

# Course Evaluations

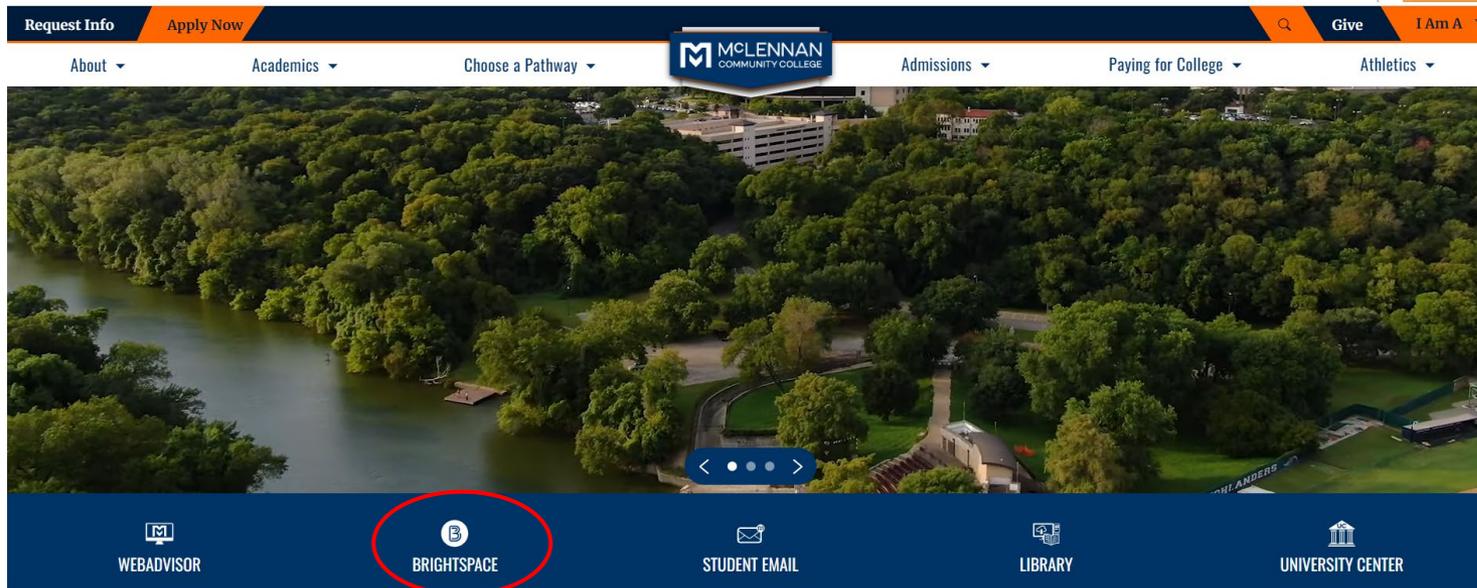
How to view your course evaluation results  
For Deans, Division Chairs and Program Directors

Laura Wichman

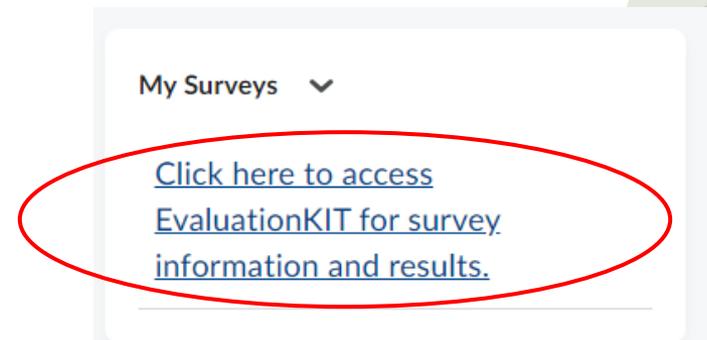
August 7, 2023

# Finding Course Evaluations

## #1 - Log into Brightspace



## #2 - Click the link under the “My Surveys” widget on the Brightspace homepage



# Welcome

- ▶ When users first log in, users will see a “Project Results” area where users can find the latest project results available to you.
- ▶ Ensure in the upper right corner of the screen it says, “Your Name” and “Administrator”
  - ▶ If it does not say Administrator click the drop down arrow next to Instructor and select Administrator

watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results CES Administrator Laura Wichman English (United States)

**My Surveys** →

Response Rate Tracker View All

No Project Found

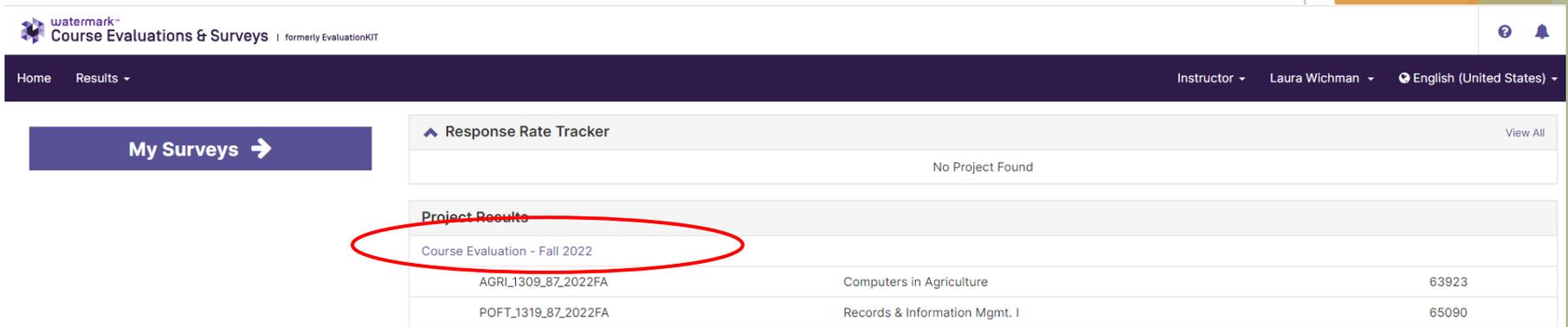
**Project Results**

Course Evaluation - Fall 2022

AGRI_1309_87_2022FA	Computers in Agriculture	63923
POFT_1319_87_2022FA	Records & Information Mgmt. I	65090

# Project Results

- ▶ Click the title of the project you wish to view.



watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results - Instructor - Laura Wichman - English (United States) -

**My Surveys →**

Response Rate Tracker View All

No Project Found

**Project Results**

Course Evaluation - Fall 2022			
AGRL1309_87_2022FA	Computers in Agriculture		63923
POFT_1319_87_2022FA	Records & Information Mgmt. I		65090

- ▶ You will be given 4 options to view results:
  - ▶ Hierarchy Level
    - ▶ View results by department
  - ▶ Course
    - ▶ View results by specific course or aggregate specific course (i.e. ENGL 1301)
  - ▶ Course Section
    - ▶ View results by specific course section or aggregate specific course sections (i.e. ENGL.1301.87)
  - ▶ By Instructor
    - ▶ View results of instructor for specific course or aggregate all courses taught by instructor



# Project Results - Hierarchy Level Results

# Project Results - Hierarchy Level Results

- ▶ Click the Home Button
- ▶ Results will default to results By Hierarchy Level
- ▶ Click within the empty box

Home / Results / Project Results / Project Hierarchy Level Results

## Project Hierarchy Level Results Course Evaluation - Spring 2023

By Hierarchy Level Course Course Section By Instructor By TA

### View Results

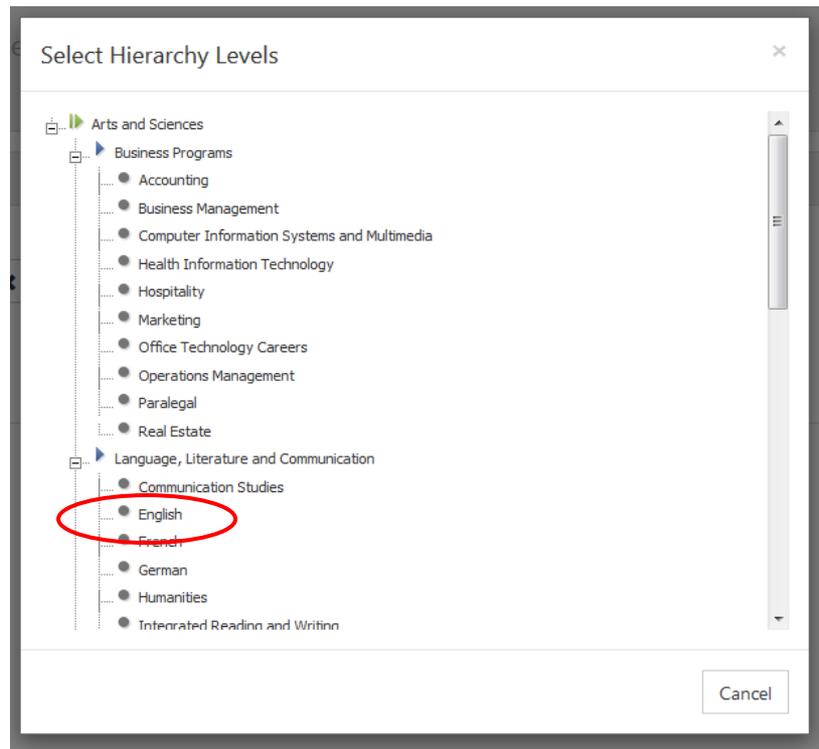
Hierarchy Level

X

Detailed Report Detailed Report + Comments Short Report Short Report + Comments Raw Data

# Project Results - Hierarchy Level Results

- ▶ A dialog box will appear showing the hierarchy of the evaluation system.
- ▶ Scroll through the list and find the **one** level you would like to view results for.



# Project Results - Hierarchy Level Results

- ▶ Results are available in three formats:
  - ▶ PDF Report (does not include student comments)
  - ▶ PDF Report + Comments
    - ▶ We recommend this option
  - ▶ Raw Data (excel file format)
- ▶ Click the format you would like to download
  - ▶ The download will automatically begin.

**View Results**

**Hierarchy Level**

English ✕

Detailed Report   Detailed Report + Comments   Short Report   **Short Report + Comments**   Raw Data

The background features abstract geometric shapes in shades of green and orange. On the left, a solid green shape extends from the top to the bottom. On the right, there are overlapping, semi-transparent shapes in orange and green, creating a layered effect. The central area is white, providing a clear space for the text.

# Project Results - Course Section

# Project Results - Course Section

- ▶ Click the tab titled “By Course Section”
- ▶ If you know the course code, input that in the in “Code” text box below “Search Course Sections” and click Search.
  - ▶ Course Code is SUBJECT\_COURSE\_SECTION\_TERM
    - ▶ ENGL\_1301\_01\_2023SP
- ▶ You can also search by title or hierarchy

## Course Section Results Course Evaluation - Spring 2023

By Hierarchy Level Course **Course Section** By Instructor By TA

### Q Search Course Sections

Code

Title

#### Show Columns

Course Code  Title  Unique ID  Hierarchy Level

Search

Reset

# Project Results - Course Section

- ▶ Then select one or more courses from the list that appears under “Course Results” by click the checkbox next to the desired course(s).
- ▶ To view a single report of the course click the download icon under the view column
  - ▶ We recommend selecting PDF + Comments for a full report.

Q Search Course Sections

Code  Title  Unique ID  Hierarchy Level  ✕

Show Columns  
 Course Code  Title  Unique ID  Hierarchy Level

 Batch Report

<input type="checkbox"/> Code	Title ▲	Unique ID	Hierarchy Level	View
<input type="checkbox"/> ACCT_2301_04_2023SP	ACCT 2301 Spring 2023 (T/Th 9:35)	71367	Accounting	
<input type="checkbox"/> ACCT_2302_01_2023SP	Acct 2302_01 Spring 2023 (M/W 9:35)	71372	Accounting	

# Project Results - Course Section

- ▶ To view an aggregate report select the courses you wish to aggregate by clicking the checkbox next to the respective courses.
- ▶ Click “Batch Report”

**Course Section Results** Course E

By Hierarchy Level Course Course Section By Instructor

Q Search Course Sections

Code

Show Columns

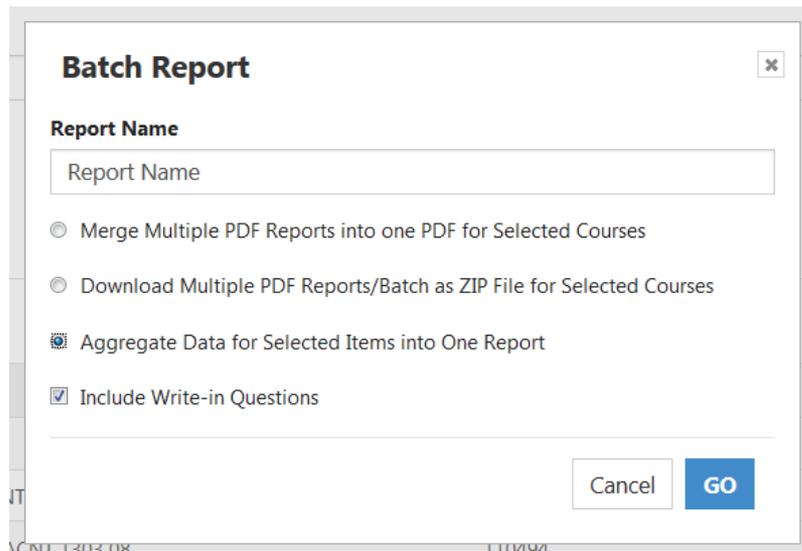
Course Code  Title  Unique ID  Hierarchy Level

**Course Results**

<input type="checkbox"/> Code
<input checked="" type="checkbox"/> ACCT_2301_04_2023SP
<input type="checkbox"/> ACCT_2302_01_2023SP
<input type="checkbox"/> ACCT_2302_03_2023SP
<input type="checkbox"/> ACCT_2302_87_2023SP
<input type="checkbox"/> ACCT_2301_80_2023SP

# Project Results - Course Section

- ▶ Give the report a name
- ▶ Click the radio button next to “Aggregate Data for Selected Items into One Report”
- ▶ Click “Go”
- ▶ You will receive an email when the report is ready to view.



The screenshot shows a dialog box titled "Batch Report" with a close button (X) in the top right corner. Below the title, there is a section labeled "Report Name" with a text input field containing the placeholder text "Report Name". Underneath the input field, there are four radio button options: "Merge Multiple PDF Reports into one PDF for Selected Courses", "Download Multiple PDF Reports/Batch as ZIP File for Selected Courses", "Aggregate Data for Selected Items into One Report" (which is selected), and "Include Write-in Questions" (which has a checked checkbox). At the bottom of the dialog, there are two buttons: "Cancel" and "GO".

The background features abstract geometric shapes in shades of green and orange. On the left, there is a solid green shape. On the right, there are overlapping, semi-transparent shapes in orange and green, creating a layered effect. The central area is white.

# Project Results - Instructor

# Project Results - Instructor

- ▶ Click the tab titled “By Instructor”
- ▶ If you know the instructors name, input that in the in “Instructor Name” text box below “Instructors” and click Search.
  - ▶ You can search by first and last name, just first name, or just last name.
- ▶ You may also select from the list that appears under “Course Results.”

Project Course Instructor Results Cours

By Hierarchy Level Course Course Section **By Instructor** By TA

Q Instructor

Instructor Name

Hierarchy Level

Show Columns

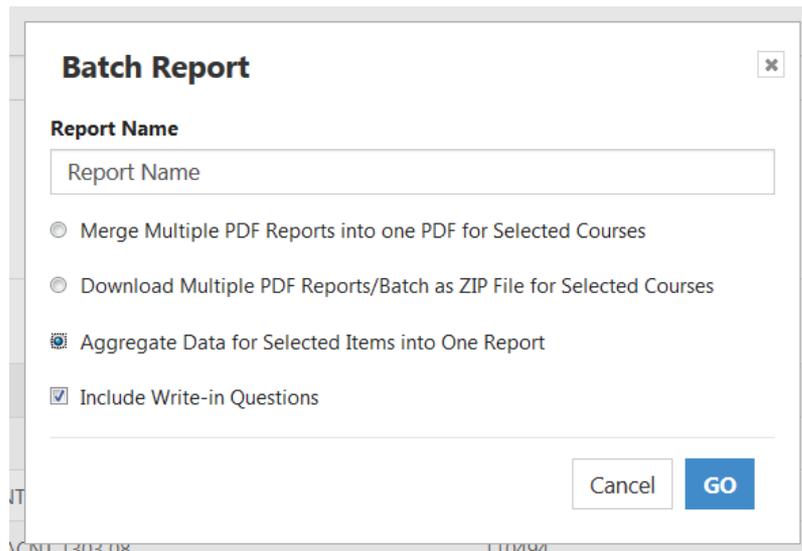
Course Code  Title  Unique ID  Hierarchy Level

# Project Results - Instructor

- ▶ Once you find the instructor you wish to generate results for you can view a single report of a course click the download icon under the view column
  - ▶ We recommend selecting PDF + Comments for a full report.
- ▶ To view an aggregate report select the courses you wish to aggregate by clicking the checkbox next to the respective courses.

# Project Results - Instructor

- ▶ Give the report a name
- ▶ Click the radio button next to “Aggregate Data for Selected Items into One Report”
- ▶ Click “Go”
- ▶ You will receive an email when the report is ready to view.



The screenshot shows a dialog box titled "Batch Report" with a close button (X) in the top right corner. Below the title is a section labeled "Report Name" with a text input field containing the placeholder text "Report Name". Underneath are three radio button options: "Merge Multiple PDF Reports into one PDF for Selected Courses", "Download Multiple PDF Reports/Batch as ZIP File for Selected Courses", and "Aggregate Data for Selected Items into One Report". The third option is selected. Below these is a checked checkbox labeled "Include Write-in Questions". At the bottom right are two buttons: "Cancel" and "GO".

# Questions?

- ▶ If you have any questions or would like assistance please contact:
- ▶ Laura Wichman  
Chief Research & Effectiveness Officer  
[lwichman@mclennan.edu](mailto:lwichman@mclennan.edu)  
254.299.8476

