

# Course Evaluations

How to view your course evaluation response rate

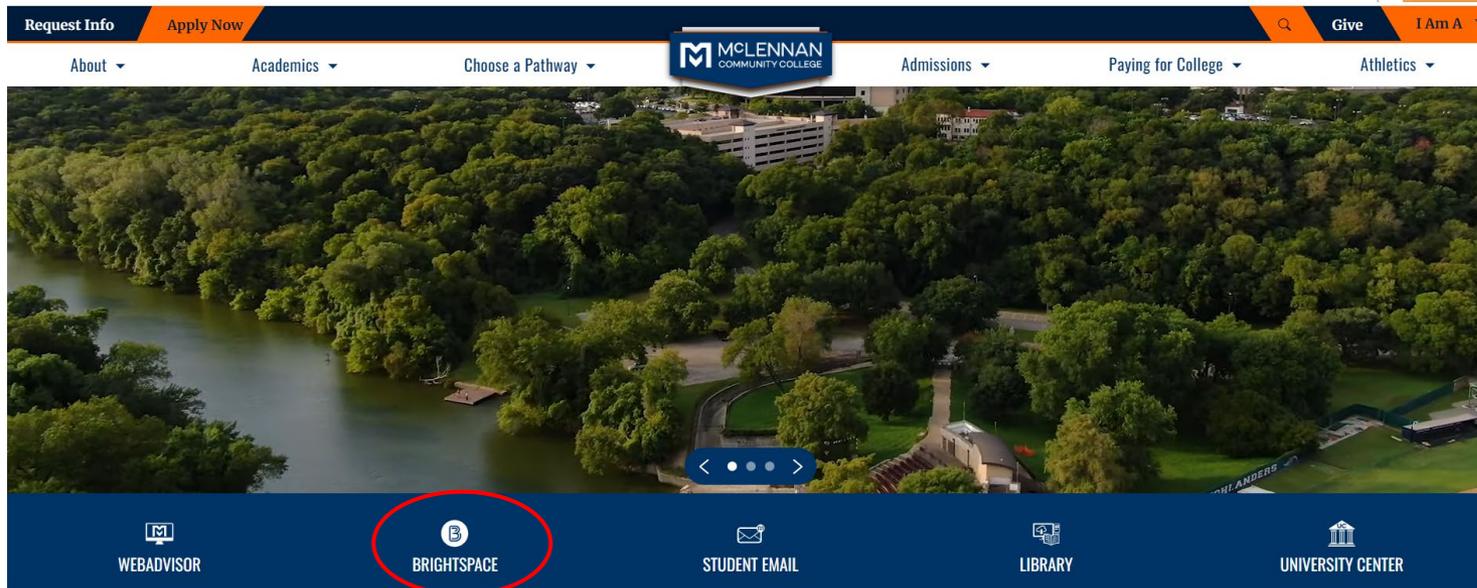
For Instructors

Laura Wichman

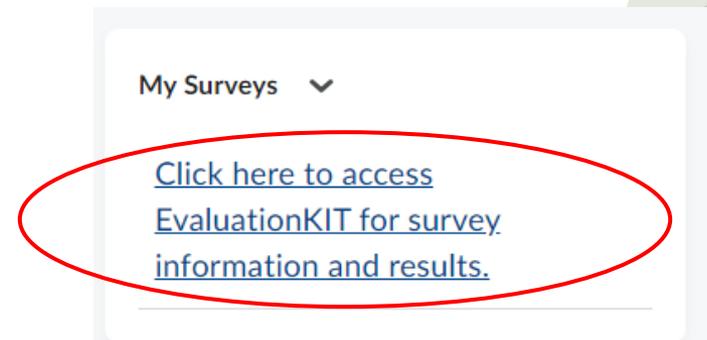
August 7, 2023

# 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 “Instructor”

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

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

# Response Rate Tracker

- ▶ The initial preview is an overall average of all courses you are teaching this semester.
- ▶ Click the Project Link within the response rate tracker and a list of all courses you teach will appear.
  - ▶ Please note that if your course has an enrollment of 4 or less then it is not eligible for evaluation.

The screenshot displays the Watermark Course Evaluations & Surveys interface. At the top, the logo and text "watermark Course Evaluations & Surveys | formerly EvaluationKIT" are visible. Below this is a navigation bar with "Home" and "Results" on the left, and "Instructor", "Laura Wichman", and "English (United States)" on the right. A "Notifications" panel is open on the left, showing "No notifications at this time". The main content area features a notification for the "Response Rate Tracker", which is circled in red. This notification includes a link to "Course Evaluation - Spring 2016" and a progress bar showing "Responses / Enrollments" at 34.48% (10 / 29). To the right of the progress bar is a "Daily Responses" line graph.

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

**Notifications**

No notifications at this time

**Response Rate Tracker** View All

Course Evaluation - Spring 2016

Responses / Enrollments 34.48% 10 / 29

Daily Responses

# Response Rate Tracker

- ▶ A screen that looks similar to the one below will appear with a list of your sections that are being evaluated.
- ▶ Please note that if sections are merged in Brightspace they will be evaluated as a merged section as well.

## Course Response Rates Course Evaluation - Spring 2022

Q Search

Course Code

Course Title

Course Unique ID

Search

### Courses

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate
Office Technology Careers	ARTC_1313_87_2022SP	Digital Publishing I	55679	Laura Wichman	20	10	50%

Total 1

Records per page 50 ▾

Page 1 ▾ of 1

# Response Rate Tracker - Respondents

- ▶ When 5 or more students in an individual section have completed the course evaluation instructors are able to download a list of those that have or have not responded

**EvaluationKIT** Home Results Instructor Laura Wichman

Results / Project Response Rates / Node Response Rates / Course Response Rates

## Course Response Rates Course Evaluation - Spring 2016

Q Search

Course Code Course Title Course Unique ID

Search

### Courses

Code	Title	Unique ID ▲	Instructor	Enrollments	Responded	Response Rate	View
BUSL_1301_F1_2016SP	Business Principles	116955	Laura Wichman	17	3	17.65%	
IMED_2309_87_2016SP	Internet Commerce - SP16	115270	Laura Wichman	12	7	58.33%	

Total 2

Records per page 50

Page 1 of 1

# Response Rate Tracker - Respondents

- ▶ Click the blue download icon under the 'View' column of the section you would like to view.
- ▶ You will have 2 options:
  - ▶ Respondents: list of those that have responded as of the time you download the file.
  - ▶ Non-Respondents: list of those that have not responded as of the time you download the file.

Enrollments	Responded	Response Rate	View
17	3	17.65%	
12	7	58.33%	

Page 1 of 1

Enrollments	Responded	Response Rate	View
17	3	17.65%	
12	7	58.33%	

Page 1 of 1

-  Respondents
-  Non-Respondents

# Response Rate Tracker - Respondents

- ▶ You will be prompted to download a Microsoft Excel file of the list you selected.
- ▶ The Excel file will have the following information for each student:
  - ▶ First Name
  - ▶ Last Name
  - ▶ Student Email
  - ▶ Student Username
  - ▶ Date Submitted

UserTypeID	CourseUniqueID	FirstName	LastName	Email	Username	Option1	Option2	Option3	SubmitDateTime	Optout
4	115270	Colton	Wichman	cw0123456@students.mclennan.edu	cw0123456				4/18/2016 11:03 AM	0
4	115270	Dylan	Wichman	dw1234567@students.mclennan.edu	dw1234567				4/18/2016 11:03 AM	0

# Questions?

- ▶ If you have any questions or would like assistance please contact:
- ▶ Laura Wichman  
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254.299.8476

