Course Evaluations

How to view your course evaluation results
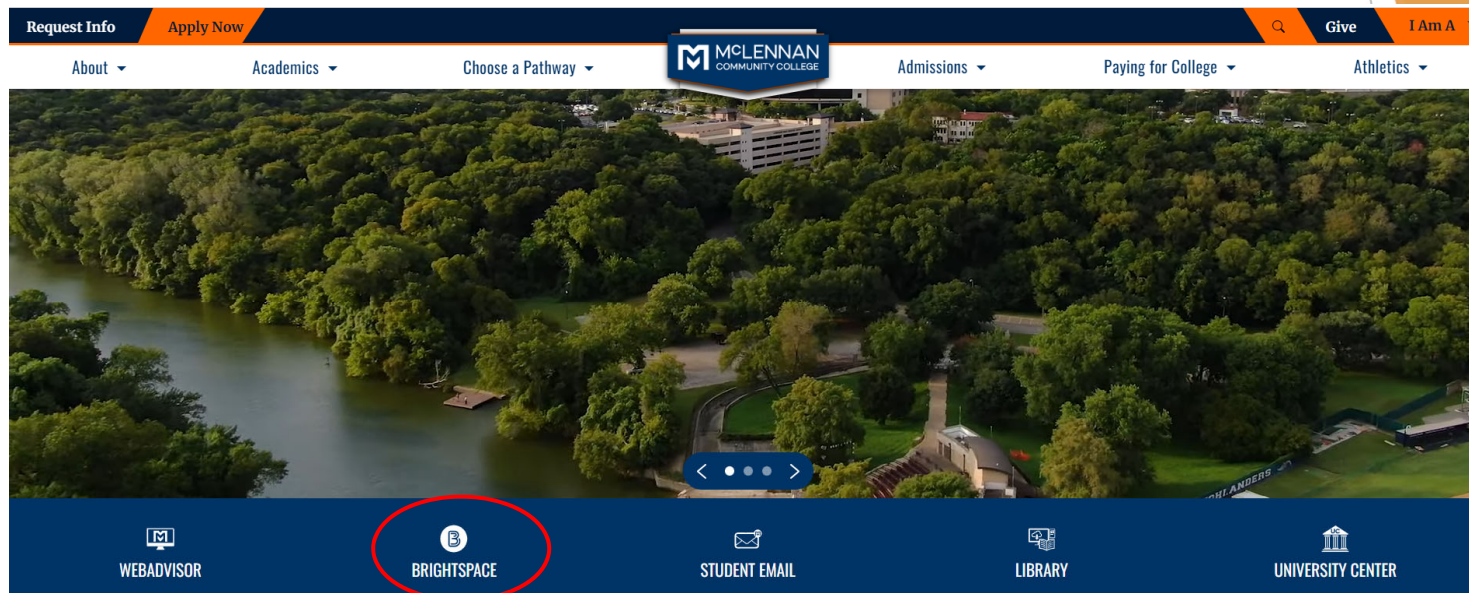
For Instructors

Laura Wichman
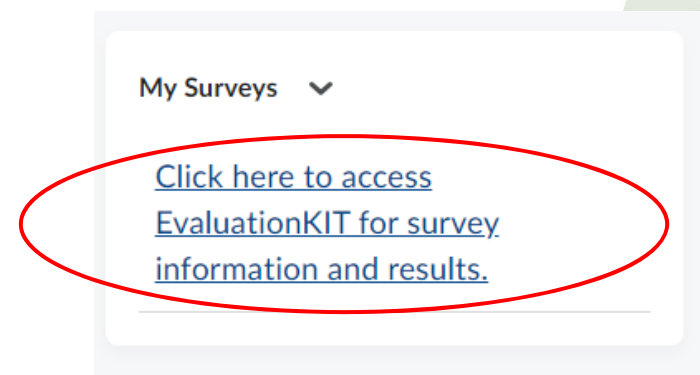
August 7, 2023

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"

Project Results

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

► A list of courses with results will appear.

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.

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"

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

Records per page 1000 ▾

Questions?

▶ If you have any questions or would like assistance please contact:

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