" from the first pane:
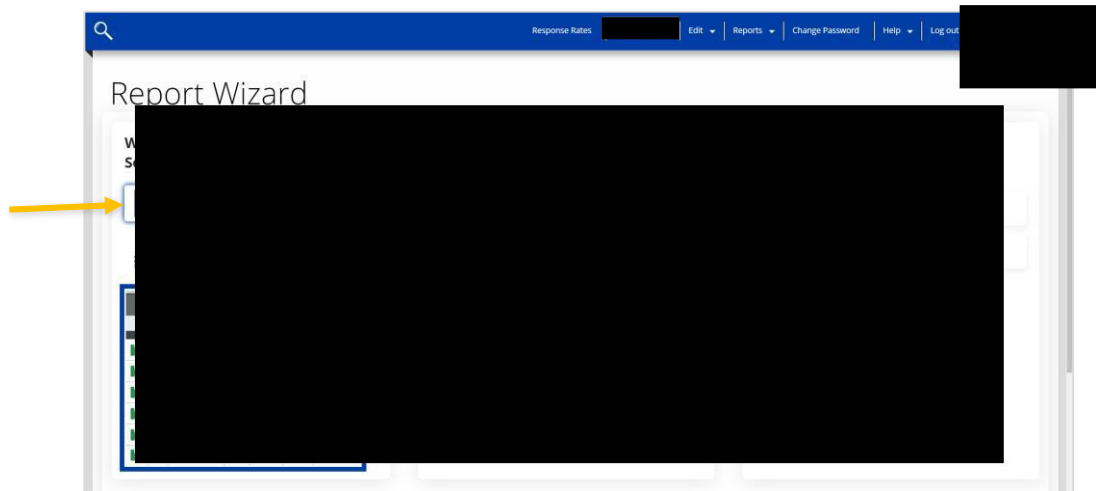
3. In the middle pane, check the box to show all years, then click the "All Years, All Divisions" option:
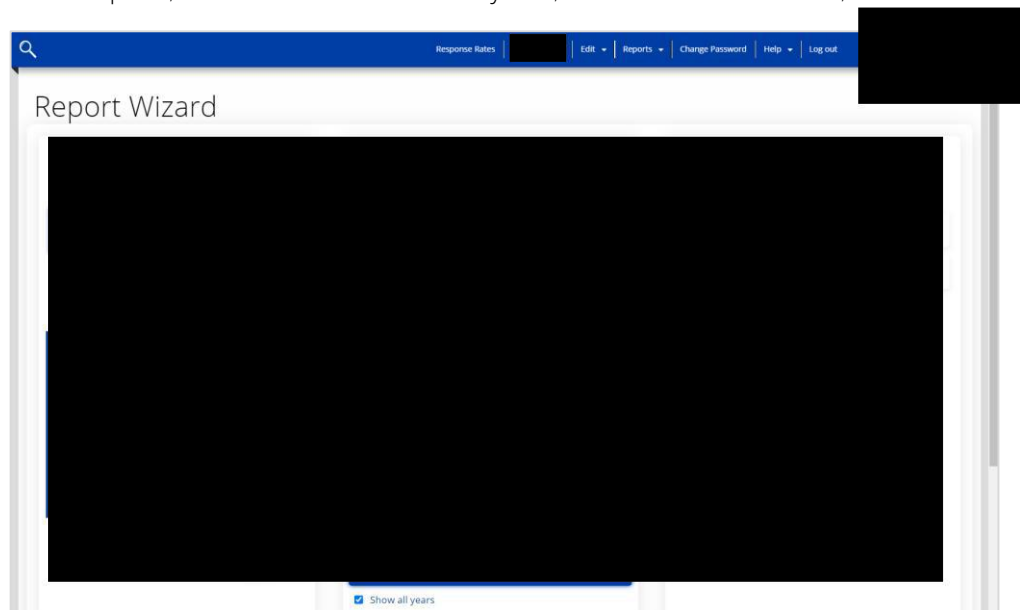
4. ▮▮▮▮▮▮ will then load your report as requested. See next page for details on how to read and use the Historical Report.

Multiple Year Reporting For Mary Garcia

① The table header row identifies the contents of each column. Simply click the column header text to sort the report by the values in a chosen column.

② Click the Report icon (▮▮) to open the ▮▮▮▮▮▮▮▮ for the selected class.

③ The body of the report includes average score for each survey item for each class.

④ Click the collapse icon (▬) to view aggregate data for the entire year. If aggregate data is displayed, click the expand icon (✚) to reveal detailed data for each class (as shown above).

▶ ▮▮

PREVIEW EVALUATION WIZARD

The Preview Evaluation Wizard will allow you to access complete survey forms for each and every class—both past and present. Here's how to use the wizard:

1. Navigate to the "Wizards" tab in the header menu, and choose "Evaluation Previews."

2. ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ w page with three panels. The first panel presents high-level options, while the others provide options for fine-tuning which information you'd like to see. Begin by making a selection from the first pane. The other pane(s) may update depending upon your selection, as noted below:

| Choose an option from the first panel:		Next, specify the scope of data you want to see by choosing an option from either of the other panels:
Select **Current Classes** to see survey information for classes or divisions with active or upcoming survey periods.	⮕	The **Choose Classes** panel allows you to narrow the evaluations shown based on evaluation status. The **Choose a Division** panel allows you to narrow the report by institutional division (if you've taught courses in multiple divisions).
Choose **Completed Classes** to see survey information for past evaluation periods.	⮕	The **Choose a Year** panel allows you to narrow the evaluations shown by year or semester. The **Choose a Division** panel allows you to narrow the report by institutional division (if you've taught courses in multiple divisions).
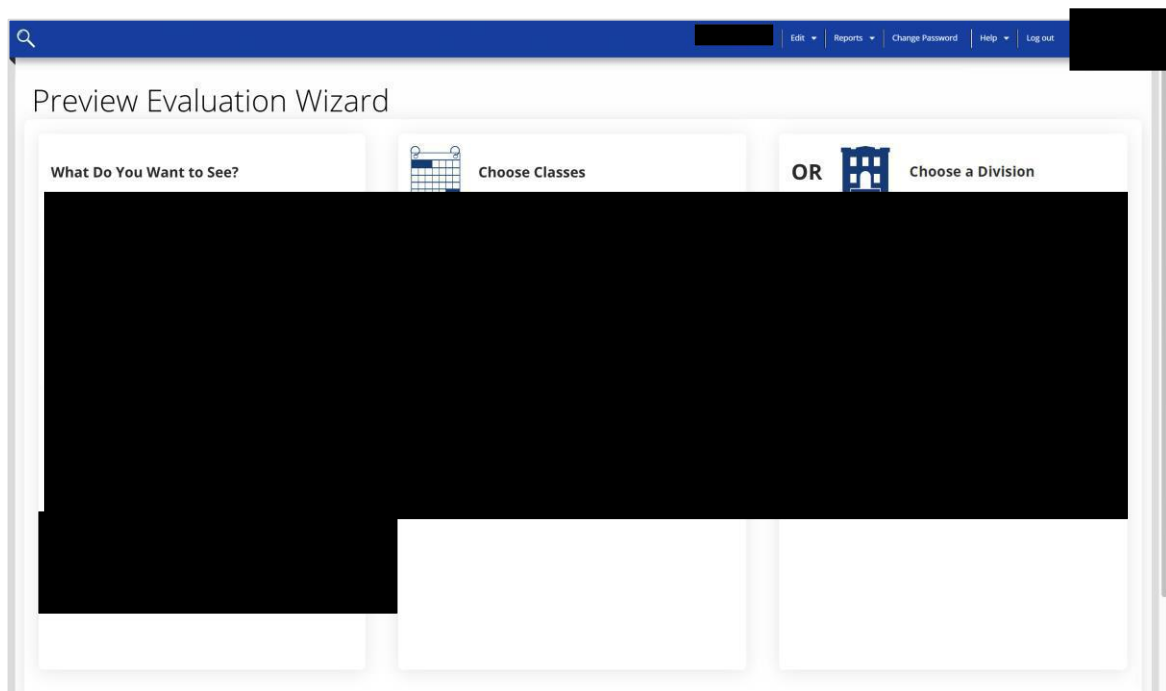
3. Once you make your selections on the Preview Evaluation Wizar███████████resent a table showing all class sections that fit the parameters you selected in███████████ Each row represents one class section, and you can use links and tools on the table to look up data and survey forms for any of your courses:
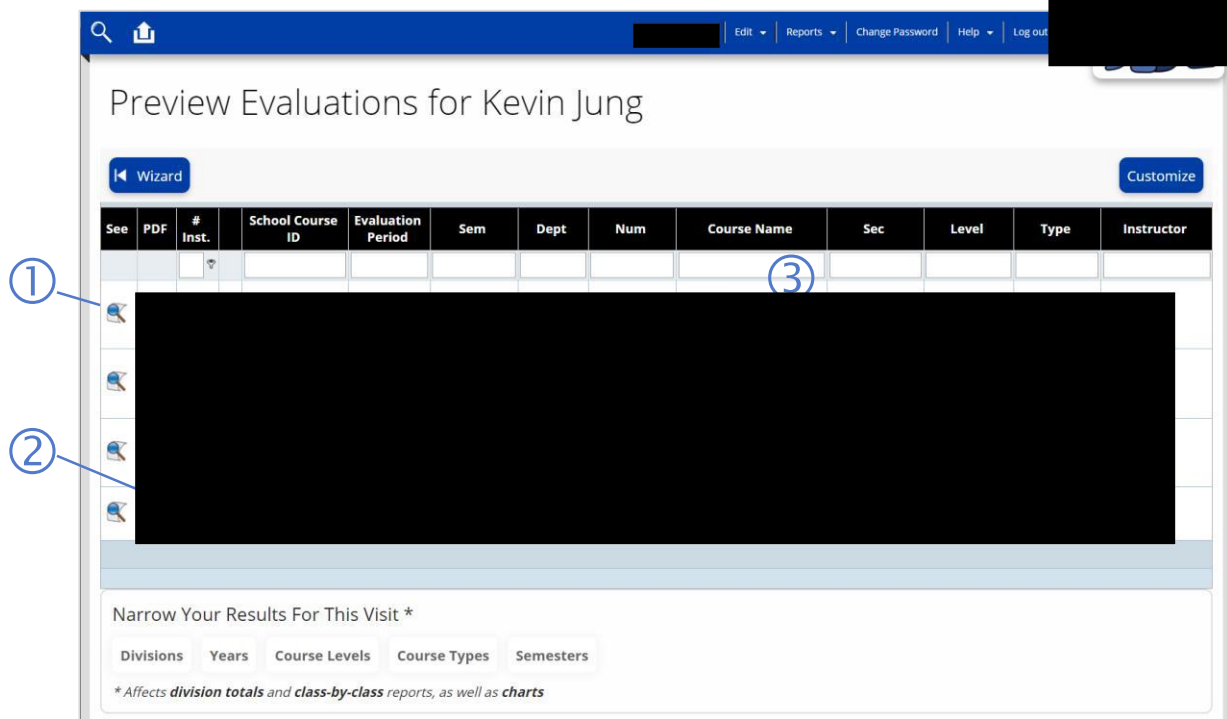
① Click the Preview Survey icon ( ) to see the survey form for this class. The Preview version shows you exactly what your students see when they complete the evaluation for your course.

② The Download Survey PDF icon ( ) allows you to export the online survey form for offline storage, printing, or sharing.

③ Type search terms into the column headers to quickly locate classes.

④ Click on any of the hyperlinked values to show all classes within the selected group. Here, the user could click to view all courses taught in the HIST department, for example.

SINGLE QUESTION WIZARD

⚠️ This feature must be enabled by a system administrator at your school. If the Single Question Wizard is not enabled, then the features in this section will not be available to you.

The Single Question Wizard helps you to take a detailed look at evaluation results for a selected survey item. Here's how:

1. Navigate to the "Wizards" tab in the header menu, and choose "Single Question Breakdown."

2. ███████████ load a new page with three panels. The first panel presents high-level options, while the others provide options for fine-tuning which information you'd like to see. Begin by making a selection from the first pane. The other pane(s) may update depending upon your selection, as noted below:

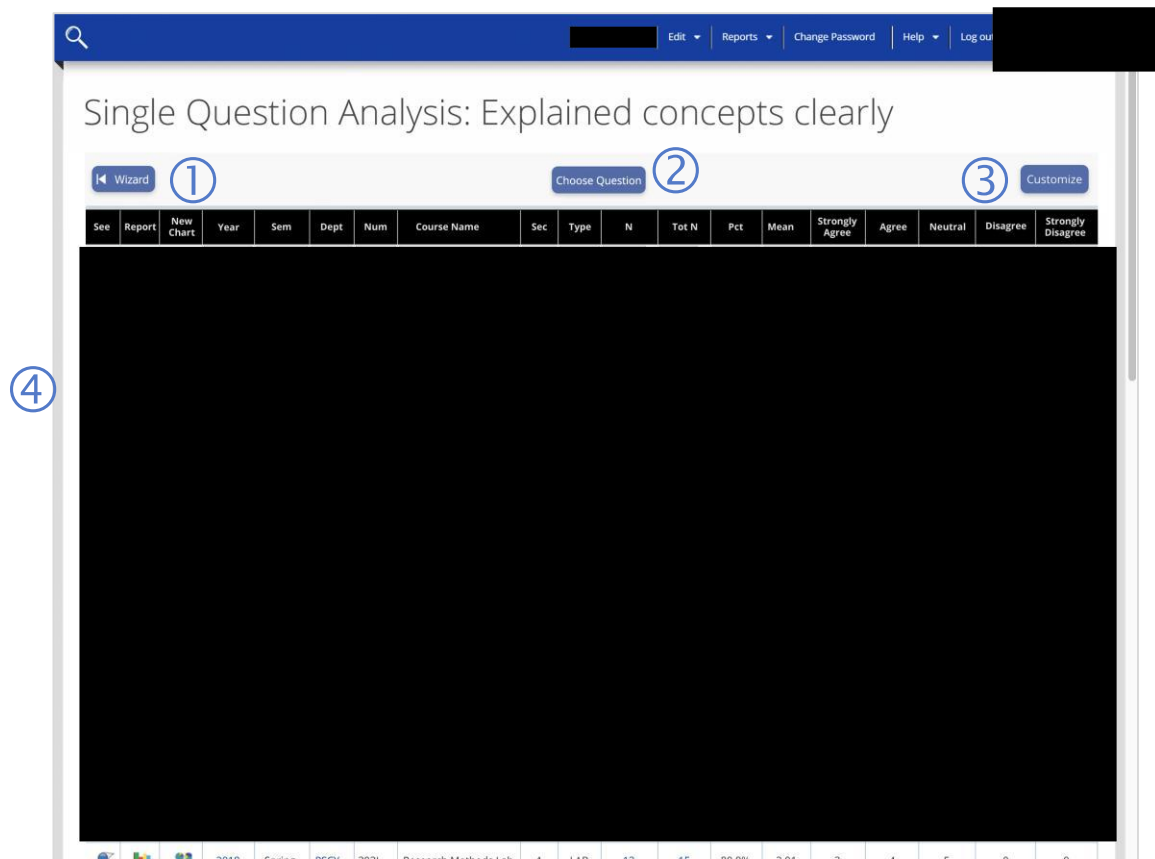| Choose an option from the first panel:		Next, choose an option from either of the other panels:
Select **Class-by-Class Reports** to see a detailed data table with results for a single question shown for each class section.	⇒	The **Choose a Year** panel allows you to pull data for a single academic or calendar year, or to view data for all years.
Choose **For Each Course Title** to view a data table with results for a single question aggregated for each course you've taught, (e.g. all class sections of BIO 101).	⇒	The **Choose a Division** panel allows you to narrow the report by institutional division (if you've taught or have access to courses in multiple divisions).

3. Once you make selections on the Report Wiza█████████████████ stantly generate your
   requested report, such as the sample class-by-class single question analysis shown below:

① Not the data you were looking for? Click the "|◀ Wizard" button to restart the Wizard from the beginning. .

② Click the "█████████████████n to select a different survey item for analysis. The header text will update to identify the chosen question (e.g. "Explained concepts clearly").

③ Click the "Customize" button to select which data columns are shown on the report. See ██████████████ to see how!

④ Use the icons t██████████████████ (🔍) or get quick access to the ████████ ██████(██)or ████████████ 🧩).

⑤ The rating scale columns (here, Strongly Agree – Strongly Disagree) show you a count of students who responded within each rating scale level for the selected question.

CHOOSE QUESTIONS

When viewing the Single Question Analysis Wizard, you can choose which survey question you'd like to analyze. Start by simply clicking the "Choose Question" button displayed above the table:
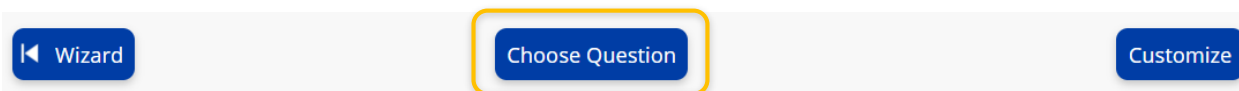
When you do so, a new window will open, as shown below:
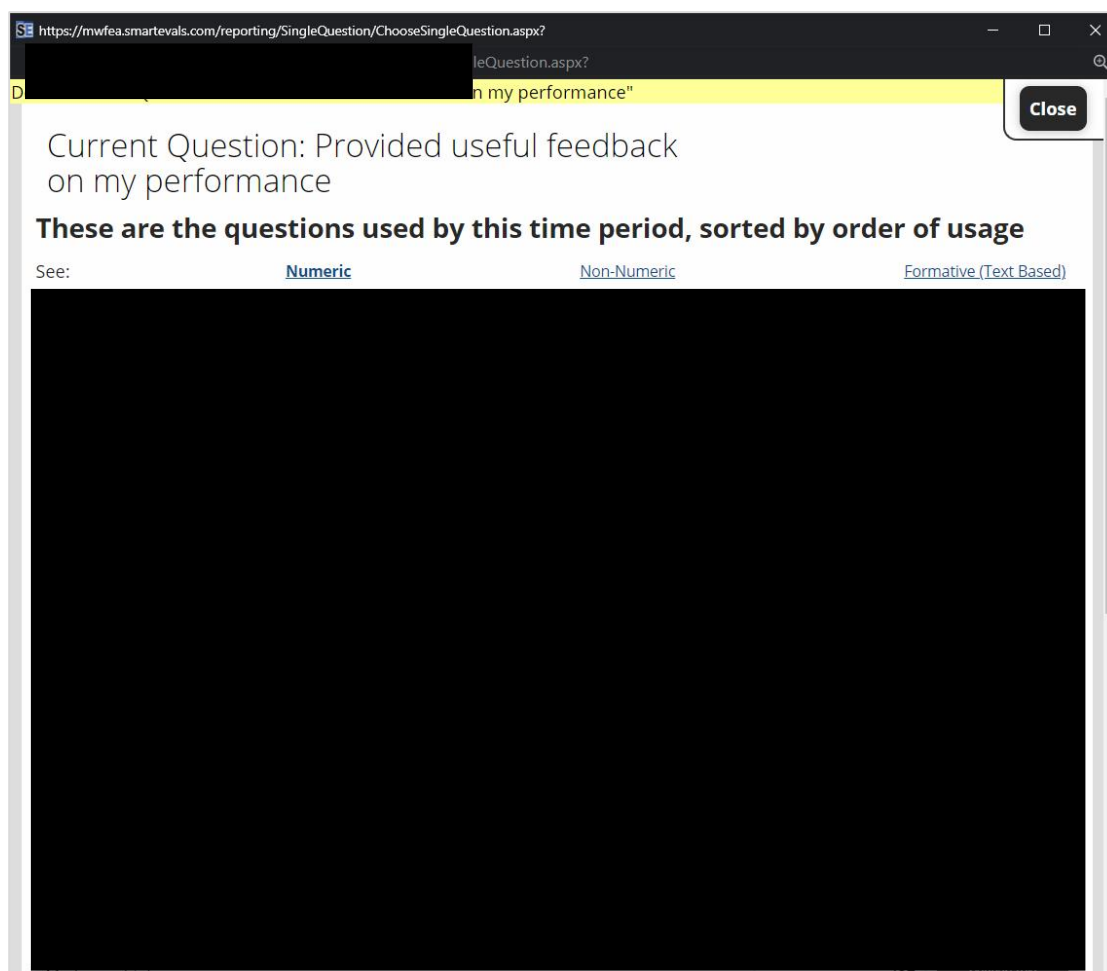
The question selection screen lists all of the survey items in use by your school. Simply click the "Choose this question" button next to one of the displayed question to see response data for that item. If there are a lot of questions listed, type search terms into the text box at the top of the column to narrow the list of questions.

Once you click the "Choose this question" button, the data table on the previous page will update to show results for the selected question. Click the "Close" button to dismiss the question selection window and return to your report.

PERCENTILE RANK REPORT

███████████ Percentile Rank Report shows you how your mean scores compare to other scores earned at your institution. To do so, ███████████ lots your mean scores along a percentile rank continuum. The positioning of your scores indicate the percentage of other instructors whose mean scores ranked either higher or lower than yours:
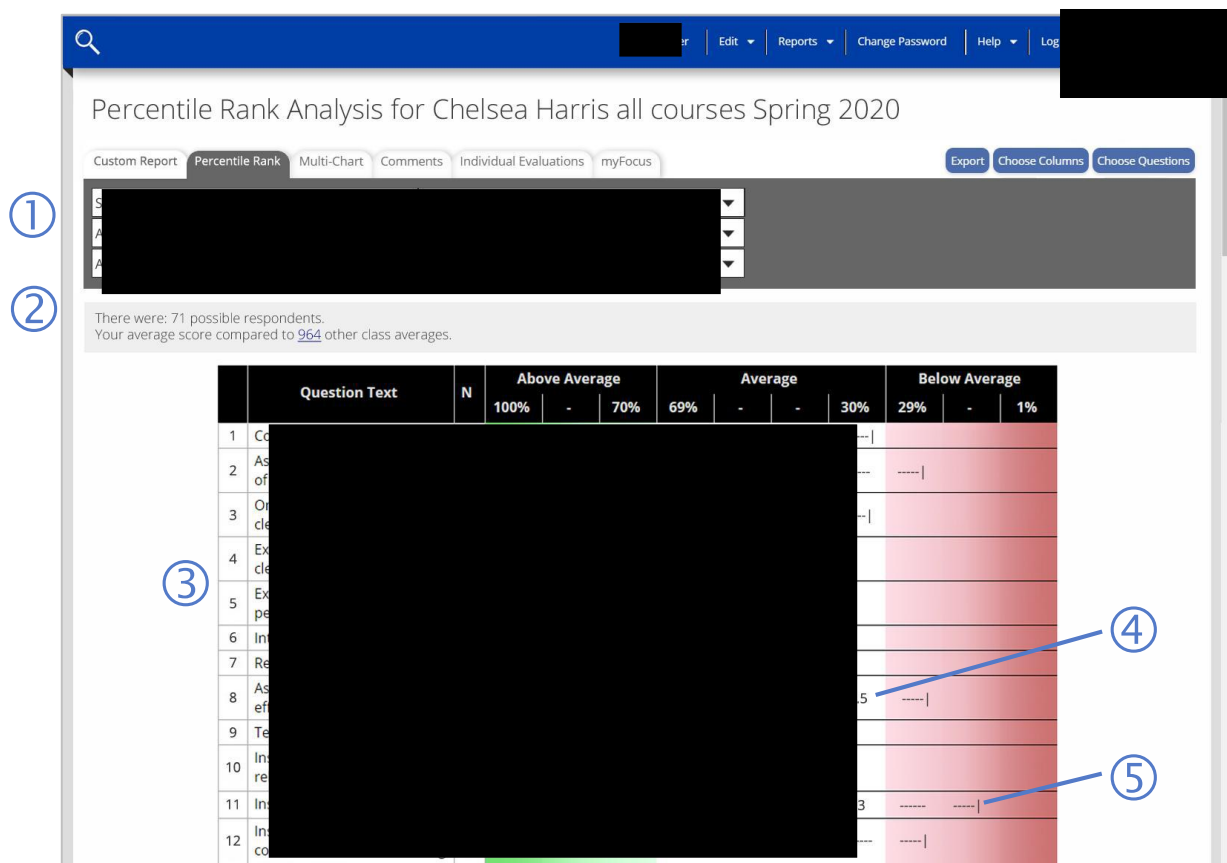

① The ███████████ allow you to focus in on your mean scores for specific courses, classes, semesters or years.

② The summary above the table shows the number of respondents included in your mean scores. Click the hyperlinked text to see a listing of classes included in the percentile rank comparison group.

③ Each survey question is shown as a separate row. If you are looking to improve your scores, we recommend prioritizing items that fall in the red area, as these offer the greatest opportunity for improvement.

④ Your mean scores are shown as numerals, with each plotted along the percentile range to indicate performance relative to other instructors'. In this case, the score of 3.5 was higher than 30% of other instructors at this school.

⑤ The |--- ---| markings indicate the ███████████or each question. (Note: you will only see confidence intervals if your school's evaluation administrator has enabled them.)

▶See the Percentile ███████████

MULTI-CHART REPORT

███████████ ultiChart Report provides colorful bar and pie charts for at-a-glance insight into response distribution for each survey item. Just as with an ██████████████ort, you can adjust the ███████████ ████ to change the sample group to cover one or more classes, courses, semesters, or years.
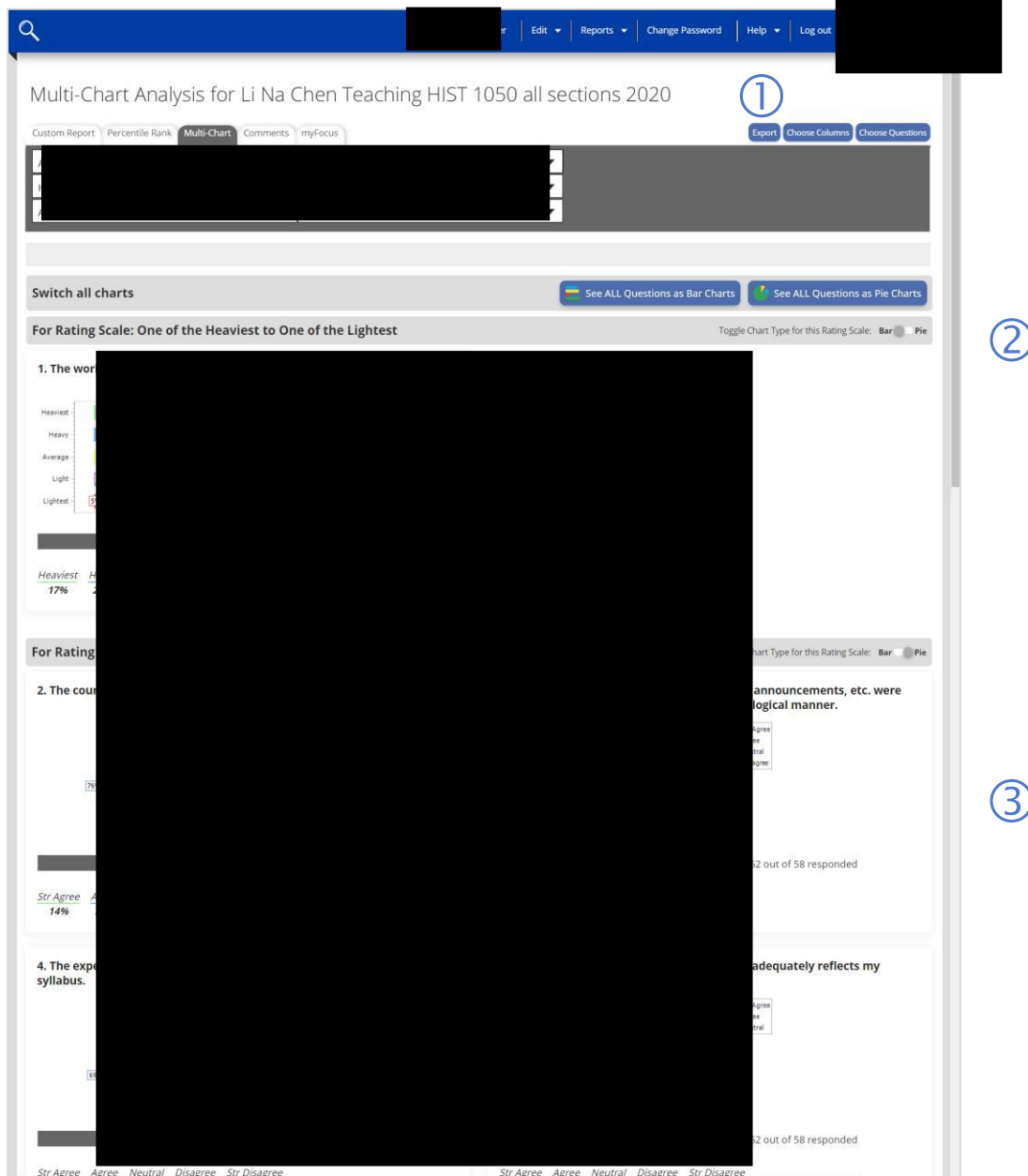
① Click the Export button to download the report for easy sharing or offline use.

② Charts are grouped into sections by rating scale. For each section, you can click the toggle button to switch between bar or pie charts.

③ Each slice of the pie chart (or bar on the bar charts) indicates the percentage of students who chose the specified answer value. Response distribution provides helpful context for better understanding mean scores.

COMMENTS REPORT

The Comments Report collects all free-form text responses into a single report, providing a convenient means of reviewing your students' comments. As with an ███████ report, you can use the ███████ ███████ at the top of the page to change the sample group to cover one or more classes, courses, semesters, or years.

① The Student Disposition rating puts comments in context! ███████ analyzes each student's response patterns and applies a disposition rating to indicate whether their responses were about average ("Neutral"), skewed positive ("V. Satisfied"), or skewed negative ("Dissatisfied").

② Type in the text fields in each column to filter the report by your desired search terms. Tip: Use this tool to filter comments by Student Disposition.

INDIVIDUAL EVALUATIONS

The Individual Evaluations Report is a "virtual stack of evaluations" where survey responses are presented as individual survey forms completed by each respondent.

Each set of responses is numbered (e.g. 1 out of 15) for clarity. In the interest of preserving respondent confidentiality, no other distinguishing data is presented, and, as with al███████████eports, all feedback is kept anonymous.

① A survey header separates each student's survey responses, and identifies the Instructor's name, course, term and/or year, as well as which numbered response out of the total received.

② Click the Export button to download the report for easy sharing or offline use.

████████ S

████████ sn't so much a single report as it is a collection of tools to help support your instructional development efforts. ████████ repares your ██████ s analysis based on a variety of factors, including mean scores, percentile rank, question applicability feedback, and confidence interval data. ████████ then presents strategic recommendations for improvement based on your ████████ analysis. For example, when you excel on an evaluation item, you'll be invited to ████████. Where your scores could use a boost, you'll be presented with tools to help you i████████.

▶ See the ██████ us video tutorial ████████.

USING ████████ TO IMPROVE

You can use ██████ to uncover your own best opportunities for improvement, and you can also find relevant resources, and build an Action Plan. Here's how:

1. Start by accessing your ██████ Questions. You can do this in either of two ways:

   From myEvalCenter, locate the ██████ s question badge near the top of the page, then click the "Learn More" link.

   OR Click the Reports tab on the header menu, then select the "████████" option.

⚠ If you do not see these options, it is likely that your institution has disabled the ████████ Questions feature. If this is the case, then the tools described in this section will not be available to you.

2. ████████ ill load a list of your ████████ Questions. These are survey items that ████████ has identified as offering the best opportunity for score improvement:
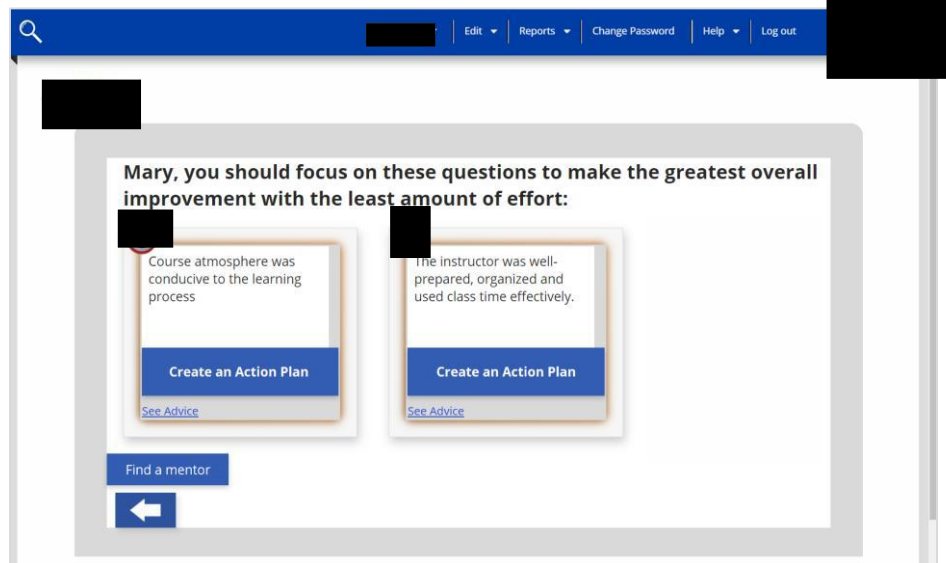
3. From here, you may have a few options. Please note that the availability of each of the following features depends on whether your school has enabled them:

   a. **Create an Action Plan:** Click this button to create a new Action Plan for improving on the selected survey item. The Action Plan form includes structured questions to help you strategize and document your efforts.

   b. **See Advice:** Click this link to see the knowledge base of advice from other instructors. Advice is collected from instructors who have performed well on the selected survey item and volunteer to provide their input. See the Using ████████ to Help Others section of this guide to see how you can supply your own advice.
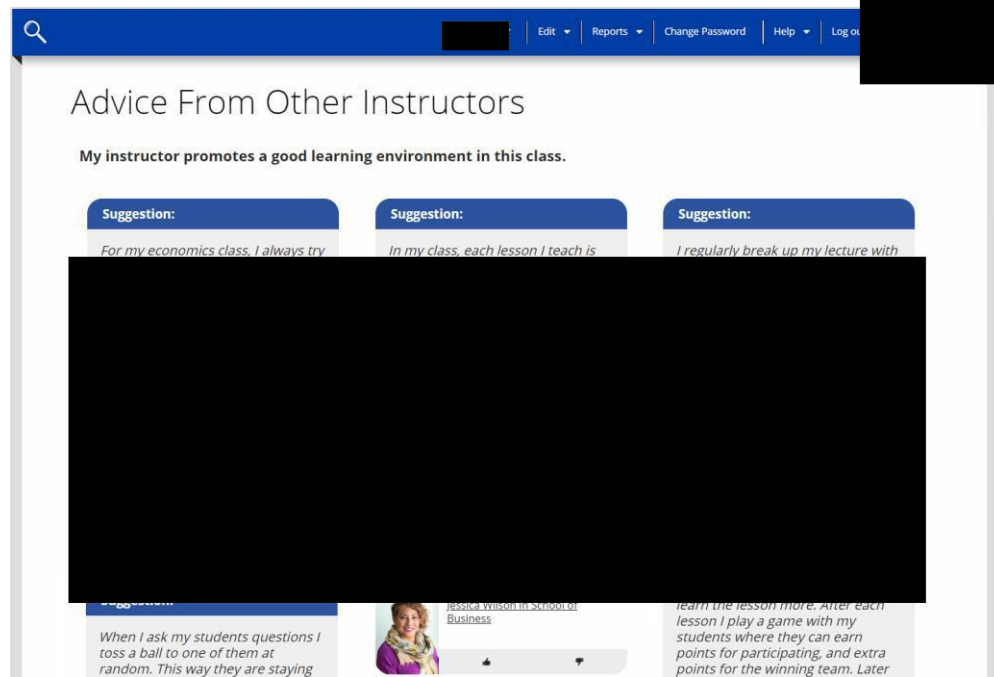
c. **Find a Mentor:** Click this button to see a list of available mentors, along with their contact information. Mentors serve on a volunteer basis, and are selected based on their exceptional evaluation scores for the selected item. See the Using ██████ to Help Others section of this Guide to see how you can serve as a mentor.

USING ██████ TO HELP OTHERS

If there are specific areas where you've performed exceptionally well, congratulations! ██████ s will keep you informed of your accomplishments and give you the opportunity to help other instructors by sharing your insights.

To get started:

1. You'll know that you've earned strong scores when you see the gold standard badge on your myEvalCenter screen. Simply click it to see more information and options:
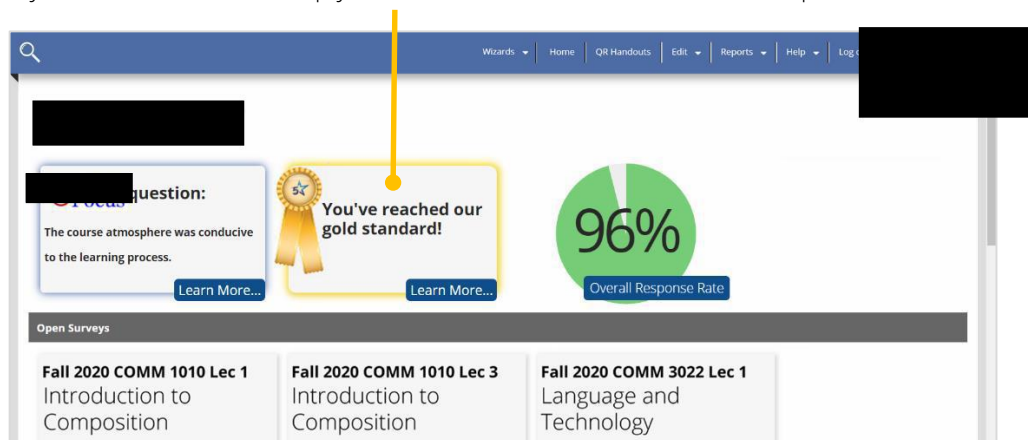
2. ████████ ill load a new page with a tile for each survey item that you have performed well on. You can click the "Help Others" button to see options for sharing your advice with others:
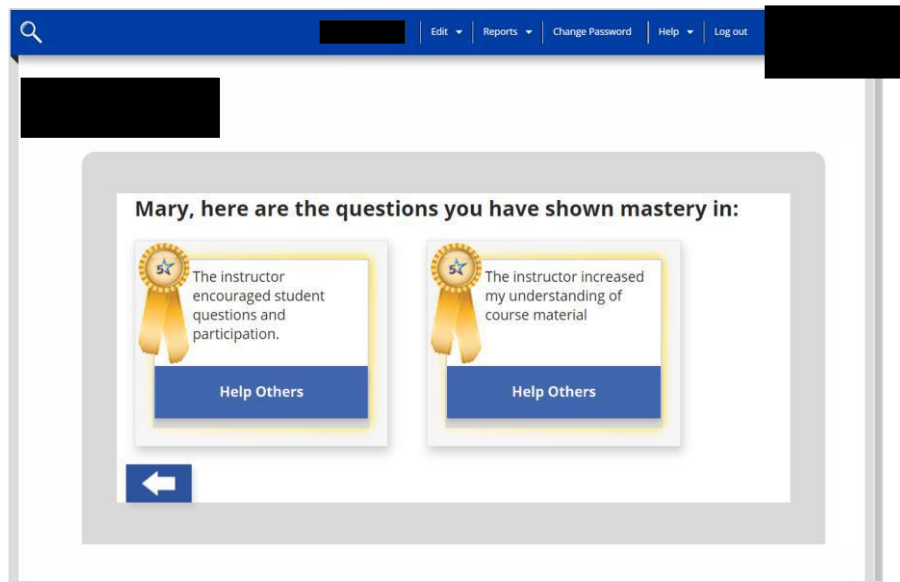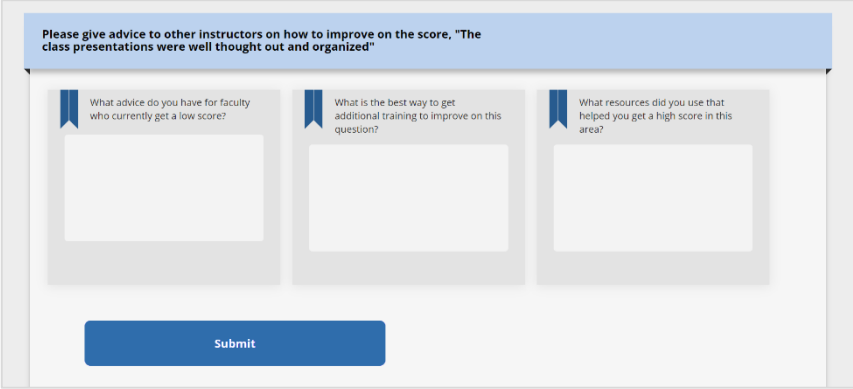
⚠ If you do not see the "Help Others" option, it is likely that your institution has disabled this component of ████████. If this is the case, then the tools described in this section will not be available to you.

3. ████████ ill load a menu of options for helping others:
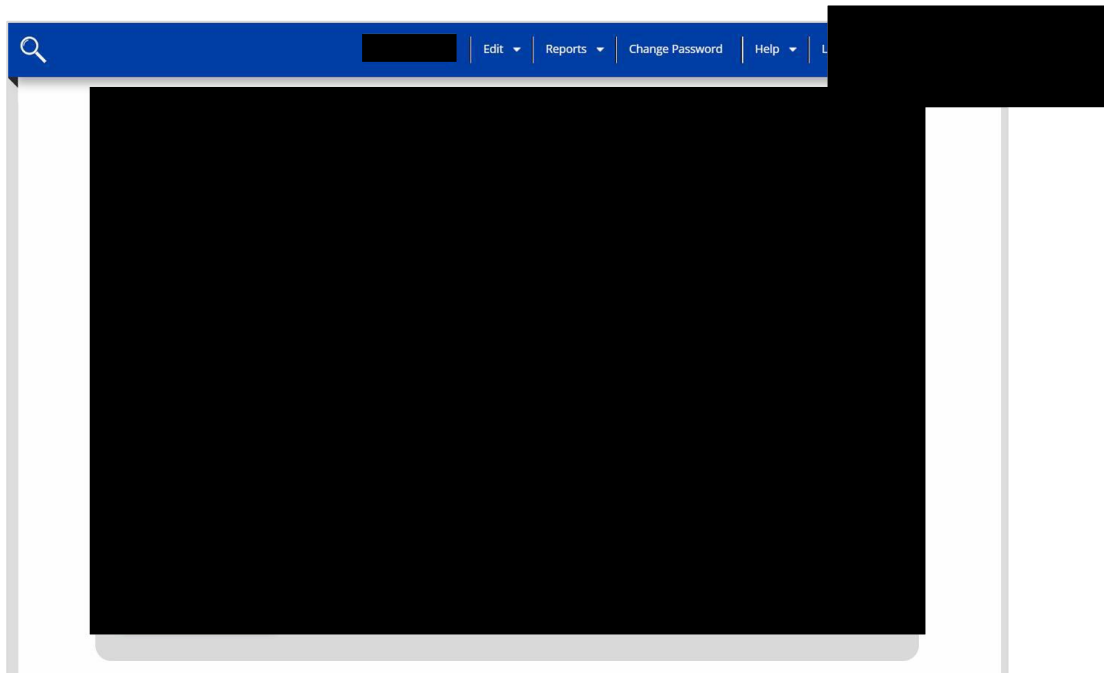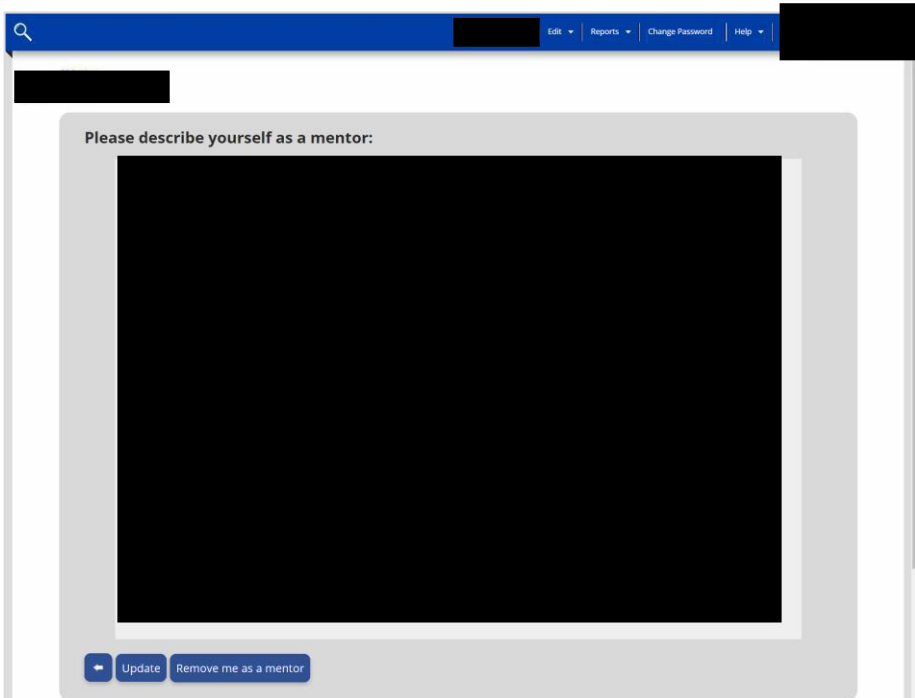
These options include:

a. **Give advice to instructors who struggle.** Click this button to share your advice for performing well on the selected evaluation item. You'll be asked to complete a brief questionnaire about your techniques and strategies:

b. **Be a mentor to other instructors at your school.** Click the button to volunteer as a mentor to other instructors who are looking to improve on their teaching effectiveness. ▮▮▮▮▮▮ will open a mentor profile form where you can supply your contact information and other details. You can also return to this page at any time to remove yourself from the mentor pool—simple click the "Remove me as a mentor" button at the bottom of the page.

REFERENCE MATERIALS

INDEX OF DATA COLUMNS USED ON REPORTS

On your reports, you'll see a number of different statistical data columns. The following list provides a description of each column:

N   The number of respondents for a survey item.

RR   Response rate, or the percentage of potential respondents who responded to a survey item.

Top Two   The percentage of survey respondents who answered within either of the two highest response categories. Note: the Top Two column may not be available to you depending upon your institution's settings.

Avg*   Mean or average score. The mean score is the total value of all survey responses received for a survey item divided by the number of responses received.

Median*   Median score, or the central value in a sorted range of scores. The median value is helpful for better understanding trends in scores, as the median is more resistant to the influence of outliers than the mean.

IMedian*   Interpolated median. This is the median value that has been adjusted to better reflect the true central data point were there a different degree of granularity in the rating scale used. The interpolated median is calculated based on a ratio between the data points that surround the central value.

SD*   Standard deviation. This value indicates the degree of variation between all of the responses received for a survey item. Lower SD values indicate a smaller spread among responses; higher SD values indicate a larger spread.

95% CI Low* Confidence interval (lower bound). A confidence interval represents the degree of certainty in a data set. A 95% confidence interval, like the one used here, indicates that 95% of all survey responses can be expected to fall within the confidence interval range, which is calculated based on the mean, variance, and standard deviation of the collected response data for each survey question. Specifically, the "95% CI Low" value refers to the lower bound of a confidence interval, meaning that 95% of scores in the data set are likely to be greater than or equal to this value.

95% CI High* Confidence interval (upper bound). A confidence interval represents the degree of certainty in a data set. A 95% confidence interval, like the one used here, indicates that 95% of all survey responses can be expected to fall within the confidence interval range, which is calculated based on the mean, variance, and standard deviation of the collected response data for each survey question. Specifically, the "95% CI High" value refers to the upper bound of a confidence

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* Values in these columns adapt based on the parameters selected in the drop-down menus on the reporting interface. See the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ection of this Guide.

interval, meaning that 95% of scores in the data set are likely to be less than or equal to this value.

Instructor Avg   The aggregated mean or average score for an instructor. This column differs from the "Avg" column in that it is an aggregate data column that represents the mean score that an instructor has earned across all of their courses and classes. █████████ alculates the Instructor Avg based on all instances where a given survey item was asked of the selected instructor.

Course Avg   The aggregate mean score for the course. Typically used for benchmarking purposes, the Course Avg column shows the mean score for each survey item based on evaluation scores collected across all instances of a selected course (e.g. PHYS 201), including aggregated results from all available years, semesters, instructors, and class sections.

Dept Avg   The aggregate mean score for the department. The Dept Avg column shows the mean score for each survey item based on all available evaluation scores from instructors and courses within a department.

Dept SD   The aggregate standard deviation for the department. This column differs from the "SD" column in that it is an aggregate data column that represents the standard deviation based on all available evaluation scores collected for a given survey item within a department. This includes results from multiple years, semesters, instructors, courses, and class sections.

Div Avg   The aggregate mean score for the division (e.g. College of Arts and Sciences, School of Nursing, etc.). The Div Avg column shows the mean score for each survey item based on all available evaluation scores collected across the entire institutional division, including results from multiple years, departments, instructors, courses, and class sections.

Div SD   The aggregate standard deviation for the division (e.g. College of Arts and Sciences, School of Nursing, etc.). The Div SD column shows the standard deviation for each survey item based on all available evaluation scores collected across the entire institutional division, including results from multiple years, departments, instructors, courses, and class sections.

Div Lvl   The mean or average score for the selected course level (e.g. Graduate, Undergraduate) across the entire division (e.g. College of Arts and Sciences, School of Nursing, etc.).

Div Lvl SD   The standard deviation for the selected course level (e.g. Graduate, Undergraduate) across the entire division (e.g. College of Arts and Sciences, School of Nursing, etc.).

Sch Avg   The aggregate mean score for the institution. The Sch Avg column shows the mean score for each survey item based on evaluation scores collected across the entire institution, including results from multiple years, divisions, departments, instructors, courses, and class sections.

Sch SD   The aggregate standard deviation for the institution. The Div SD column shows the standard deviation for each survey item based on evaluation scores
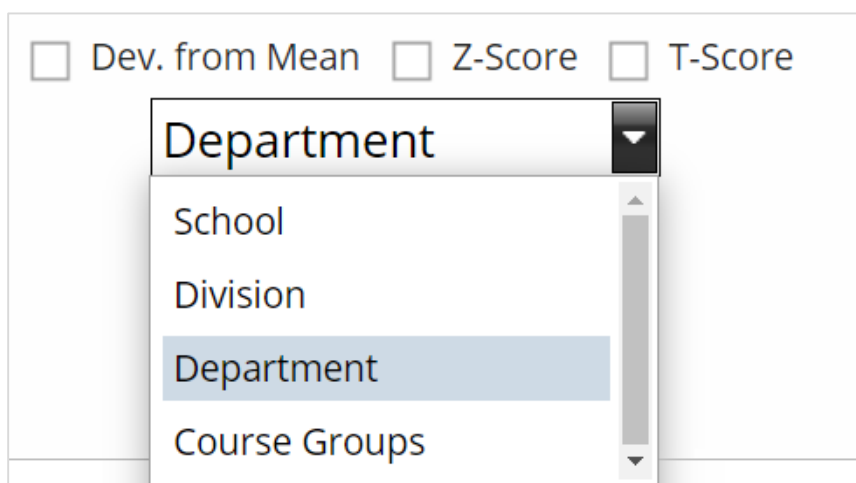
	collected across the entire school, including results from multiple divisions, departments, instructors, courses, and class sections.
Sch Lvl	The aggregate mean score for the school level. The Sch Lvl column shows the mean score for each survey item based on all available evaluation scores collected across the entire school, including results from multiple years, divisions, departments, instructors, courses, and class sections.
Sch Lvl SD	The aggregate standard deviation for the school level. The Div SD column shows the standard deviation for each survey item based on all available evaluation scores collected across the entire school, including results from multiple years, divisions, departments, instructors, courses, and class sections.
College Avg	The aggregate mean score for the institution. The College Avg column shows the mean score for each survey item based on all available evaluation scores collected across the entire institution, including results from multiple divisions, departments, instructors, courses, and class sections. At most institutions, the "Sch Avg" column is used instead of "College Avg," however larger institutions with complex hierarchies may use both.
Course Group Avg	The aggregate mean score for a custom group of courses. Typically, this will includes courses that span multiple departments, types, or levels. Note: The Course Group Avg column may or may not be available to you depending on whether your institution has opted to create custom groups of courses for interdisciplinary program assessment or other purposes.
Course Group SD	The aggregate standard deviation for a custom group of courses. Typically, this will includes courses that span multiple departments, types, or levels. Note: The Course Group SD column may or may not be available to you depending on whether your institution has opted to create custom groups of courses for interdisciplinary program assessment or other purposes.
Nat'l Avg	The aggregate mean score for all US institutions. The Nat'l Avg column shows the mean score for each survey item based on all available evaluation scores collected from participating ███████ schools. Please note that Nat'l Avg data is available only if your institution uses survey items from our ██████████ ██████.
Rating Levels[*]	Displays a separate column for each rating level or answer choice associated with a question. The name and/or value of the rating level is displayed in the column header (e.g. Strongly Agree, Yes, etc.), and the column values indicate the percent distribution of responses across the rating scale. Tip: Click on any hyperlinked percentages in the Rating Levels columns to apply ████████ ███████████.

OTHER STATISTICAL DATA COLUMNS

Dev from Mean   The mean deviation as compared to a selected data set. The Dev from Mean column shows the average distance of your scores from the mean for the selected level of aggregation (e.g. School, Division, Department, or Course Groups, as shown below).

Z-Score   The z-score as compared to the mean for the selected data set. The Z-Score column is measured in terms of the number of standard deviations that your scores vary from the mean for the selected level of aggregation (e.g. School, Division, Department, or Course Groups, as shown below).

T-Score   The t-score as compared to the mean for the selected data set. The T-Score column is similar to the Z-Score column in that it measures the number of standard deviations that your scores vary from the mean for the selected level of aggregation (e.g. School, Division, Department, or Course Groups, as shown below). T-scores are typically used for data sets with limited sample sizes, as they account for more deviation from normal statistical distributions.