



# Course Evaluations

How to view your course evaluation results

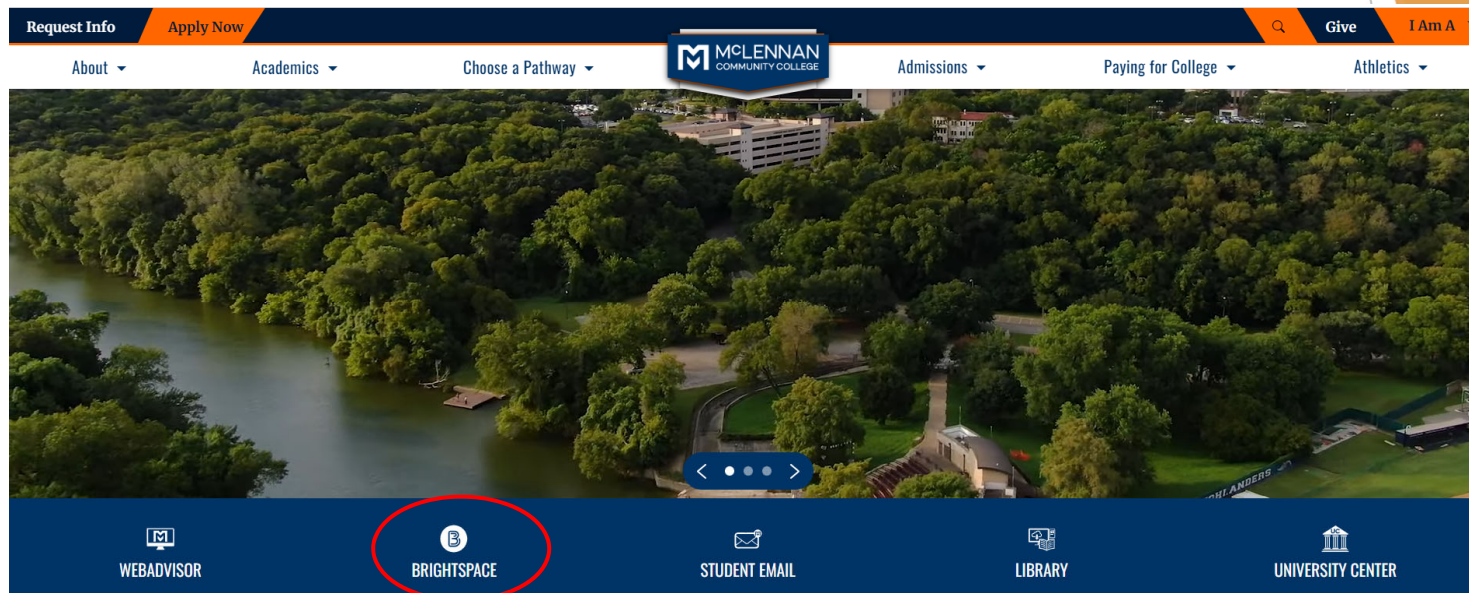
For Instructors

Laura Wichman

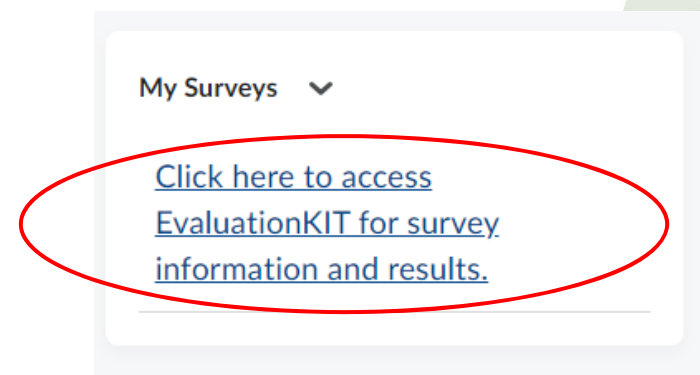
August 7, 2023

# 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

# Project Results

► Click the title of the project you wish to view.

The screenshot shows the 'watermark Course Evaluations & Surveys' dashboard. The top navigation bar includes 'Home', 'Results', 'Instructor', 'Laura Wichman', and 'English (United States)'. A 'My Surveys' button is on the left. The main content area has a 'Response Rate Tracker' section with 'No Project Found'. Below it, the 'Project Results' section is circled in red and contains a table with two rows of course data.

Project Results			
Course Evaluation - Fall 2022			
AGRI1309_87_2022FA	Computers in Agriculture		63923
POFT_1319_87_2022FA	Records & Information Mgmt. I		65090

► A list of courses with results will appear.

The screenshot shows the 'Project Results' page for 'Course Evaluation - Fall 2022'. It includes a 'Batch Report' download link and a table with the following data:

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> AGRI1309_87_2022FA	Computers in Agriculture	63923	
<input type="checkbox"/> POFT_1319_87_2022FA	Records & Information Mgmt. I	65090	

At the bottom, it shows 'Total 2', 'Records per page' set to 1000, and 'Page 1 of 1'.



# Project Results - Single Course Report






- ▶ Click the download icon under Report of the course you would like to view.
  - ▶ We recommend selecting PDF + Comments for a full report.

Home / Results / Project Results / Project Results

## Project Results Course Evaluation - Fall 2022

[Batch Report](#)

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> AGRI_1309_87_2022FA	Computers in Agriculture	63923	
<input type="checkbox"/> POFT_1319_87_2022FA	Records & Information Mgmt. I	65090	
Total 2		Records per page 1000	

-  Detailed Report
-  Detailed Report + Comments
-  Short Report
-  Short Report + Comments
-  Feedback

# Project Results - Batch Course Report

- ▶ *Note: A batch report will merge all single course reports into one pdf file for the courses selected. It does not merge all course data together, rather it has course 1 on page 1-3, then course 2 on page 3-6, etc.*
- ▶ Select the checkbox next to the courses you would like in your batch report.
- ▶ Click “Batch Report”

Results / Project Results / Project Results

## Project Results

Course Evaluation - Fall 2022

[Batch Report](#)

Course Code	Title	Unique ID	Report
<input type="checkbox"/> AGRI_1309_87_2022FA	Computers in Agriculture	63923	<a href="#">Report</a>
<input type="checkbox"/> FOFT_1319_87_2022FA	Records & Information Mgmt. I	65090	<a href="#">Report</a>

Total 2

Records per page 1000

Page 1 of 1

# Project Results - Batch Course Report

- ▶ Give your report a name
- ▶ Select the first radio option
- ▶ Select the report Type you would like
- ▶ Click Go
- ▶ An email will be sent to your MCC email with a link to download the batch report once it is generated.

Batch Report

Report Name  
Fall 2022

Report Type  
Detailed Report

Download Multiple Reports as ZIP File for Selected Courses

Merge Multiple Reports into one PDF for Selected Courses

Aggregate Data for Selected Items into One Report

Cancel 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

