

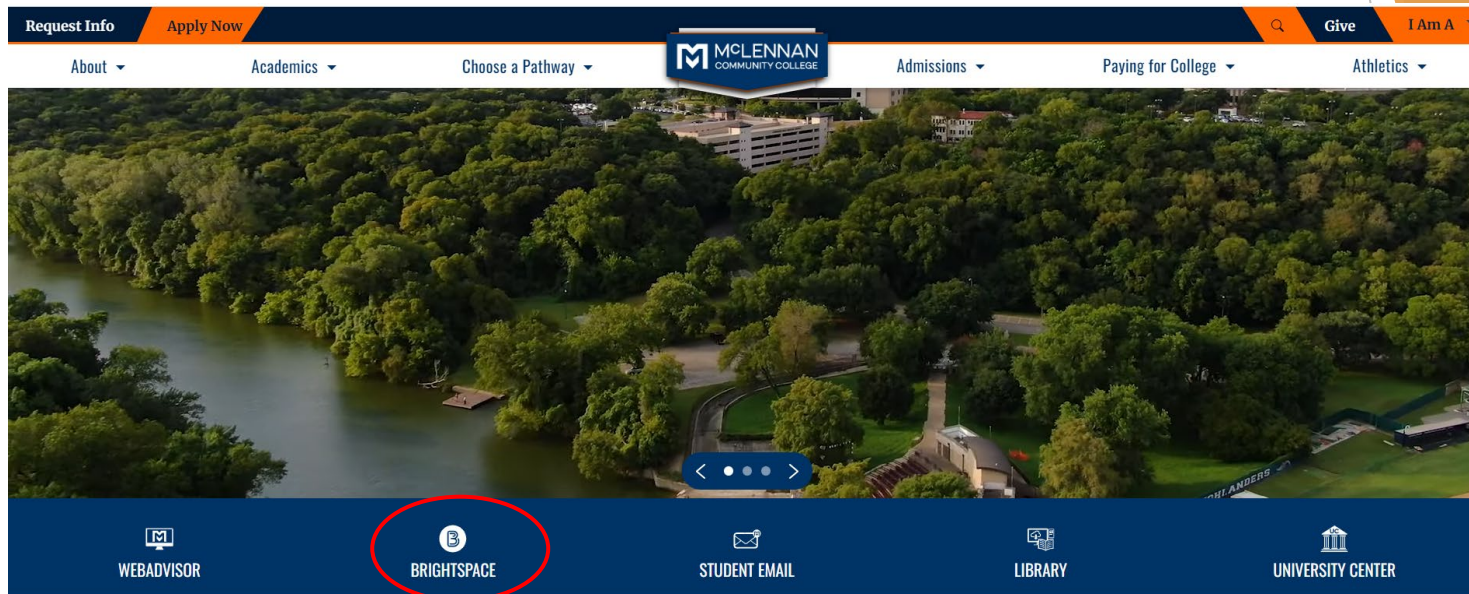
Percent Positive

How to calculate percent positive
In Course Evaluations
For Instructors

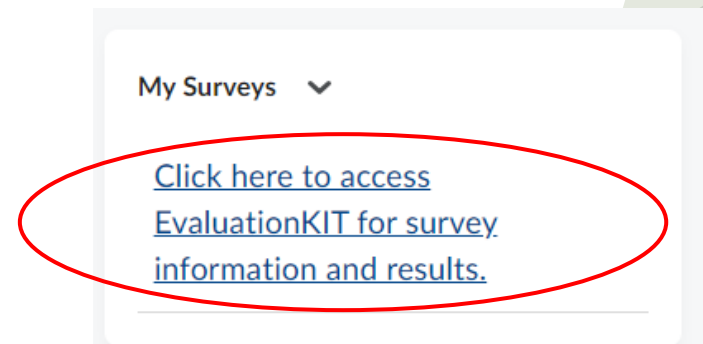
Laura Wichman
August 7, 2023

Finding Course Evaluations

#1 - Log into Brightspace



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



Welcome

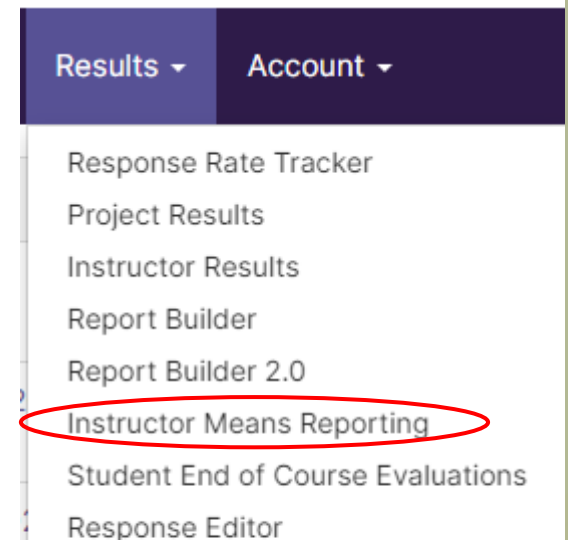
- ▶ When users first log in, users will see a “Project Results” area where users can find the latest project results available to you.
- ▶ Ensure in the upper right corner of the screen it says, “Your Name” and “Administrator”
 - ▶ If it does not say Administrator click the drop down arrow next to Instructor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

The screenshot displays the 'watermark Course Evaluations & Surveys' interface. The header includes the logo and text 'formerly EvaluationKIT'. The navigation bar shows 'Home' and 'Results' on the left, and user information 'CES Administrator', 'Laura Wichman', and 'English (United States)' on the right. A 'My Surveys' button is visible on the left. The main content area features a 'Response Rate Tracker' section with a 'View All' link and a message 'No Project Found'. Below this is the 'Project Results' section, which lists course evaluations for Fall 2022.

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 Results dropdown at the top and select “Instructor Means Reporting”



- ▶ A screen similar to the one below will appear

Instructor Means Reporting

Q Search

Project
Select a Project

Instructor
All Instructors

Question
Select Question

Group By
Course

Level
All Levels

Course
All Courses

Where
Respondents Greater than


Group By Question
Aggregate Questions




Search **Reset**

Instructor Means Reporting


- ▶ Click the drop down menu under 'Project' and select the term you would like to view results for.
 - ▶ If you select more than 1 term the data will be aggregated
- ▶ Click Select


Project

Select a Project 

<input type="checkbox"/>	Title	
<input type="checkbox"/>	Law Enforcement Academy - 2023B	
<input type="checkbox"/>	Community Health Evaluations - 2023/Q4	
<input type="checkbox"/>	Course Evaluation - Summer I 2023	
<input type="checkbox"/>	Course Evaluation - Summer II 2023	
<input type="checkbox"/>	Continuing Education - 2023/Q3	
<input type="checkbox"/>	Law Enforcement Academy - 2023A	
<input type="checkbox"/>	Course Evaluation - Summermini 2023	
<input checked="" type="checkbox"/>	Course Evaluation - Spring 2023	
<input type="checkbox"/>	Continuing Education - 2023/Q2	
<input type="checkbox"/>	Course Evaluation - Fall 2022	

Filter:

Page Size Apply Filter | Hide Filter - Records 1 - 89 of 89 - Pages 



Instructor Means Reporting

- ▶ Click the drop down menu under 'Level' and select the dean, division or department you wish to run the report on.
 - ▶ If you select more than 1 department the data will NOT be aggregated into one mean.
- ▶ Click Select

The screenshot shows a web-based reporting interface. At the top, there is a 'Level' dropdown menu currently set to 'All Levels'. Below this is a search bar with the placeholder text 'Enter Keywords' and a 'Search' button. Underneath the search bar are two buttons: 'Select All' and 'Deselect All'. A list of departments follows, each with a checkbox and a small tree icon to its left. The 'Arts and Sciences' department is selected, indicated by a blue triangle next to its checkbox. At the bottom of the interface, there are two buttons: 'Cancel' and 'Select'.

Level

All Levels

Enter Keywords Search

Select All Deselect All

Arts and Sciences

Business Programs

Accounting

Business Management

Computer Information Systems and Multimedia

Health Information Technology

Hospitality

Marketing

Office Technology Careers

Operations Management

Paralegal

Real Estate

Language, Literature and Communication

Cancel Select

Instructor Means Reporting

- ▶ Click the drop down menu under 'Question' and select the questions you would like to include in the percent positive.
 - ▶ We recommend selecting all questions related to the institutions Core Values in one report as this will give you the instructor percent positive.
- ▶ Click Select

Question

15 : Question(s) Selected

<input type="checkbox"/>	Question	
<input checked="" type="checkbox"/>	People: We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and	
<input checked="" type="checkbox"/>	People: We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and	
<input checked="" type="checkbox"/>	Excellence: We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish	
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<input checked="" type="checkbox"/>	Excellence: We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish	
<input checked="" type="checkbox"/>	Integrity: We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair i	
<input checked="" type="checkbox"/>	Integrity: We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair i	
<input checked="" type="checkbox"/>	Integrity: We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair i	
<input checked="" type="checkbox"/>	Inclusiveness: We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to	
<input checked="" type="checkbox"/>	Inclusiveness: We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to	

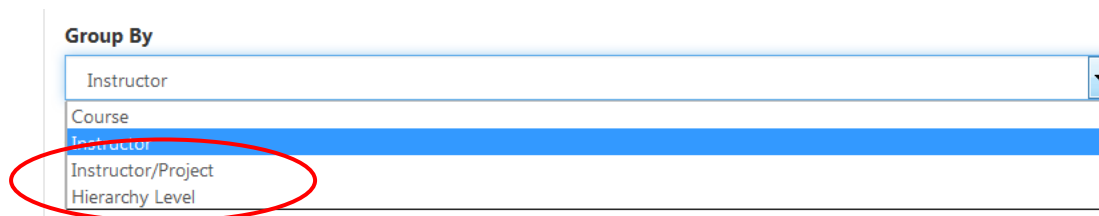
Filter Question:

Apply Filter | Hide Filter

Cancel **Select**

Instructor Means Reporting

- ▶ Click the drop down menu under 'Group By,' you will see the following options:
 - ▶ Course
 - ▶ Instructor
 - ▶ We recommend selecting 'Instructor' if you are looking for an aggregate of the instructors in the level previously selected within the project previously selected.
 - ▶ Instructor/Project
 - ▶ Hierarchy Level
 - ▶ We recommend selecting 'Hierarchy Level' if you are looking for an aggregate of the department and/or division in the level previously selected within the project previously selected.



Instructor Means Reporting

► Click Search

Q Search

Project
1 Project(s) Selected

Instructor
All Instructors

Question
7 Question(s) Selected

Group By
Hierarchy Level

Add Benchmark
Select Level

Level
3 Level(s) Selected

Course
All Courses

Where
Respondents Greater than

Group By Question
Aggregate Questions

Search **Reset**

Instructor Means Reporting - Dean, Division & Department Level

- ▶ The results will be populated under the 'Results' area of the page.
 - ▶ The results below are based on selecting 'Hierarchy Level' under the 'level' dropdown menu.
 - ▶ Workforce and Public Service = Dean level
 - ▶ Business Programs = Division level
 - ▶ Accounting = Department level

Results						
Project▲	Hierarchy Level	Respondents	Enrollments	Response Rate	Average	1 ... 5
Course Evaluation - Spring 2023	Workforce and Public Services	1,579	4,460	35.40%	4.65	<input type="text"/>
Course Evaluation - Spring 2023	Business Programs	900	2,726	33.02%	4.62	<input type="text"/>
Course Evaluation - Spring 2023	Accounting	105	383	27.42%	4.65	<input type="text"/>

Total 3

Records per page 25

Page 1 of 1

Instructor Means Reporting - Dean, Division & Department Level

- ▶ Using the equation below users can calculate percent positive for a dean, division, department and/or an instructor.
- ▶ Equation: $(\text{average} / 5) * 100 = \% \text{ Positive}$
 - ▶ Example of Workforce and Public Service percent positive
 - ▶ $(4.65 / 5) * 100 = 93.0\% \text{ positive}$
 - ▶ Example of Business Programs percent position
 - ▶ $(4.62 / 5) * 100 = 92.4\% \text{ positive}$
 - ▶ Example of Accounting department percent position
 - ▶ $(4.65 / 5) * 100 = 93.0\% \text{ positive}$

Results						
Project▲	Hierarchy Level	Respondents	Enrollments	Response Rate	Average	1 ... 5
Course Evaluation - Spring 2023	Workforce and Public Services	1,579	4,460	35.40%	4.65	<input type="text"/>
Course Evaluation - Spring 2023	Business Programs	900	2,726	33.02%	4.62	<input type="text"/>
Course Evaluation - Spring 2023	Accounting	105	383	27.42%	4.65	<input type="text"/>
Total 3		Records per page 25 ▼		Page 1 of 1 ▶▶		

Faculty Recommendations - Department & Division % Positive

- ▶ Below is a screenshot of the Summary By Instructor for the Student Evaluation portion of Faculty Recommendations.

	A	B	C	D	E	F	G	H	I
1	Semester								
2	Student Evaluation of Faculty								
3									
4	Summary by Instructor								
5	Ranked by Instructor Percent Positive Responses								
6	Includes Online Courses								
7	Revised May 2023								
8	Div. Avg								
9	Dept.	Instructor	# Evals Prepared	# Evals Completed	Instr. Avg	Depart. Avg	% Instr. Pos	% Dept. Pos	% Div Pos
10							0.0%	0.0%	0.0%
11								0.0%	0.0%
12								0.0%	0.0%
13								0.0%	0.0%
14								0.0%	0.0%
15								0.0%	0.0%
16								0.0%	0.0%
17								0.0%	0.0%
18								0.0%	0.0%
19								0.0%	0.0%
20								0.0%	0.0%
21								0.0%	0.0%
22								0.0%	0.0%
23	Total/Avg		0	0			0.0%	0.0%	0.0%
24									
25	*Multiple Departments								

Instructor Means Reporting - Instructor Level

- ▶ Scroll back up to the top of the page, click the drop down menu under 'Group By,' you will see the following options:
 - ▶ Instructor
 - ▶ We recommend selecting 'Instructor' if you are looking for an aggregate of the instructors in the level previously selected within the project previously selected.
- ▶ The results will be populated under the 'Results' area of the page.
 - ▶ The results below are based on selecting 'Instructor/Project' under the 'level' dropdown menu.
 - ▶ Laura Wichman = Instructor

Results

Instructor▲

Laura Wichman

Respondents	Enrollments	Response Rate	Average	1 ... 5
3	16	18.75%	4.45	<input type="text"/>

Instructor Means Reporting - Instructor Level

- ▶ Using the equation below users can calculate percent positive for a dean, division, department and/or an instructor.
- ▶ Equation: $(\text{average} / 5) * 100 = \% \text{ Positive}$
 - ▶ Example of Laura Wichman percent positive
 - ▶ $(4.45 / 5) * 100 = 89\% \text{ positive}$

Results					
Instructor ▲	Respondents	Enrollments	Response Rate	Average	1 ... 5
Laura Wichman	3	16	18.75%	4.45	<input type="text"/>

Faculty Recommendations - Instructor % Positive

- ▶ You will take the number of respondents, enrollments and averages of the instructors in your department that you found in evaluation kit and place them in columns C, D and E next to the respective instructor.
- ▶ The average inserted in Instr. Avg will automatically populate the % Instr. Pos total

	A	B	C	D	E	F	G	H	I
1	Semester								
2	Student Evaluation of Faculty								
3									
4	Summary by Instructor								
5	Ranked by Instructor Percent Positive Responses								
6	Includes Online Courses								
7	Revised May 2023								
8	Div. Avg		4.62						
9	Dept.	Instructor	# Evals Prepared	# Evals Completed	Instr. Avg	Depart. Avg	% Instr. Pos	% Dept. Pos	% Div Pos
10	Business	Laura Wichman	3	16	4.45	4.65	89.0%	93.0%	92.4%
11							0.0%	92.4%	92.4%
12							0.0%	92.4%	92.4%
13							0.0%	92.4%	92.4%
14							0.0%	92.4%	92.4%
15							0.0%	92.4%	92.4%
16							0.0%	92.4%	92.4%
17							0.0%	92.4%	92.4%
18							0.0%	92.4%	92.4%
19							0.0%	92.4%	92.4%
20							0.0%	92.4%	92.4%
21							0.0%	92.4%	92.4%
22							0.0%	92.4%	92.4%
23	Total/Avg		3	16			89.0%	7.2%	92.4%

Results					
Instructor▲	Respondents	Enrollments	Response Rate	Average	1 ... 5
Laura Wichman	3	16	18.75%	4.45	<input type="text"/>

Exporting Results to Excel

- ▶ If users have a large list they wish to paste into the category recommendations excel sheet, they are able to export their instructor list into excel.
- ▶ Once the results appear from the search created, users will have the options to export to PDF or export to Excel.
- ▶ Selected Export Excel will open an Excel workbook with the data that appears in the results area.



The screenshot shows a user interface with two export options at the top: "Export PDF" and "Export Excel". The "Export Excel" option is circled in red. Below the export options is a section titled "Results" with a sub-section "Instructor" containing the name "Laura Wichman" and a "Total 1" summary.

Export Options	
 Export PDF	 Export Excel

Results	
Instructor ▲	
Laura Wichman	
Total 1	

Notes

- ▶ As users fill out the instructor information, they will need to copy the formula in cell F10 to the other rows in column F to ensure the calculation for % Instr. Pos populates for all instructors listed.
- ▶ These results include all course types; i.e. Online, Hybrid, Face-to-Face, Clinical, etc.
- ▶ These results do not include courses that had an enrollment of 4 or less and were not evaluated

Questions?

- ▶ Laura Wichman
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