

A group of diverse people, including a man with a beard and a black cap, are gathered around a table outdoors. They are looking at laptops and talking to each other. The background shows greenery and a white umbrella. The image has a semi-transparent dark overlay.

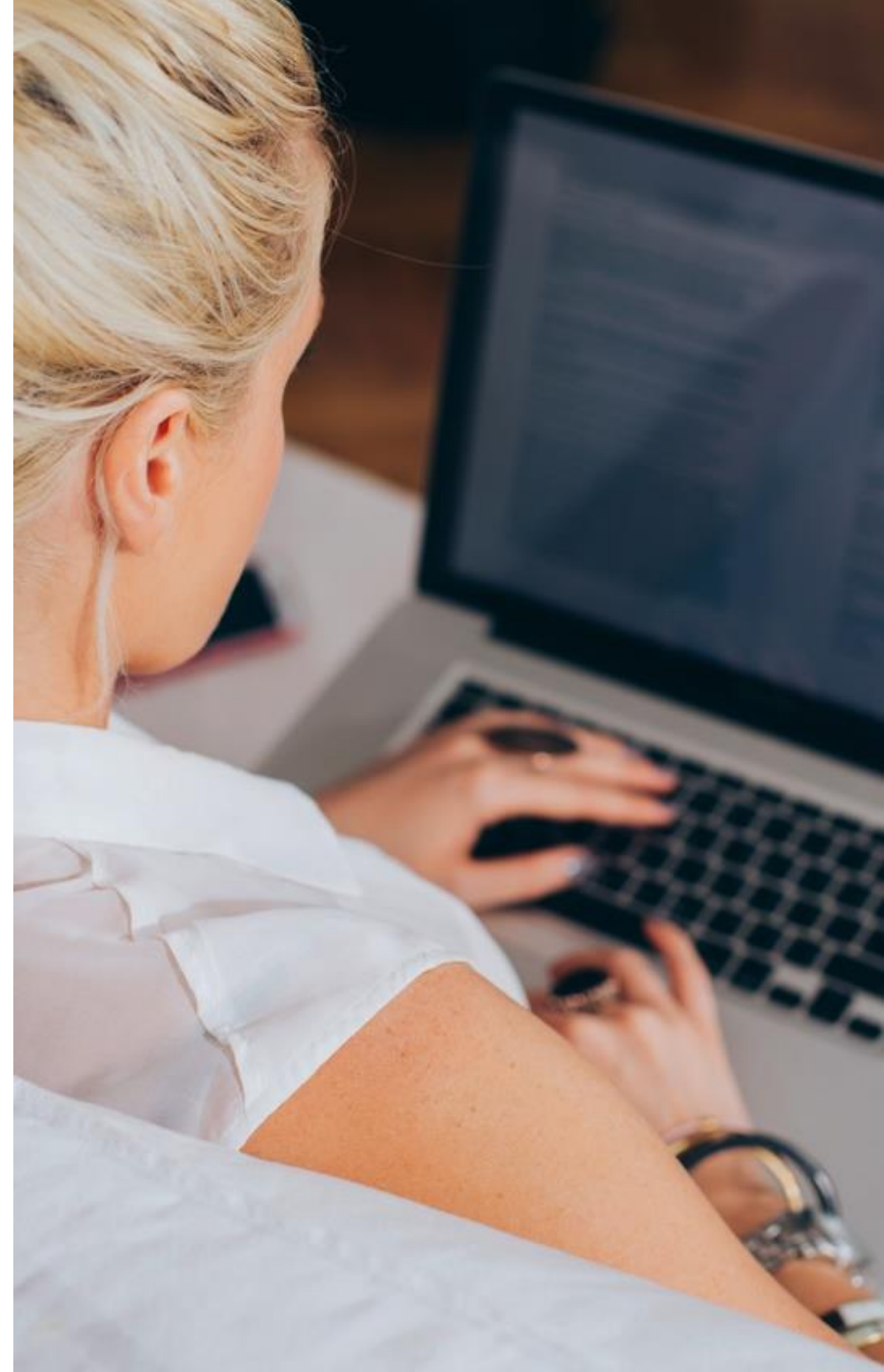
# Creating a Successful Administration

As a result of attending this webinar, participants will be able to:

**Explain** the importance of the start and end date for the administration as well as report release dates

**Differentiate** between the different student and instructor mailings, identify the appropriate mailing to use in a situation, and the importance of using placeholder links

**Understand** how to create administration groups to meet campus needs



# Laying the Groundwork for Success

# Establish Goals

- What are your goals for response rates?
- Are you collecting certain data for specific reports on campus?
  - Utilizing attributes to inform decisions or provide insight regarding online delivery mode
- What are your intentions?
  - Have the end in mind

# Establish Timelines

- Evaluation launch date
- Communication plan
- Faculty and Administrator reports
- \*If using IDEA, include adequate time for OSFs to be completed



# Import Data

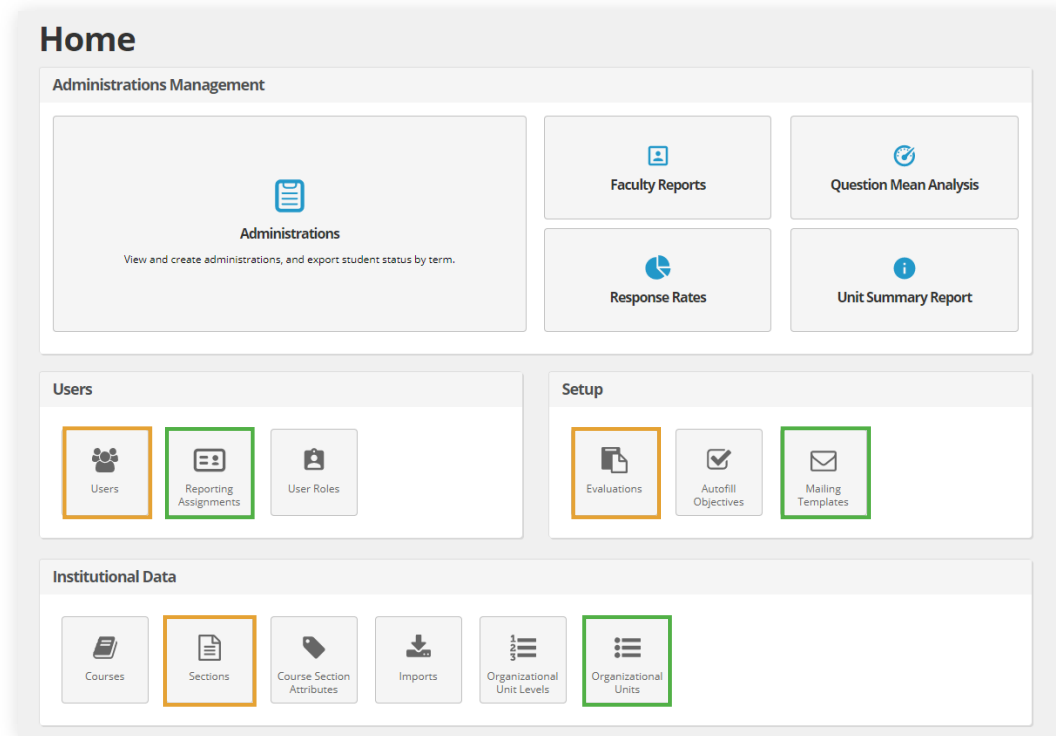
- Identify the Data Manager on campus
  - Data Manager is responsible for populating the system with course section and enrollment data
- Notify Data Manager of timeline

# Data Review

# Data Review

- Site Configuration

-  Check these prior to launch
-  Possibly check prior to launch

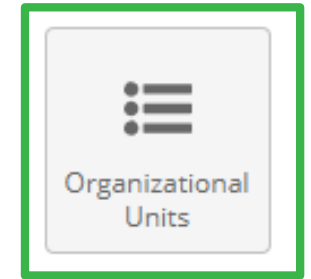


The screenshot displays a 'Home' dashboard with the following sections and items:

- Administrations Management:**
  - Administrations:** View and create administrations, and export student status by term. (Green border)
  - Faculty Reports:** (Green border)
  - Question Mean Analysis:** (Green border)
  - Response Rates:** (Green border)
  - Unit Summary Report:** (Green border)
- Users:**
  - Users:** (Orange border)
  - Reporting Assignments:** (Green border)
  - User Roles:** (Grey border)
- Setup:**
  - Evaluations:** (Orange border)
  - Autofill Objectives:** (Grey border)
  - Mailing Templates:** (Green border)
- Institutional Data:**
  - Courses:** (Grey border)
  - Sections:** (Orange border)
  - Course Section Attributes:** (Grey border)
  - Imports:** (Grey border)
  - Organizational Unit Levels:** (Grey border)
  - Organizational Units:** (Green border)



# Data Review: Institutional Units



- Institutional units have levels

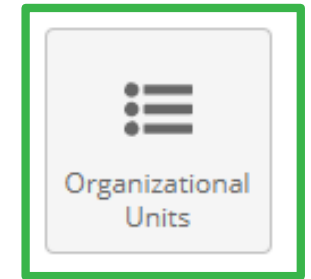
**Organizational Units**

Update Organizational Units by selecting a unit to change the level.  
Each Organizational Unit is assigned a Level. Course Sections assigned to the Organizational Unit will be set that Organizational Unit for the designated Level. Assigned Levels of the parent Organizational Units will also be set to the Course Sections. These Levels determine how Course Section response data are grouped together for Reporting.

**Collapse All** **Show Levels** Search

- ⊖ Hometown University
  - ⊖ Academic Affairs
    - ⊖ College of Arts & Sciences
      - ⊖ Biology (BIOL)
        - Biochemistry & Molecular Bio
        - Biology (BIO)
        - Earth Sciences
        - Earth Sciences Program
        - Environmental Studies
      - ⊖ Chemistry/Physics
        - Chemistry
        - Physics
      - Communication Studies
      - Computer & Information Science
      - Criminal Justice
      - ⊖ Education - General
        - Educational Technology
        - Curriculum Design
        - Geography
        - Non Profit Leadership

# Data Review: Institutional Units



- Institutional units have levels

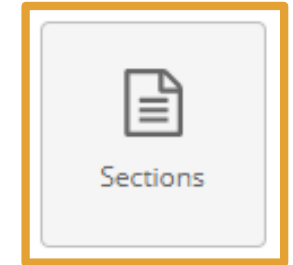
**Organizational Units**

Update Organizational Units by selecting a unit to change the level.  
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**Collapse All** **Hide Levels** Search

- ⊖ Hometown University
  - ⊖ Academic Affairs
    - ⊖ College of Arts & Sciences
      - ⊖ Department: Biology (BIOL)
        - Program: Biochemistry & Molecular Bio
        - Program: Biology (BIO)
        - Program: Earth Sciences
        - Program: Earth Sciences Program
        - Program: Environmental Studies
      - ⊖ Department: Chemistry/Physics
        - Program: Chemistry
        - Program: Physics
      - Department: Communication Studies
      - Department: Computer & Information Science
      - Department: Criminal Justice
      - ⊖ Department: Education - General
        - No Level Assigned** Educational Technology
        - No Level Assigned** Curriculum Design
        - Program: Geography
        - Program: Non Profit Leadership

# Data Review: Sections



- Spot check section accuracy

Course Evaluations CA Campus Labs

Home Reporting Administrations Configuration

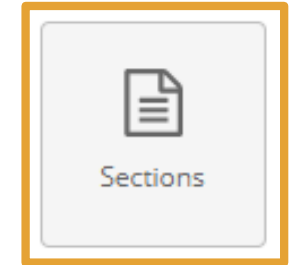
## < | Sections Create New

Organization Unit: **Hometown University** Term: **Spring 17**

Show  entries Search:

Subject	Course Number	Number	Identifier	Administration Name	Start Date	End Date
BIO 101	1	1	bio-101-fe	FE Screenshot 2	03/10/2017 8:00 AM	03/11/2017 11:59 PM
BIO 102	1	1	bio-102-fe	FE Screenshot	03/06/2017 8:00 AM	03/06/2017 4:30 PM
BIO 201	1	1	bio-201-fe			
BIO 400	1	1	bio-400-fe	FE Screenshot 2	03/10/2017 8:00 AM	03/11/2017 11:59 PM
CHEM	101	001	chem-101-001	Mail Test Administration Ended	11/06/2016 7:00 PM	11/14/2016 7:00 PM
CHEM	101	002	chem-101-002	Mail Test Administration Ended	11/06/2016 7:00 PM	11/14/2016 7:00 PM
CHEM	101	003	chem-101-003	Mail Test Administration Pending	11/16/2016 7:00 PM	11/26/2016 7:00 PM
CHEM	101	004	chem-101-004	Mail Test Administration Current	11/11/2016 7:00 PM	11/18/2016 7:00 PM
CHEM	101	005	chem-101-005			

# Data Review: Sections



- Spot check section accuracy

Course Evaluations CA Campus Labs

Home Reporting Administrations Configuration

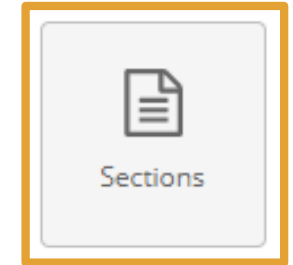
## < | Sections Create New

Organization Unit: **Hometown University** Term: **Spring 17**

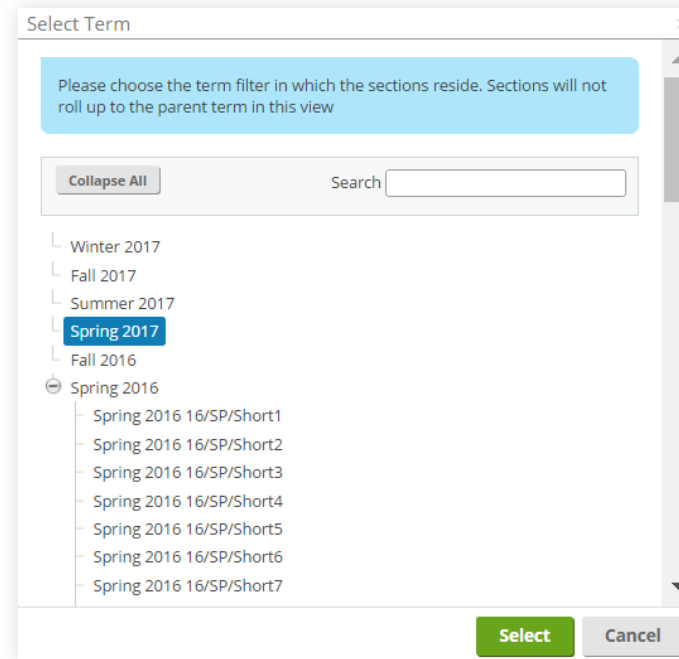
Show 10 entries Search:

Subject	Course Number	Number	Identifier	Administration Name	Start Date	End Date
BIO 101	1	1	bio-101-fe	FE Screenshot 2	03/10/2017 8:00 AM	03/11/2017 11:59 PM
BIO 102	1	1	bio-102-fe	FE Screenshot	03/06/2017 8:00 AM	03/06/2017 4:30 PM
BIO 201	1	1	bio-201-fe			
BIO 400	1	1	bio-400-fe	FE Screenshot 2	03/10/2017 8:00 AM	03/11/2017 11:59 PM
CHEM	101	001	chem-101-001	Mail Test Administration Ended	11/06/2016 7:00 PM	11/14/2016 7:00 PM
CHEM	101	002	chem-101-002	Mail Test Administration Ended	11/06/2016 7:00 PM	11/14/2016 7:00 PM
CHEM	101	003	chem-101-003	Mail Test Administration Pending	11/16/2016 7:00 PM	11/26/2016 7:00 PM
CHEM	101	004	chem-101-004	Mail Test Administration Current	11/11/2016 7:00 PM	11/18/2016 7:00 PM
CHEM	101	005	chem-101-005			

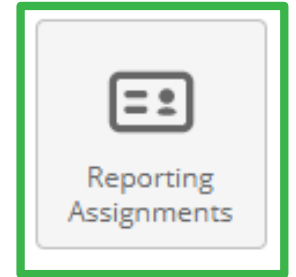
# Data Review: Sections



- Spot check section accuracy



# Data Review: Report Admins



- Review/update Report Administrators and permissions

Course Evaluations 51 Sample

Home Reporting Administrations Configuration

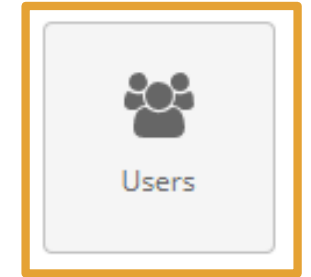
## Reporting Assignments

Show 10 entries Search:

Role Name	Institutional Unit	Users
Biology Admin	College of Arts and Sciences	<a href="#">Kurt Wagner</a>
College Dean	College of Arts & Sciences	<a href="#">Ororo Monroe</a>   <a href="#">Alison Blaire</a>   <a href="#">James Howlett</a>
College Dean	College of Business	<a href="#">Ororo Monroe</a>
Committee Member	College of Arts & Sciences	<a href="#">Remy LeBeau</a>
Committee Member	Classical Liberal Arts	<a href="#">Scott Summers</a>
Dean's Secretary	Academic Affairs	<a href="#">Elizabeth Braddock</a>   <a href="#">Ororo Monroe</a>
Department Chair	Accounting	<a href="#">Anna Marie</a>   <a href="#">Max Eisenhardt</a>   <a href="#">Katherine Pryde</a>   <a href="#">Shiro Yoshida</a>
Department Chair	Biology (BIOL)	<a href="#">Sean Cassidy</a>
Department Chair	Communication Studies	<a href="#">Henry McCoy</a>
Department Chair	History	<a href="#">Henry McCoy</a>
Role Name	Institutional Unit	Users

Showing 1 to 10 of 15 entries First Previous 1 2 Next Last

# Data Review: Report Admins



- Review/update Report Administrators and permissions

Course Evaluations Sample

Home Reporting Administrations Configuration

## < Kurt Wagner

### User Details

Roles Courses

User Roles Faculty Roles **Add** Report Admin Roles **Add**

Show 10 entries

Course Evaluation Admin  
 Setup Admin

**Update**

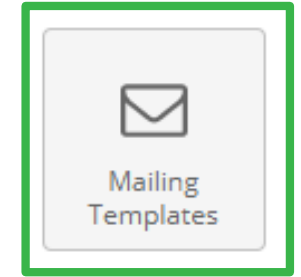
Role	Effective Date	Expiration Date	Actions
Full Time Faculty	2/24/2017	3/11/2017	Delete
Adjunct Faculty	3/11/2017		Delete

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Role	Institutional Unit	Actions
Biology Admin	College of Arts and Sciences	Delete

Showing 1 to 1 of 1 entries First Previous 1 Next Last

# Data Review: Mailing Templates



- Update email templates

Course Evaluations SI Sample

Home Reporting Administrations Configuration

## < | Mailing Templates

[Create Mailing Template](#)

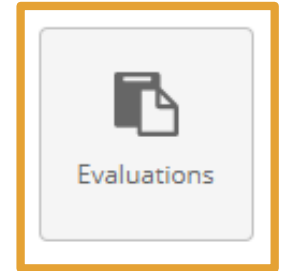
Show  entries Search:

Template Name	Message From Name	Created By	Actions
Faculty Notification	Registrar's Office	cxavier	<a href="#">Edit</a>   <a href="#">Delete</a>
Report Notification	Office	cxavier	<a href="#">Edit</a>   <a href="#">Delete</a>
Student Access Test Template	registrar@campuslabs.com	cxavier	<a href="#">Edit</a>   <a href="#">Delete</a>
Student Notification	Registrar's Office	prasputin	<a href="#">Edit</a>   <a href="#">Delete</a>
Template Name	Message From Name	Created By	Actions

Showing 1 to 4 of 4 entries First Previous 1 Next Last



# Customize Evaluations



< | **Homegrown Evaluation**

### Evaluation Details

Editing the evaluation name affects all past, present and future usage of the name.

Evaluation Name

**Update**

### Core Questions

Core Questions are the base questions that will be presented to users in all Course Sections.

Currently included in the Evaluation. [Exclude Questions](#)

**Edit Core Questions**

### Custom Questions

Custom Questions are additional questions that will only be presented to users in Course Sections that are under specified Organizational Units and those that contain specified Course Section Attributes.

**Edit Custom Questions**

# Data Review: Changes to Core Questions

- Meet with faculty leaders on campus to determine if any changes need to be made to the existing evaluation
- If you would like changes made to an existing evaluation form that has collected data, please contact us at 716-270-0000 or [support@campuslabs.com](mailto:support@campuslabs.com)

# Custom Questions: Institutional Units

The screenshot displays the 'Course Evaluations' application interface. At the top, there is a dark blue header with the 'Course Evaluations' logo and name. Below this is a navigation bar with tabs for 'Home', 'Reporting', 'Administrations', and 'Configuration'. The main content area is titled 'Evaluations' and features a sub-header 'Custom Questions - Homegrown Evaluation'. Two tabs are visible: 'Institutional Units' (highlighted with a green border) and 'Course Section Attributes'. Below the tabs, there are two bullet points: a green one indicating that questions 'do' appear on the evaluation, and an orange one indicating that questions 'do not' appear. A 'Collapse All' button is located below the text. The main part of the interface is a tree view of institutional units. The tree is expanded to show 'Hometown University' > 'Academic Affairs' > 'College of Arts & Sciences'. Under 'College of Arts & Sciences', the 'Biology (BIOL)' unit is selected and highlighted with a blue box, showing options for 'Edit Questions' and 'Include In Evaluation'. Other units listed include Biochemistry & Molecular Bio, Biology (BIO), Earth Sciences, Earth Sciences Program, Environmental Studies, Chemistry/Physics (with sub-items Chemistry and Physics), Communication Studies, Computer & Information Science, and Criminal Justice.

# Custom Questions: Attributes

The screenshot displays the 'Course Evaluations' interface. At the top, there is a dark blue header with the 'Course Evaluations' logo and 'Campus Labs' branding. Below the header is a navigation bar with 'Home', 'Reporting', 'Administrations', and 'Configuration' tabs. The main content area is titled 'Evaluations' and contains a sub-section for 'Custom Questions - Homegrown Evaluation'. A light blue banner with an information icon states: 'Adding new Custom Questions is not available while the Evaluation is currently or has been active.' Below this, there are two tabs: 'Institutional Units' and 'Course Section Attributes', with the latter being highlighted with a green border. Under the 'Course Section Attributes' tab, there is a section titled 'Attributes with Questions' with a search bar labeled 'Search Attributes'. Two explanatory lines are provided: a green dot indicates 'Includes Custom Questions that do appear on the evaluation', and an orange dot indicates 'Includes Custom Questions that do not appear on the evaluation'. Below these are three toggle switches: 'Graduate' (orange, off), 'Online' (green, on), and 'Undergraduate' (green, on). Each toggle has an 'Edit Questions' link. At the bottom, there is a section titled 'Available Attributes' with three cards: 'Hybrid' (+ Add Questions), 'Lab' (+ Add Questions), and 'Traditional' (+ Add Questions).

# Custom Questions

Online Done Editing

**+ New** 1 Search Questions

- Multiple Choice**
  - Single Select
  - Dropdown
  - Multiple Select
- Text Entry**
  - Textbox
  - Multiple Textbox
- Matrix**
  - Matrix
- Other**
  - Instructions

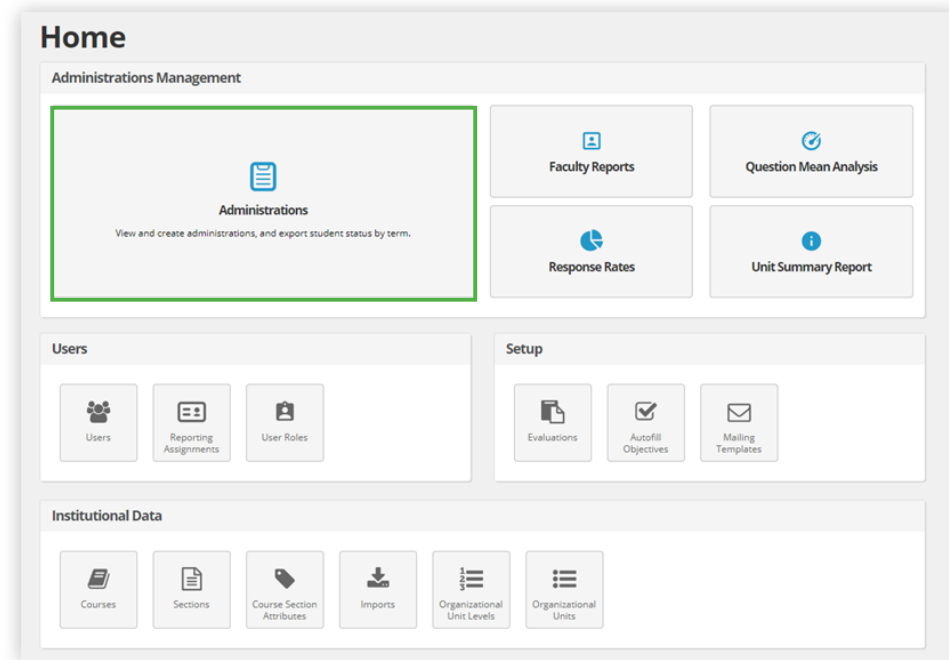
Please indicate your level of agreement with the following statements:

	5	4	3	2	1	
						Strongly agree
						Agree
						Neither agree not disagree
						Disagree
						Strongly Disagree
						Not applicable
						No response
Overall, the technologies used greatly facilitated my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt connected to my instructor despite the online format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt connected to my classmates despite the online format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend an online course format to other students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Administration Setup

# Getting Started: Administrations

- Create 'Administrations'—Groupings of course sections for students to evaluate



# Getting Started: Administrations

[Create Administration](#) [Cancel](#)

## 1. Select Course Sections

Select Institutional Unit

---

**Institutional Unit** Select Corresponding IU  
*Hometown University* [Select](#)

Filter Course Sections

---

**All Available Courses**  
Selects all courses in the selected term that have not been already added to another administration.

**By Attribute**  
Select courses with similar traits:

**Individually**  
Select courses by searching for them and adding them to the administration by the course sections identifier.

**Course Section Identifier** (one per line)  
  
[Add](#)

Selected Course Sections: **2** [View](#)

## 2. Select Details

\* **Evaluation**

\* **Administration Name**

Custom Questions

Include Custom Instructor Questions

## 3. Select Dates

Schedule Administration

\* **Start Date**

\* **End Date**

Schedule Reports

**Instructor Reports**

**Administrator Reports**



# Getting Started: Administrations

[Create Administration](#) [Cancel](#)

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\* **End Date**

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**Instructor Reports**

**Administrator Reports**

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**Include Custom Instructor Questions**

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Schedule Administration

\* **Start Date**

\* **End Date**

Schedule Reports

**Instructor Reports**

**Administrator Reports**

# Getting Started: Administrations

[Create Administration](#) [Cancel](#)

## 1. Select Course Sections

Select Institutional Unit

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**Institutional Unit** Select Corresponding IU  
*Hometown University* [Select](#)

Filter Course Sections

**All Available Courses**  
Selects all courses in the selected term that have not been already added to another administration.

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Select courses by searching for them and adding them to the administration by the course sections identifier.

**Course Section Identifier** (one per line)  
  
[Add](#)

Selected Course Sections: **2** [View](#)

## 2. Select Details

\* **Evaluation**

\* **Administration Name**

Custom Questions

Include Custom Instructor Questions

## 3. Select Dates

Schedule Administration

\* **Start Date**

\* **End Date**

Schedule Reports

**Instructor Reports**

**Administrator Reports**

# Manage Evaluation Details

- Manage communication
- Manage course/sections

The screenshot displays the 'Course Evaluations' dashboard for a user named Shannon. The dashboard is divided into several sections:

- Administration Details:** Shows evaluation information for 'Homegrown Evaluation' in 'Interession 2016' at the 'College of Arts and Sciences'. It includes 'Administration Dates' (6/24/2015 to 7/1/2016), 'Faculty Reports' (7/3/2016), 'Administrator Reports' (7/3/2016), and 'Faculty Questions' (Not included). Buttons for 'Edit Details' and 'Delete Administration' are present.
- Response Details:** Features a pie chart showing response distribution: 74.42% (blue), 18.20% (green), and 7.38% (red). Summary statistics include 43 Students Enrolled, 63 Days Left, 7 Completed, 4 In Progress, and 32 Not Started.
- Associated Mailings:** Includes a 'Schedule Student Mailing' button and a table of mailings. The table shows one mailing: 'Student Mailing' (Complete, 11/9/2015 12:00:00 PM, 22 recipients, Review action).
- Course Sections:** Includes a 'Remove Course(s)' button, '+ Add' button, and 'Warnings | 10'. A table lists course sections with columns for Subject, Catalog, Section, Identifier, End Date, Enrollment, Faculty, Response Rate, and Actions. Two sections are listed: HIS 202 A (2015-2016-1180) and ENG 440 B (2015-2016-1172).

# Associated Mailings

- Student Communication
  - Initial Mailing
  - Reminder
- Instructor Communication
  - General
  - Report
  - OSF Reminder (IDEA only)

# Student Communication

- Student Mailing
  - Initial Mailing
  - Reminder

**Associated Mailings**

Students Instructors

**\*New\*** By clicking the "Send Sample" link, an example of the sent or scheduled mailing will be sent to the email address associated with your account.

[Schedule Student Mailing](#)

Show 10 entries Search:

↕ Mailing Name	↕ Status	↕ Mailing Date	Recipients	Action
Student Initial	Scheduled	3/31/2017 12:00:00 AM EST	-	<a href="#">Edit</a>   <a href="#">Send Sample</a>   <a href="#">Delete</a>
Mailing Name	Status	Mailing Date	Recipients	Action

Showing 1 to 1 of 1 entries First Previous 1 Next Last



# Instructor Communication

- Instructor Mailing Options
  - General
  - Report
  - OSF (IDEA only)

### Associated Mailings

Students Instructors

**\*New\*** By clicking the "Send Sample" link, an example of the sent or scheduled mailing will be sent to the email address associated with your account.

[Schedule Instructor Mailing](#) [Schedule Report Mailing](#) [Schedule OSF Reminder](#)

Show 10 entries Search:

↕ Mailing Name	Type	↕ Status	↕ Mailing Date	Recipients	Action
Report Notification	Report	Scheduled	5/29/2017 12:00:00 AM EST	-	<a href="#">Edit</a>   <a href="#">Send Sample</a>   <a href="#">Delete</a>
Faculty Notification	General	Scheduled	3/31/2017 12:00:00 AM EST	-	<a href="#">Edit</a>   <a href="#">Send Sample</a>   <a href="#">Delete</a>
Mailing Name	Type	Status	Mailing Date	Recipients	Action

Showing 1 to 2 of 2 entries First Previous 1 Next Last



# Enrollment Warnings

- Check data accuracy

The screenshot displays the 'Course Evaluations' interface. A modal window titled 'Current Warnings' is open, showing a table with one entry: 'No Instructors' for 'BIO 101 (06)'. The background interface shows a 'Course Sections' table with two entries and a 'Warnings | 1' indicator.

Title	Subject	Catalog	Section	Identifier	Warning
BIO 101 (06)	BIO	101	006	BIO-101-6	No Instructors

Subject	Catalog	Section	Identifier	End Date	Enrollment	Instructors	Response Rate	Actions
BIO	101	007	BIO-101-7	01/26/2018 11:59 PM EST	1	3	0.00%	<a href="#">Details</a>   <a href="#">Preview</a>

# Evaluation Questions Preview

- Preview evaluation

## Evaluation Preview

Page 1

Q1 - Your thoughtful answers to these questions will provide helpful information to your instructor.

Required answers: 0 Allowed Answers: 0

Describe the frequency of your instructor's teaching procedures.

The Instructor:

Q2 - Found ways to help students answer their own questions

Hardly Ever [Alternate Code = 1] [Numeric Value = 1]

Occasionally [Alternate Code = 2] [Numeric Value = 2]

Sometimes [Alternate Code = 3] [Numeric Value = 3]

Frequently [Alternate Code = 4] [Numeric Value = 4]

Almost Always [Alternate Code = 5] [Numeric Value = 5]

Required answers: 1 Allowed Answers: 1

Q3 - Helped students to interpret subject matter from diverse perspectives (e.g., different cultures, religions, genders, political views)

Hardly Ever [Alternate Code = 1] [Numeric Value = 1]

Occasionally [Alternate Code = 2] [Numeric Value = 2]

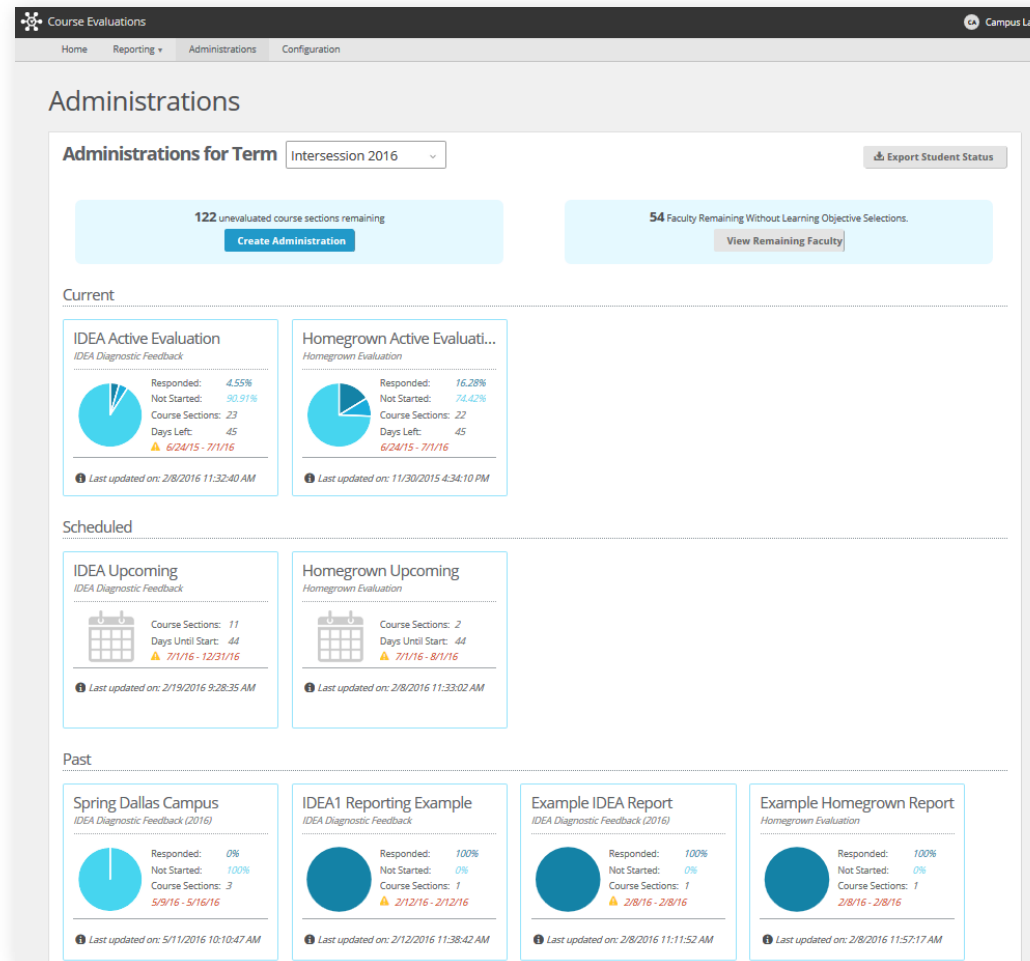
Sometimes [Alternate Code = 3] [Numeric Value = 3]

Frequently [Alternate Code = 4] [Numeric Value = 4]

Almost Always [Alternate Code = 5] [Numeric Value = 5]

Required answers: 1 Allowed Answers: 1

# Monitor Evaluation Details




# Monitoring Response Rates

## Response Rate Report

Role: Course Evaluation Administrator, Hometown University      Evaluation: Homegrown Evaluation      Term: Spring 2016

+ Organization Unit: Hometown University

---

 **25.00%**  
Level 0 Response Rate

**Report Filters**

Status:       Time to Close:       Response Rate Threshold:

Show  entries      Search:

Course	Instructor	Instructor Email	Response Rate (%)
BIO 100 (A)	Charles Hussar	chussar@campuslabs.com	0.00
ACC 220 (A)	Julia Freeman	jfreeman@campuslabs.com	0.00
ACC 230 (A)	Julia Freeman	jfreeman@campuslabs.com	50.00
Course	Instructor	Instructor Email	Response Rate (%)

Showing 1 to 3 of 3 entries      First Previous **1** Next Last

# Actions on Campus

# Updates

- Update appropriate webpages
- Send email correspondence outside of site
  - i.e. Sharing timeline and/or goals
- Create marketing materials

# Training

- Schedule refresher trainings
  - For yourself
  - For faculty
  - For Deans, Chairs, etc.

# Training Opportunities

campuslabs.com/training

The screenshot shows the 'Upcoming Trainings' page on campuslabs.com. At the top left is the Campus Labs logo with the tagline 'Data Driven Innovation'. To the right is a button that says 'Back to Campus Labs Help Center »'. Below the logo is a decorative banner with the text 'Upcoming Trainings' and a sub-link 'Help Center » All Trainings'. On the right side of the banner is a colorful grid of squares. Below the banner is a 'Filter By Category' sidebar with a list of categories: 'Show All Trainings', 'Accreditation', 'Baseline', 'Beacon', 'Course Evaluations', 'Engage', 'Outcomes', 'Planning', and 'Program Review'. The main content area displays four training sessions, each with a date in a dark box, the title, the date and time, and a category tag in a colored box.

Date	Training Title	Category
JUN 14	Information Session June 14, 2017 at 2:30 PM EST	OUTCOMES
JUN 14	Introduction to Baseline June 14, 2017 at 10:00 AM EST	BASELINE
JUN 15	Introduction to Accreditation June 15, 2017 at 11:00 AM EST	ACCREDITATION
JUN	Introduction to Planning	PLANNING



# Next Steps

- Determine your timeline and goals for your evaluations
- Check that data has been imported and appears accurate
- Review possible changes to mailing templates and/or evaluation questions
- Create your administration(s) and schedule student and faculty mailings
- Schedule refresher training for faculty and staff

# Questions?

Please visit our Support Site:

<https://campuslabs.zendesk.com>

Contact our Support Team:

716-270-0000

support@campuslabs.com



**Thank You!**