

Reporting Overview

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

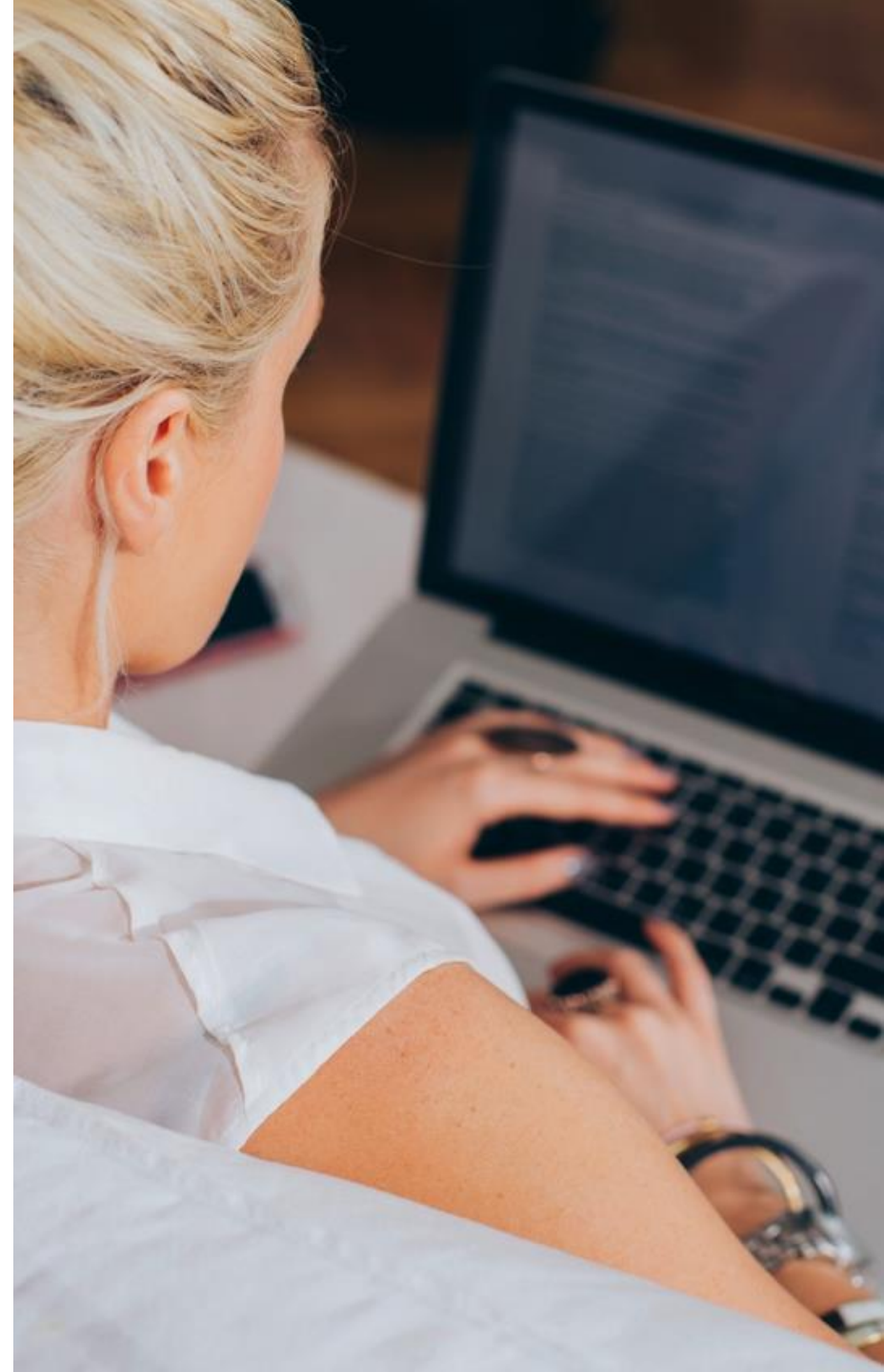
ACCESS the relevant Course Evaluation site based upon their role and explain actions that can be taken

DESCRIBE the student experience, faculty experience, and report administration experience when utilizing Course Evaluations

LOCATE course response rates, course evaluation questions, and where to create custom questions

IDENTIFY and **DIFFERENTIATE** between the four different reports available and the information that can be gathered from each

IDENTIFY strategies to utilize in encouraging higher response rates



Getting Started

Logging In

Administrator Login –
View the reports of others
(if applicable)

<https://yourcampus.campuslabs.com/ce>

Faculty Login –
View your own reports

<https://yourcampus.campuslabs.com/faculty>

Student Login –
Used to complete evaluations

<https://yourcampus.campuslabs.com/courseeval>

The Student Experience

Logging In

Administrator Login –
View the reports of others
(if applicable)

<https://yourcampus.campuslabs.com/> ce

Faculty Login –
View your own reports

<https://yourcampus.campuslabs.com/> faculty

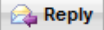
Student Login –
Used to complete evaluations

<https://yourcampus.campuslabs.com/> courseeval

Accessible Anywhere



Communicate with Students

From: Academic Vice Provost  Reply

Subject: Complete your Course Evaluations

Reply: office@campus.edu

Dear Rachel,

You are being asked to complete an online course evaluation for one or more of your courses. By clicking on the link below you will be taken to a list of courses for which you have evaluations to complete. Click on the title of the course to access the evaluation. Each course evaluation should take no longer than 10 minutes to complete and will be available until the close of the term.

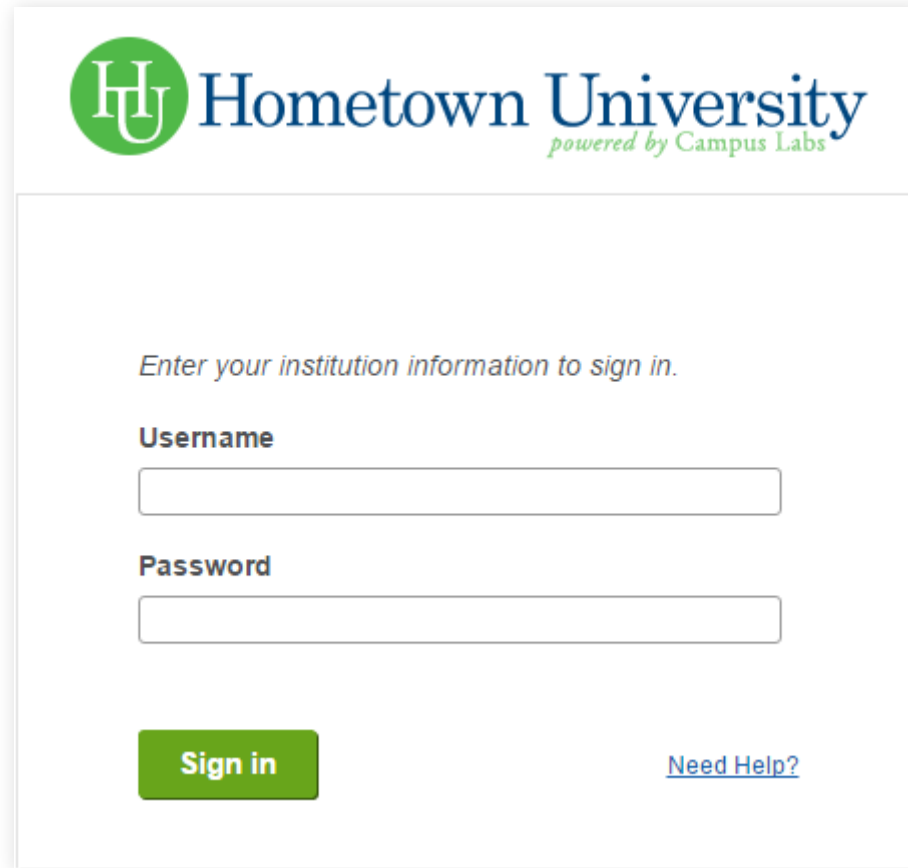
Your ratings will be the most helpful to the instructor and to the institution if you answer thoughtfully and honestly. Your responses are confidential, and will be collected by the office/college via a third party provider, Campus Labs. All student responses will be summarized and reported to your faculty after the term is over and the grades posted.

Access the webpage at:
university.campuslabs.com/courseeval

Thank you for your participation. If you have any questions, you may reach me at phone and email contact information.

Academic Vice Provost
Campus

Communicate with Students



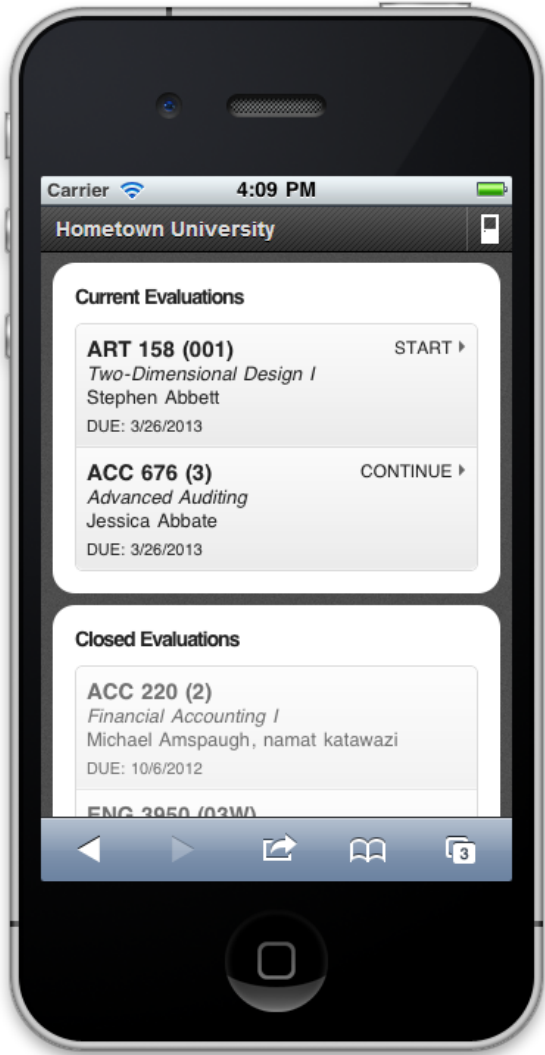
The image shows a login interface for Hometown University. At the top left is the university's logo, a green circle containing the letters 'HU'. To its right, the text 'Hometown University' is displayed in a dark blue serif font, with the tagline 'powered by Campus Labs' in a smaller green font underneath. Below the header, a light gray box contains the login form. The form starts with the instruction 'Enter your institution information to sign in.' in a gray italicized font. This is followed by two input fields: one labeled 'Username' and another labeled 'Password', both in a bold black font. Below these fields is a green rectangular button with the text 'Sign in' in white. To the right of the button is a blue underlined link that says 'Need Help?'.

Survey Taking

The screenshot shows the 'Course Evaluations' page on the Hometown University website. The page header includes the university logo and a 'Logout' button. The main heading is 'Your Evaluations'. Below this, there are two tabs: 'Current' (with a count of 3) and 'Submitted' (with a count of 1). The 'Current' tab is active and displays a table of evaluations. To the right, there is an 'Upcoming' section with a table of future evaluations.

Course Section	Instructor(s)	Due Date	Action
ACC 211 (A) Principles of Financial Accounting	Andrea Palmer	6/29/16 11:59 PM EST	Start
ECO 201 (B) Principles of Macroeconomics	Shannon LaCount	7/1/16 11:59 PM EST	Continue
ART 302 (A) Painting I	Andrew Lyle Michael Weisman	7/1/16 11:59 PM EST	Continue

Course Section	Start Date
MAT 135 (A) College Algebra	7/1/16 12:00 AM EST
BUS 340 (A) SA Honorable Ent in Italy & America	7/1/16 12:00 AM EST
ART 218 (A) Visual Culture	7/1/16 12:00 AM EST

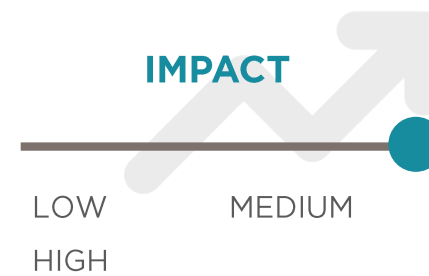
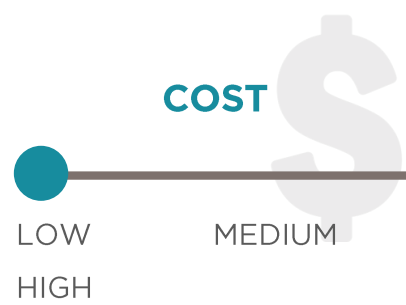
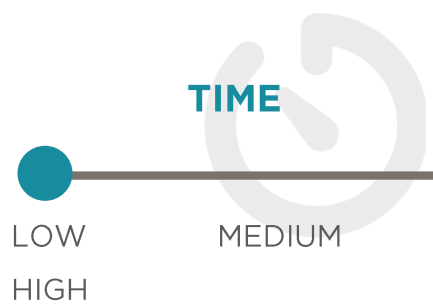


Strategy to
increase
response
rates

Allowing Class Time

Allow for class time for students to complete evaluations:

- Captive audience
- Similar process to what students may have been accustomed to with paper evaluations
- Students may use any device that has access to a browser to complete evaluations



The Faculty Experience

Logging In

Administrator Login –
View the reports of others
(if applicable)

[https://yourcampus.campuslabs.com/ ce](https://yourcampus.campuslabs.com/ce)

Faculty Login –
View your own reports

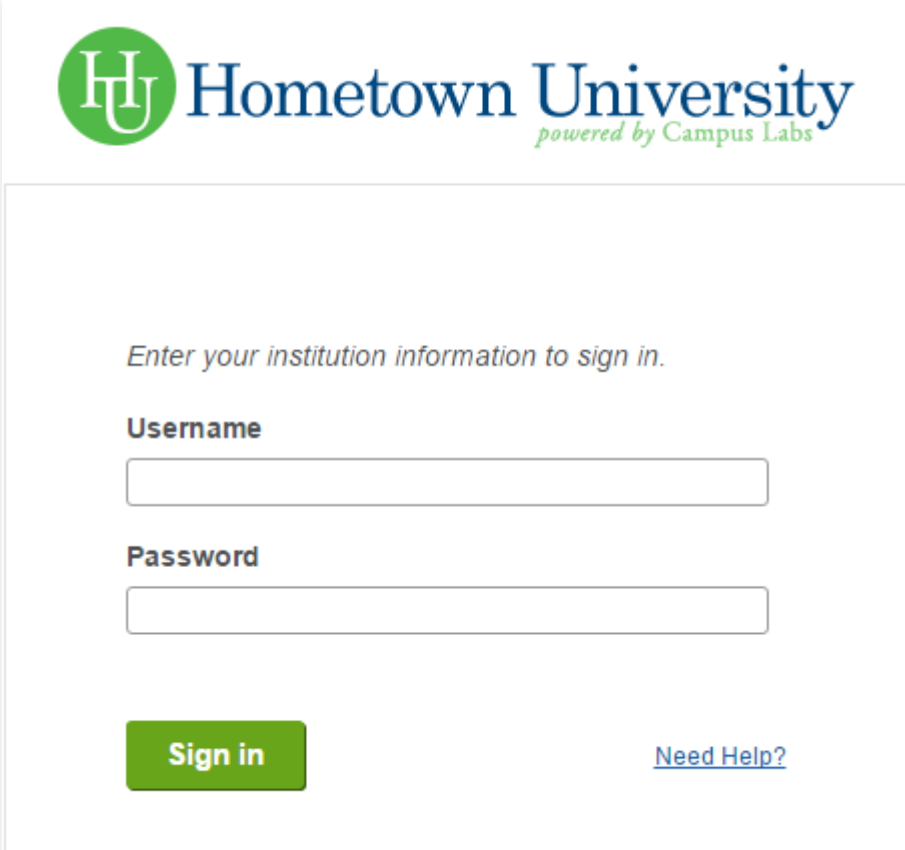
[https://yourcampus.campuslabs.com/ faculty](https://yourcampus.campuslabs.com/faculty)

Student Login –
Used to complete evaluations

[https://yourcampus.campuslabs.com/ courseeval](https://yourcampus.campuslabs.com/courseeval)

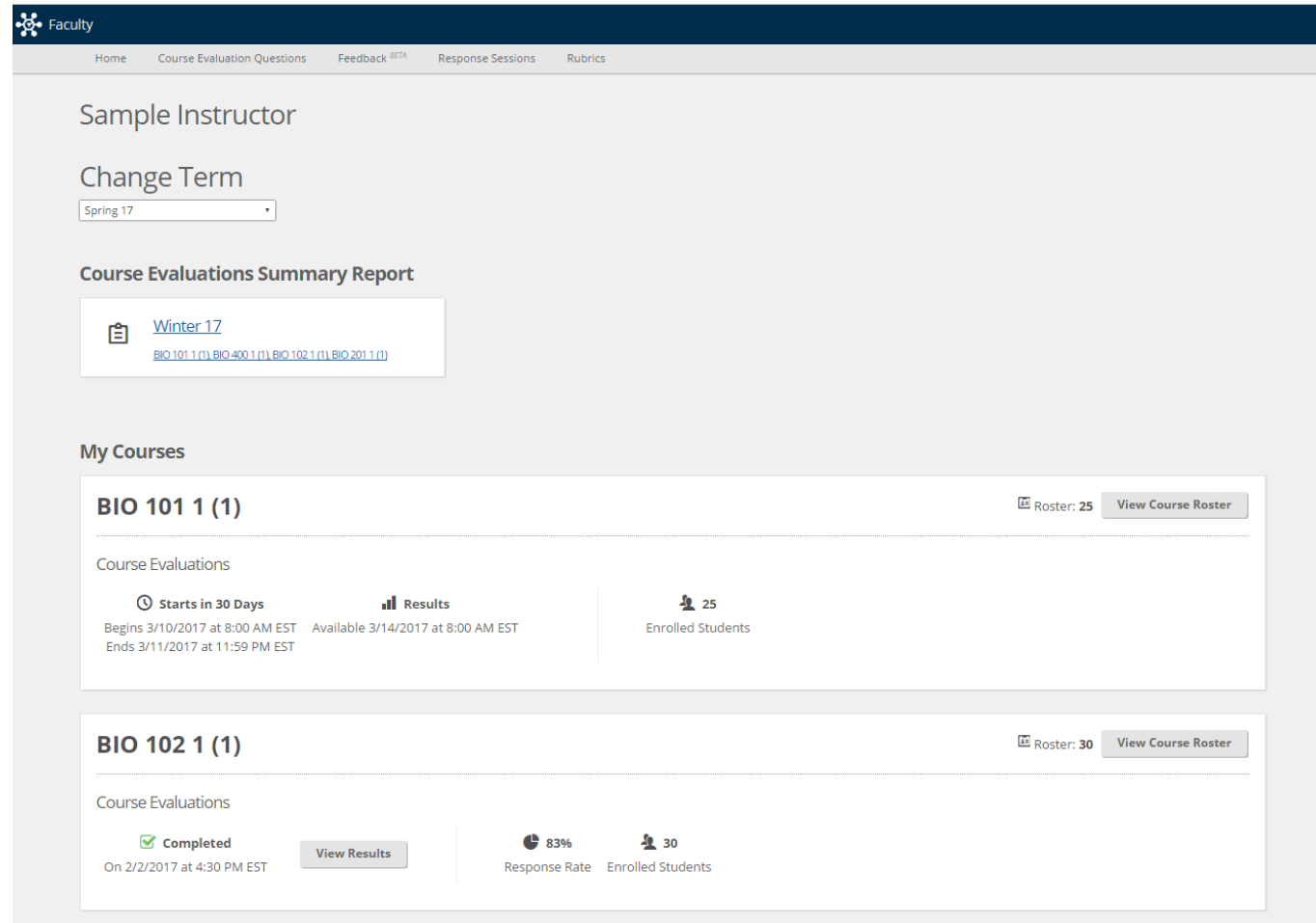
Logging In

- Log into your Course Evaluation site:
<https://yourcampus.campuslabs.com/faculty>
 - Use your campus credentials to log in
 - You will receive an email directing you to this site



The screenshot shows the login interface for Hometown University. At the top left is the university's logo, a green circle with 'HU' in white. To its right is the text 'Hometown University' in a blue serif font, with 'powered by Campus Labs' in a smaller green sans-serif font below it. The main content area is a white box with a thin border. Inside, it says 'Enter your institution information to sign in.' in a grey italicized font. Below this are two input fields: 'Username' and 'Password', each with a white box and a grey border. At the bottom left is a green rectangular button with the text 'Sign in' in white. At the bottom right is a blue underlined link that says 'Need Help?'.

Faculty Experience



The screenshot displays a faculty dashboard with a dark blue header containing the 'Faculty' logo and navigation links: Home, Course Evaluation Questions, Feedback ^{BETA}, Response Sessions, and Rubrics. The main content area is light gray and features several sections:

- Sample Instructor**: A section for changing the term, with a dropdown menu currently set to 'Spring 17'.
- Course Evaluations Summary Report**: A box containing a document icon, a link to 'Winter 17', and a list of course IDs: 'BIO 101 1 (1), BIO 400 1 (1), BIO 102 1 (1), BIO 201 1 (1)'.
- My Courses**: A list of two courses:
 - BIO 101 1 (1)**: Shows 'Roster: 25' and a 'View Course Roster' button. Below this, 'Course Evaluations' are shown as 'Starts in 30 Days' (beginning 3/10/2017 at 8:00 AM EST, ending 3/11/2017 at 11:59 PM EST), 'Results' (available 3/14/2017 at 8:00 AM EST), and '25 Enrolled Students'.
 - BIO 102 1 (1)**: Shows 'Roster: 30' and a 'View Course Roster' button. Below this, 'Course Evaluations' are shown as 'Completed' (on 2/2/2017 at 4:30 PM EST) with a 'View Results' button, an '83% Response Rate', and '30 Enrolled Students'.

Response Rates

Faculty

Home Course Evaluation Questions Feedback ^{BETA} Response Sessions Rubrics

Sample Instructor

Change Term

Spring 17

Course Evaluations Summary Report

Winter 17
[BIO 101 1 \(1\)](#), [BIO 400 1 \(1\)](#), [BIO 102 1 \(1\)](#), [BIO 201 1 \(1\)](#)

My Courses

BIO 101 1 (1) Roster: 25 [View Course Roster](#)

Course Evaluations

Starts in 30 Days **Results** **25**
Begins 3/10/2017 at 8:00 AM EST Available 3/14/2017 at 8:00 AM EST
Ends 3/11/2017 at 11:59 PM EST
Enrolled Students

BIO 102 1 (1) Roster: 30 [View Course Roster](#)

Course Evaluations

Completed [View Results](#) **83%** **30**
On 2/2/2017 at 4:30 PM EST
Response Rate Enrolled Students

Strategy to
increase
response
rates

Faculty Monitoring Response Rates

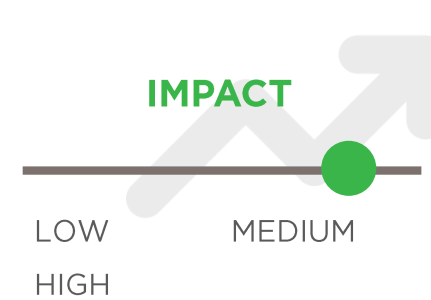
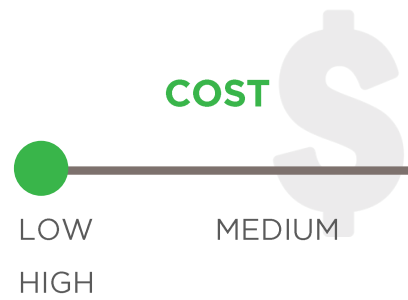
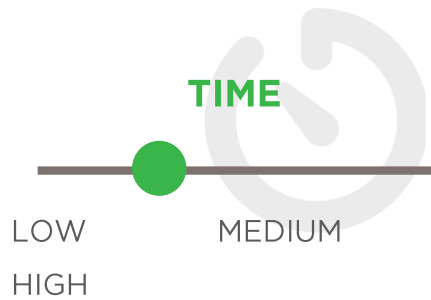
Work with faculty on how to monitor their response rates while course sections are active.

My Courses

FIN 450 (1) Roster: 27 [View Course Roster](#)

Course Evaluations

Active **Results** **68%** **27**
5 Months Remaining Available 8/14/2017 at 11:59 PM EST
Ends 8/11/2017 at 11:59 PM EST Response Rate Enrolled Students



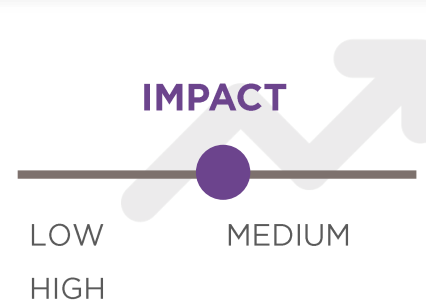
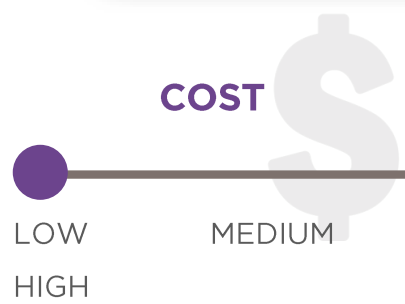
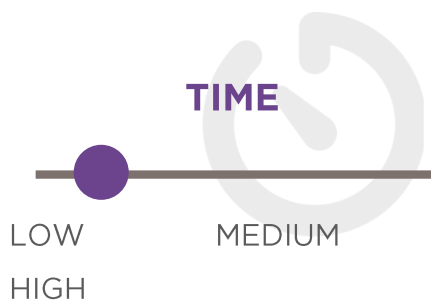
Talk to Students About Importance

Educate students about course evaluations:

- What are they for?
- Why should students care?
- What should they keep in mind when filling out these evaluations?

Example:

Chalmers University of Technology (Göteborg, Sweden) - A Film About Feedback



Faculty Custom Questions

Faculty custom questions can be added to an evaluation if all of the following conditions are met:

- ✓ The faculty member's role permits the creation of custom questions
- ✓ The administration allows for custom questions
- ✓ Evaluations are not yet collecting data

Faculty Custom Questions

The screenshot shows the Faculty Custom Questions page in Canvas LMS. The top navigation bar includes 'Faculty' and 'Sample'. The main navigation menu has 'Home', 'Course Evaluation Questions' (highlighted with a red box), 'Feedback BETA', 'Response Sessions', and 'Rubrics'. The page content is for a 'Sample Instructor' and includes a 'Change Term' dropdown set to 'Spring 17'. Below this is a 'Course Evaluations Summary Report' section with a 'Fall 17' link and a list of courses: 'BIO 101 1 (1), BIO 400 1 (1), BIO 102 1 (1)'. The 'My Courses' section lists two courses: 'BIO 101 (1)' and 'BIO 102 (1)'. For 'BIO 101 (1)', it shows 'Roster: 25' and a 'View Course Roster' button. Underneath, it displays 'Course Evaluations' with three metrics: 'Starts in 18 Hours' (beginning 3/10/2017 at 8:00 AM EST and ending 3/11/2017 at 11:59 PM EST), 'Results' (available 3/14/2017 at 8:00 AM EST), and '25 Enrolled Students'. The 'BIO 102 (1)' course also shows 'Roster: 10' and a 'View Course Roster' button.

Faculty Sample

Home **Course Evaluation Questions** Feedback ^{BETA} Response Sessions Rubrics

Sample Instructor

Change Term

Spring 17

Course Evaluations Summary Report

[Fall 17](#)
[BIO 101 1 \(1\)](#), [BIO 400 1 \(1\)](#), [BIO 102 1 \(1\)](#)

My Courses

BIO 101 (1) Roster: 25 [View Course Roster](#)

Course Evaluations

Starts in 18 Hours **Results** **25**
Begins 3/10/2017 at 8:00 AM EST Available 3/14/2017 at 8:00 AM EST Enrolled Students
Ends 3/11/2017 at 11:59 PM EST

BIO 102 (1) Roster: 10 [View Course Roster](#)

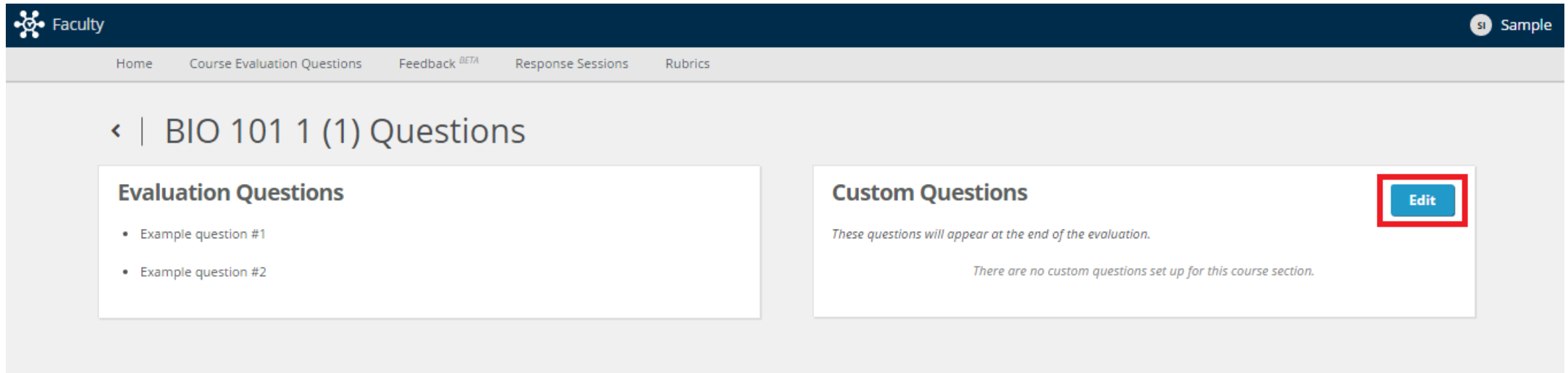
Course Evaluations

Faculty Custom Questions

The screenshot displays a web interface for managing course evaluation questions. At the top, a dark blue navigation bar contains the 'Faculty' logo and a 'Sample' user indicator. Below this is a light gray navigation menu with links for 'Home', 'Course Evaluation Questions', 'Feedback BETA', 'Response Sessions', and 'Rubrics'. The main content area is titled 'Course Evaluation Questions' and features a 'Change Term' dropdown menu set to 'Spring 17'. A table lists four course sections with their respective evaluation statuses and action buttons.

Course Section	Evaluation Status	Action
BIO 101 1 (1)	PENDING (30 Days left to add questions)	View/Edit Evaluation
BIO 102 1 (1)	COMPLETED	View Evaluation
BIO 201 1 (1)	COMPLETED	View Evaluation
BIO 400 1 (1)	PENDING (30 Days left to add questions)	View/Edit Evaluation

Faculty Custom Questions



The screenshot shows a web interface for managing course questions. At the top, a dark blue header contains the 'Faculty' logo and a user profile icon labeled 'Sample'. Below the header is a navigation bar with links for 'Home', 'Course Evaluation Questions', 'Feedback ^{BETA}', 'Response Sessions', and 'Rubrics'. The main content area is titled '< | BIO 101 1 (1) Questions' and is divided into two columns. The left column, 'Evaluation Questions', lists two example questions. The right column, 'Custom Questions', contains a message stating that no custom questions are currently set up for this course section. A blue 'Edit' button is highlighted with a red border in the top right corner of the Custom Questions section.

Faculty SI Sample

Home Course Evaluation Questions Feedback ^{BETA} Response Sessions Rubrics

< | BIO 101 1 (1) Questions

Evaluation Questions

- Example question #1
- Example question #2

Custom Questions [Edit](#)

These questions will appear at the end of the evaluation.

There are no custom questions set up for this course section.

Faculty Custom Questions

BIO 101 1 (1) Done Editing

+ New Search Questions

Multiple Choice

- Single Select

Text Entry

- Textbox

I felt that the SmartBoard assisted in my learning process.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

2 Please comment on the textbook.

Course Evaluations Reporting

- ✓ **Summary Reports:** Provides quantitative and qualitative data for all sections in one place (can be saved as a PDF and/or printed)
- ✓ **Quantitative Data:** Data from close-ended questions
- ✓ **Qualitative Data:** Data from open-ended questions
- ✓ **Segment Comparison:** Comparison to sections, department, school, and university data

Emailed Results

Dear Faculty Member,

Please find below a link to access your course evaluation Summary Report. You may also login using this link: <https://hu.campuslabs.com/faculty/>

If you have any questions, please contact me at 555-555-5555 or example@campuslabs.com.
If you experience any technical difficulty with the Campus Labs system, please contact Campus Labs support at 716-270-0000 or support@campuslabs.com.

Thank you,
Office

<https://hu.campuslabs.com/faculty/reporting/summary/?termid=f7cb9bfa-e5ac-e611-80c3-0003ff6859f9&evalid=f2791f94-c081-469c-8e42-a6f700eda957>

Summary View

< | Sample Instructor

Summary Report

Term : Fall 2016 Print

Quantitative Qualitative

Course Sections	Report Status	Enrolled Students	Responded Students	Response Rate
A BIO 101 (1): Intro to Bio	Released	30	25	83%
B BIO 101 (2): Intro to Bio	Released	25	20	80%
C BIO 400 (1): Theory and Practice	Released	25	20	80%
D BIO 400 (2): Theory and Practice	Released	5	1	20%
Overall		85	66	77.65%

Please respond to the following questions about the instructor of this course.

	Strongly Disagree	Moderately Disagree	Neither Agree nor Disagree	Moderately Agree	Strongly Agree	Mean	Standard Deviation	Did Not Answer	Total Responses
The instructor clearly conveyed course expectations.									
A	0% (0)	0% (0)	0% (0)	16.67% (5)	66.67% (20)	4.67	0.47	0	25
B	0% (0)	0% (0)	0% (0)	50% (10)	50% (10)	4.5	0.5	0	20
C	0% (0)	0% (0)	0% (0)	50% (10)	50% (10)	4.5	0.5	0	20
D	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	4	0	0	1
The instructor helped me better understand the subject matter.									

Quantitative Report

Quantitative Qualitative Segment Comparison

Please respond to the following questions about the instructor of this course.

Strongly Disagree	Moderately Disagree	Neither Agree nor Disagree	Moderately Agree	Strongly Agree	Mean	Standard Deviation	Did Not Answer	Total Responses
The instructor clearly conveyed course expectations.								
0% 0	0% 0	0% 0	33.33% 2	66.67% 4	4.67	0.47	0	6
The instructor helped me better understand the subject matter.								
0% 0	0% 0	0% 0	16.67% 1	83.33% 5	4.83	0.37	0	6
The instructor treated students with respect.								
0% 0	0% 0	0% 0	16.67% 1	83.33% 5	4.83	0.37	0	6
The instructor provided meaningful learning experiences.								
0% 0	0% 0	0% 0	16.67% 1	83.33% 5	4.83	0.37	0	6

Qualitative Report



Quantitative



Qualitative

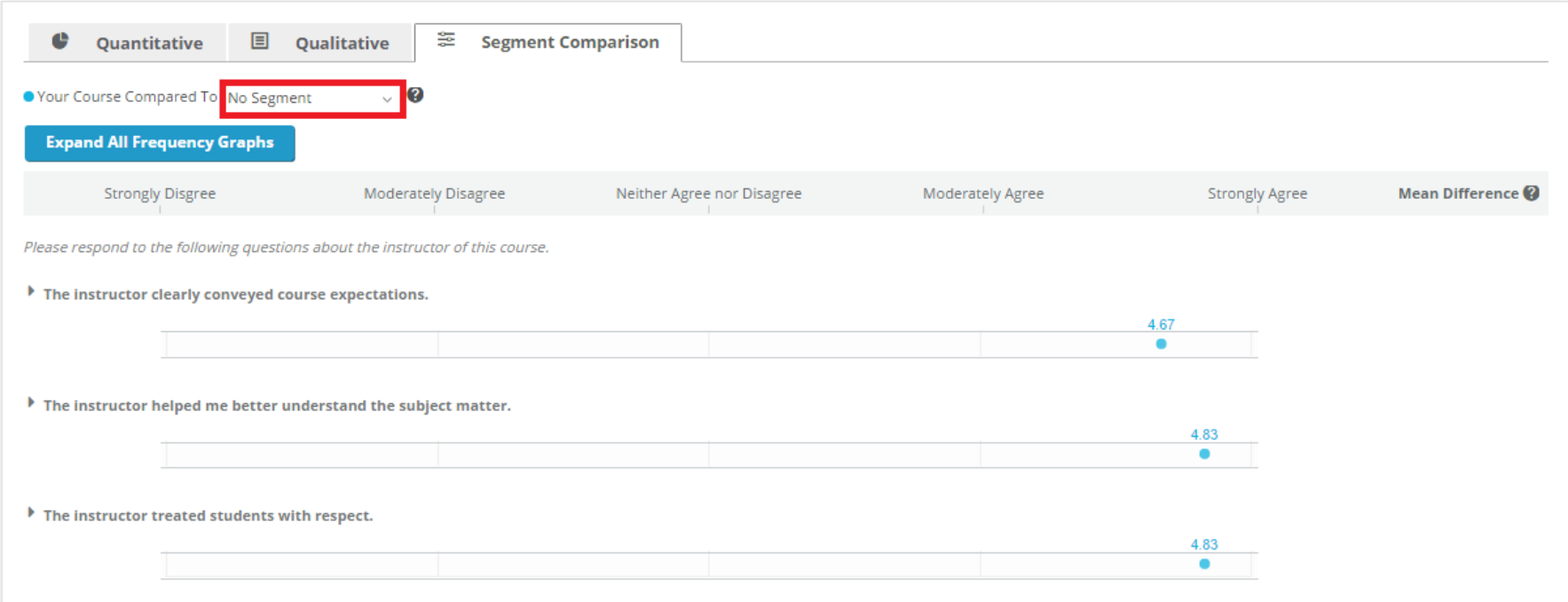


Segment Comparison

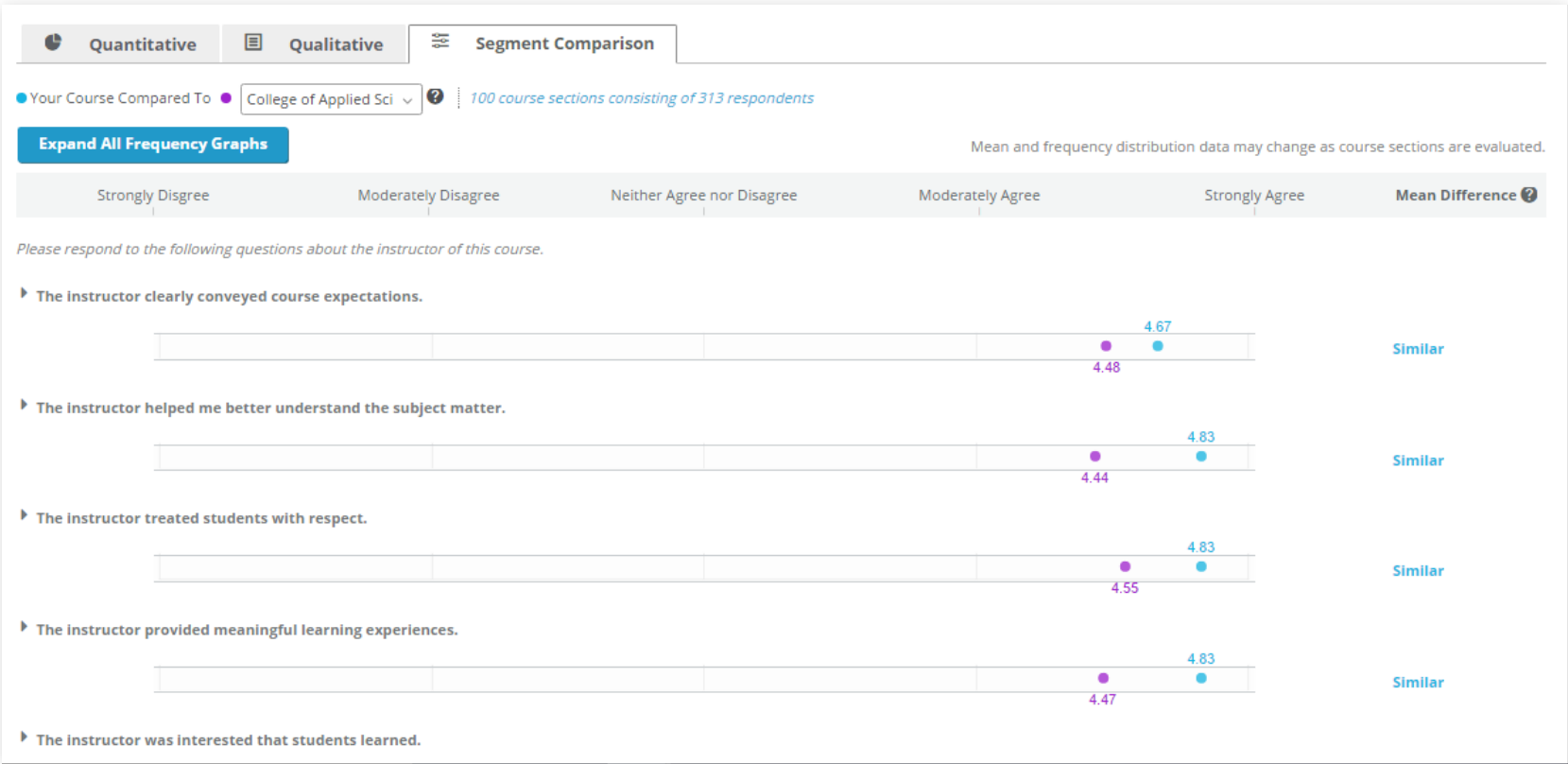
Please Comment on the strengths of the instructor. -

- The instructor was well prepared to answer questions and help students when needed.
 - The instructor was very caring, attentive, and answered any questions students may have had.
-

Segment Comparison Report



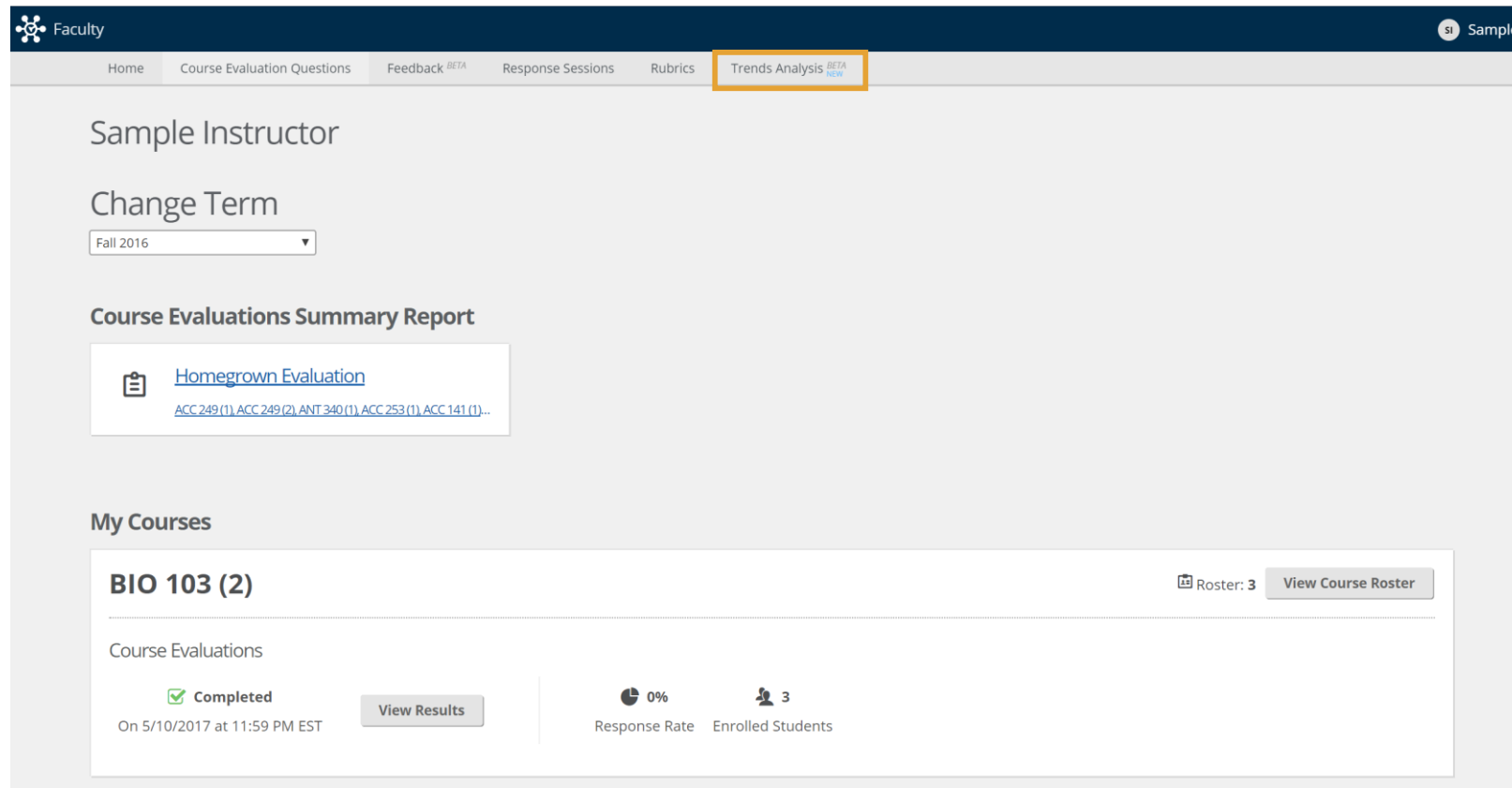
Compare your results to a unit at your institution



Trends Analysis: A Faculty Resource for Professional Development

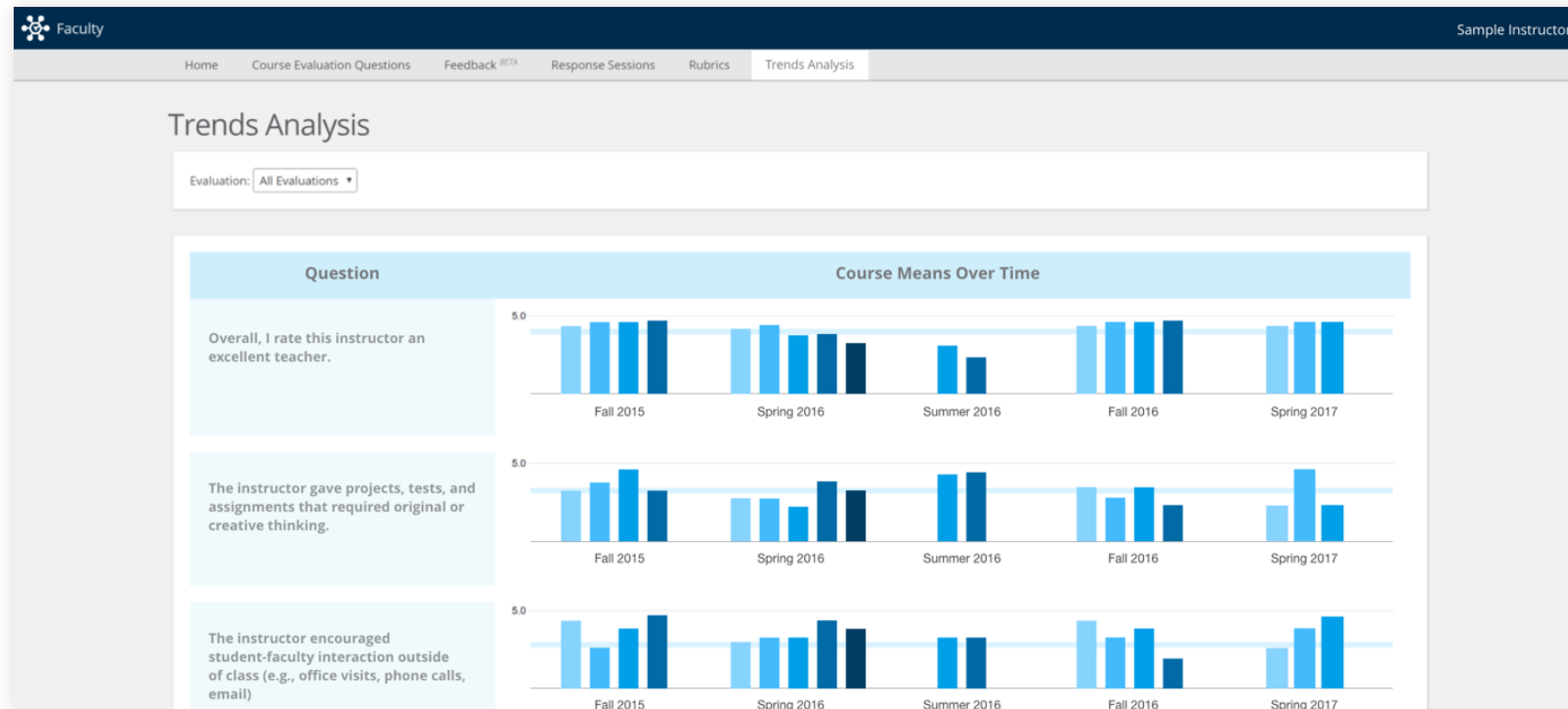
- With this new feature, instructors will be able to:
 - Use at-a-glance reports to focus on quality of instruction
 - View results across multiple academic terms without having to pull up side-by-side reports
 - Make connections between longitudinal data sets for holistic insights

Faculty Experience



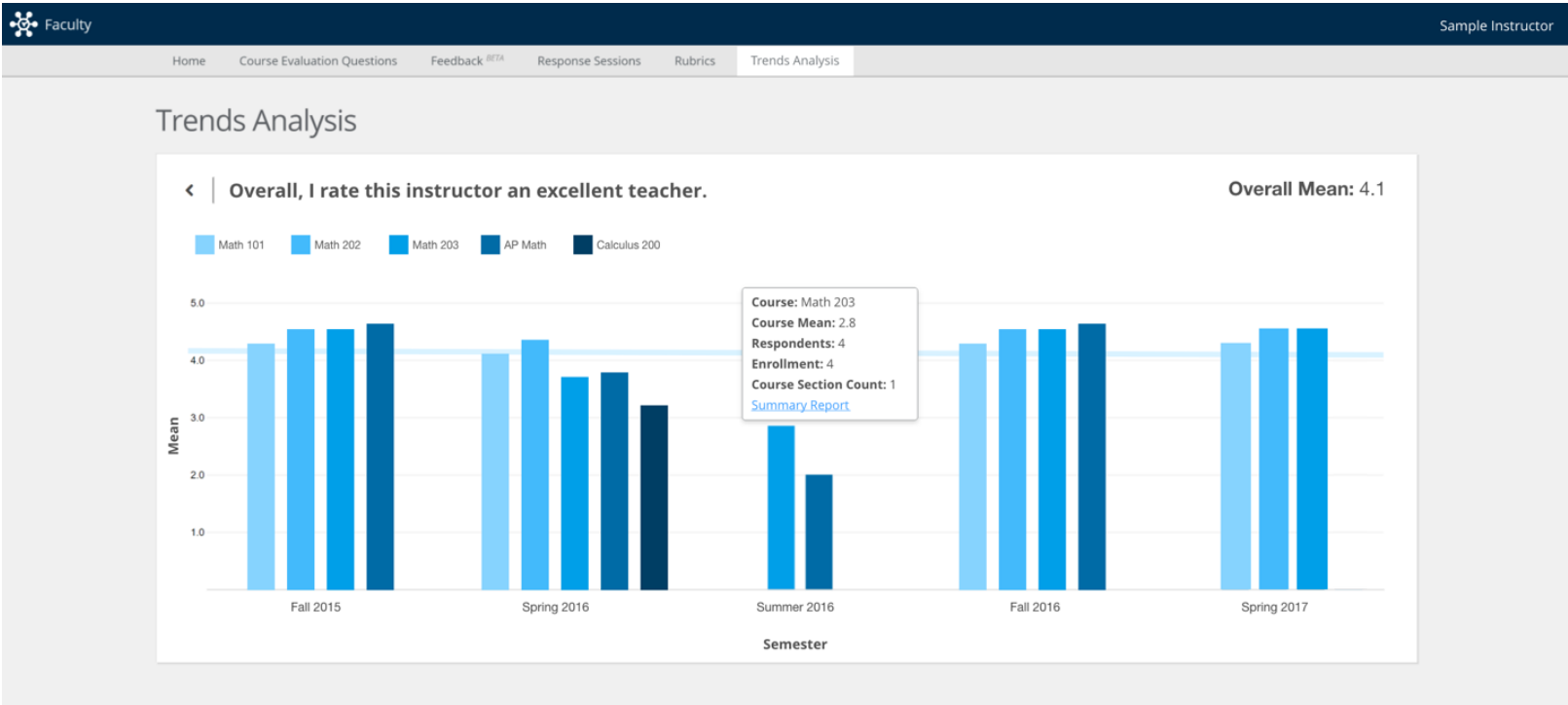
The screenshot displays the Faculty Trends Analysis interface. At the top, a dark blue navigation bar contains the 'Faculty' logo and a 'Sample' user indicator. Below this, a light gray navigation menu includes 'Home', 'Course Evaluation Questions', 'Feedback BETA', 'Response Sessions', 'Rubrics', and 'Trends Analysis BETA NEW', which is highlighted with an orange border. The main content area is titled 'Sample Instructor' and features a 'Change Term' dropdown menu currently set to 'Fall 2016'. Under the heading 'Course Evaluations Summary Report', there is a card for 'Homegrown Evaluation' with a list of course numbers: ACC 249 (1), ACC 249 (2), ANT 340 (1), ACC 253 (1), ACC 141 (1), and so on. The 'My Courses' section displays a card for 'BIO 103 (2)' with a 'Roster: 3' indicator and a 'View Course Roster' button. Below this, the 'Course Evaluations' section shows a 'Completed' status with a green checkmark, a 'View Results' button, and a timestamp of 'On 5/10/2017 at 11:59 PM EST'. To the right, a progress indicator shows '0%' for 'Response Rate' and '3' for 'Enrolled Students'.

Trends Analysis



See a course-by-course breakdown of key responses over several terms.

Trends Analysis



See overall ratings for every course taught each semester.

Powerful Administrator Reporting

Logging In

Administrator Login –
View the reports of others
(if applicable)

<https://yourcampus.campuslabs.com/ce>

Faculty Login –
View your own reports

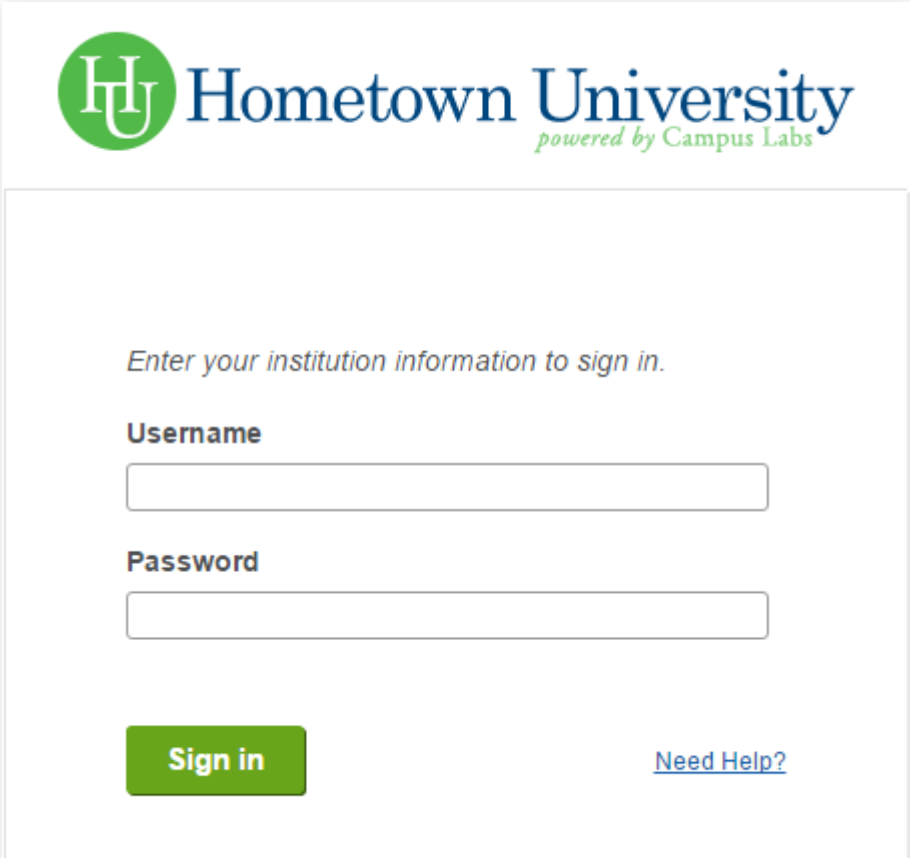
<https://yourcampus.campuslabs.com/faculty>

Student Login –
Used to complete evaluations

<https://yourcampus.campuslabs.com/courseeval>

Logging In

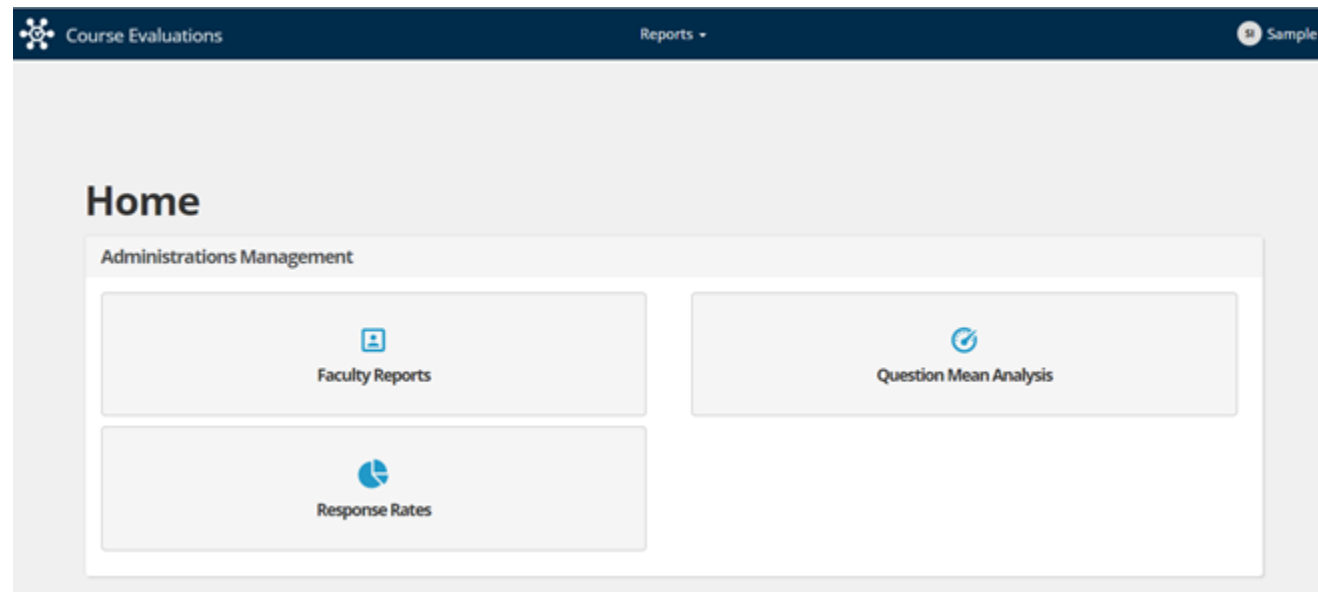
- Log into your Course Evaluation site:
<https://yourcampus.campuslabs.com/ce>
 - Use your campus credentials to log in



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Administrator Overview

- Deans, Department Chairs, and other staff may have access to the reporting module including:
 - Individual Faculty Reports—by course section and summary
 - Question Mean Analysis—summary results by question
 - Response Rates—by active and closed survey windows



Report Administrator Reporting

- ✓ **Faculty Reports:** Same reports available to faculty
- ✓ **Question Mean Analysis:** Overall summary, by question, of all results in a specific area (i.e. department, college)
- ✓ **Response Rates:** Response rates for active and closed courses in a specific area (i.e. department, college)

Faculty Reports

Home Reporting Administrations Configuration

Faculty Reports

Role: Course Evaluation Administrator, Demo University

Evaluation: ****Homegrown Evaluation**** Term: Spring 2017

+ Organization Unit: **Demo University** [Export Responses](#)

Show 10 entries Search:

First Name	Last Name	Reports
Jerry	Anderson	Course Reports Summary Report QuantitativeSummary.pdf
Griffin	Brock	Course Reports Summary Report QuantitativeSummary.pdf
Sean	Casey	Course Reports Summary Report QuantitativeSummary.pdf
Anne	DeMartini	Course Reports Summary Report QuantitativeSummary.pdf
John	Diviney	Course Reports Summary Report QuantitativeSummary.pdf

Question Mean Analysis

Course Evaluations SI Sample

Home Reporting Administrations Configuration

Question Mean Analysis

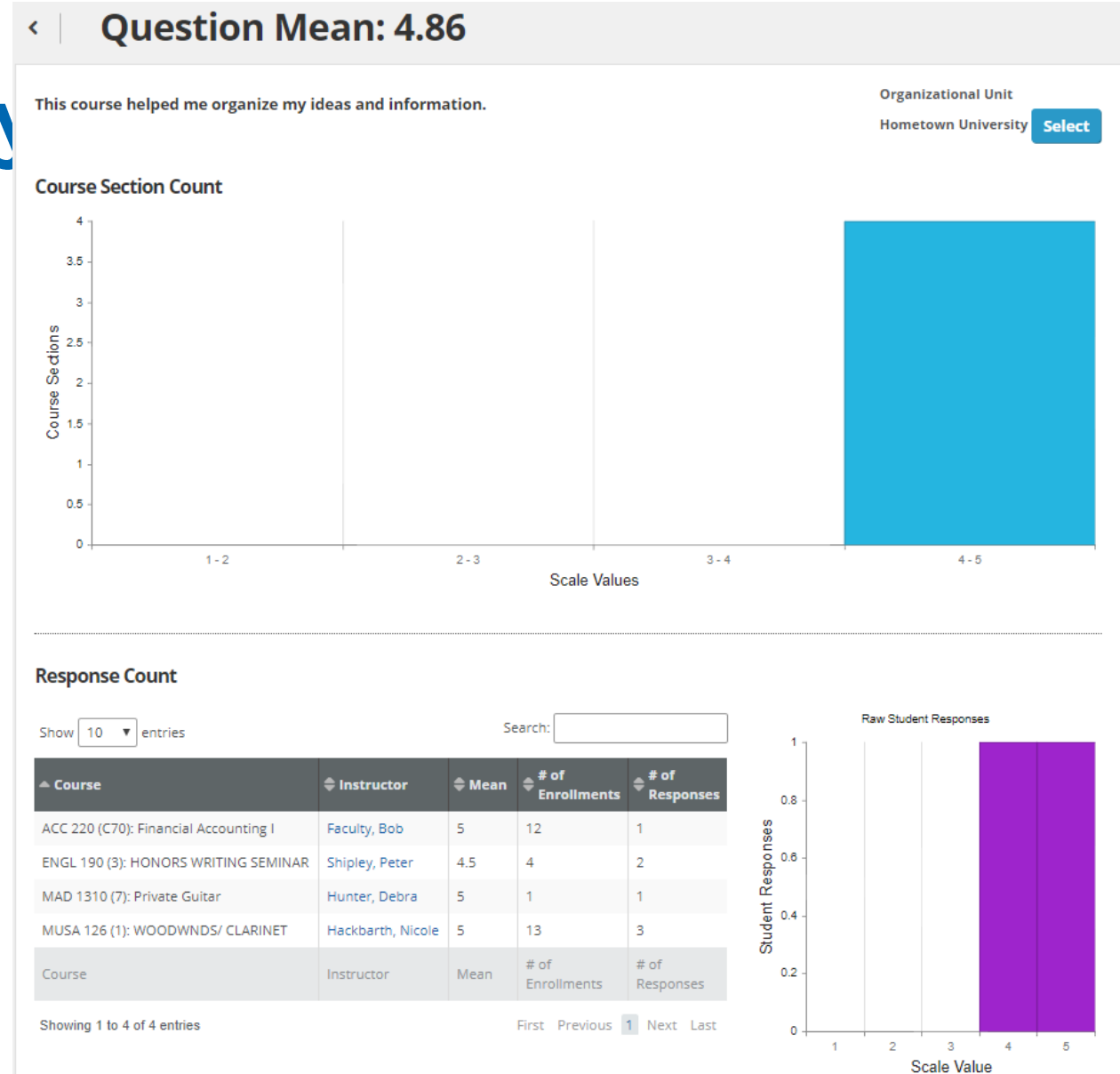
Role: Provost, Academic Affairs Evaluation: Homegrown Evaluation Term: Fall 2016

+ Organization Unit: Academic Affairs

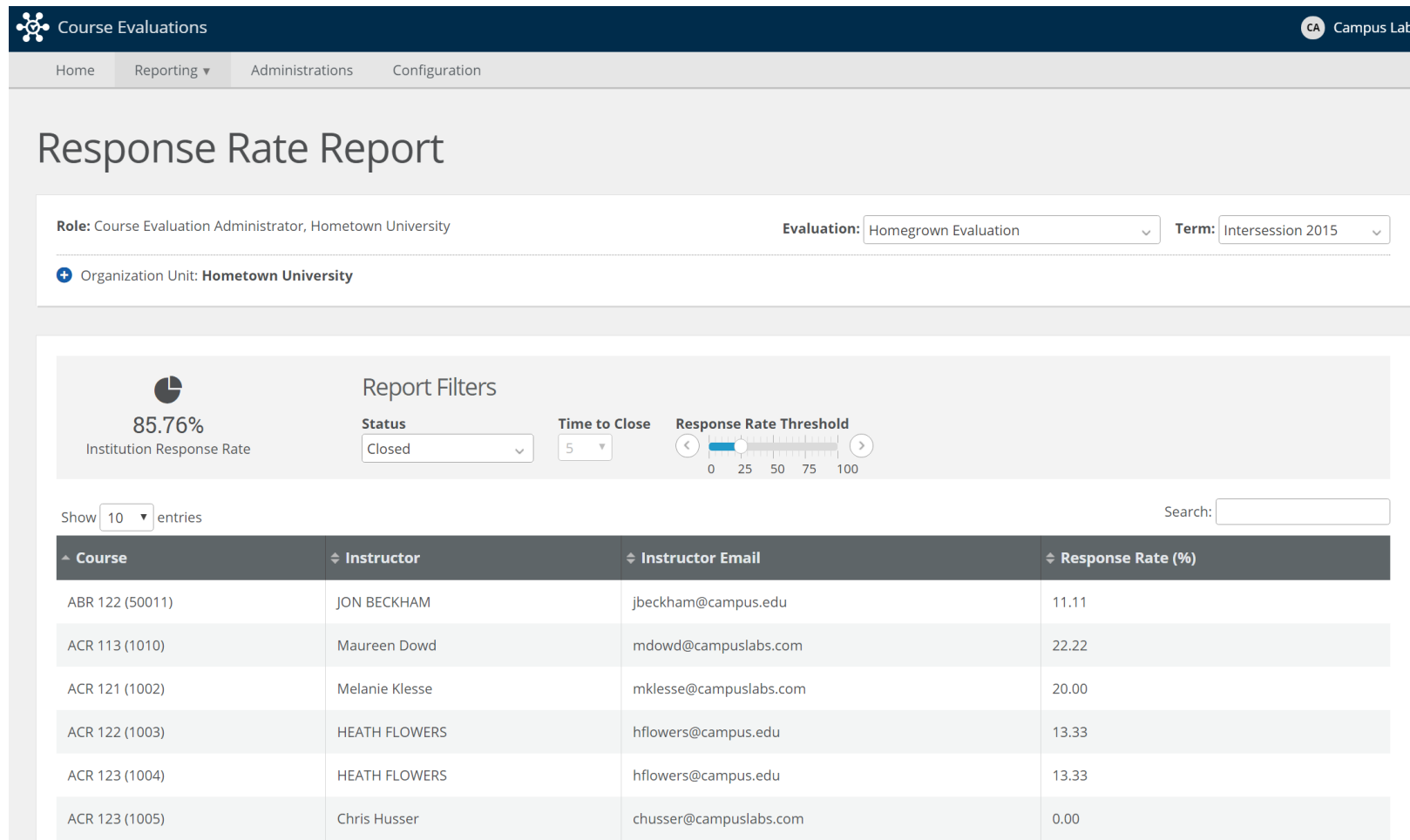
Evaluation Questions	Mean ?	Standard Deviation	# of Classes
▼ Core Only Evaluation1			
I attended at least 80% (4 of 5) class meetings.	5	0	10
I read and understood the syllabus during the first week of class.	4.33	0.47	10
I attempted to meet with the instructor during office hours, if needed.	4.33	0.47	10
I completed the required reading for the course as specified by the syllabus.	4	0	10
I submitted all assignments on time.	3.67	0.47	10
I used tutorial services (peer, drop-in or scheduled tutoring).	3.33	0.94	10

Question Mean Analy

- Drill down per question
 - Individual course details and response counts
 - Course
 - Instructor
 - Mean
 - Response details



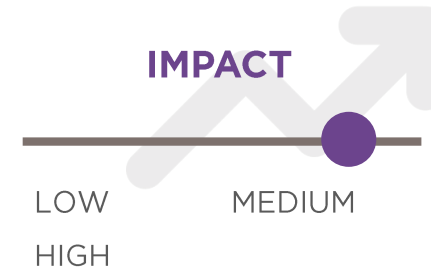
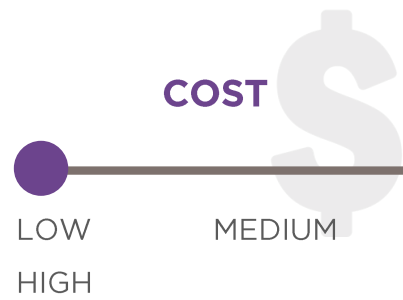
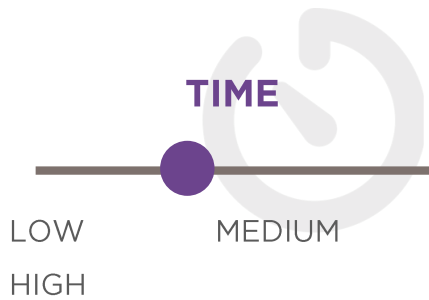
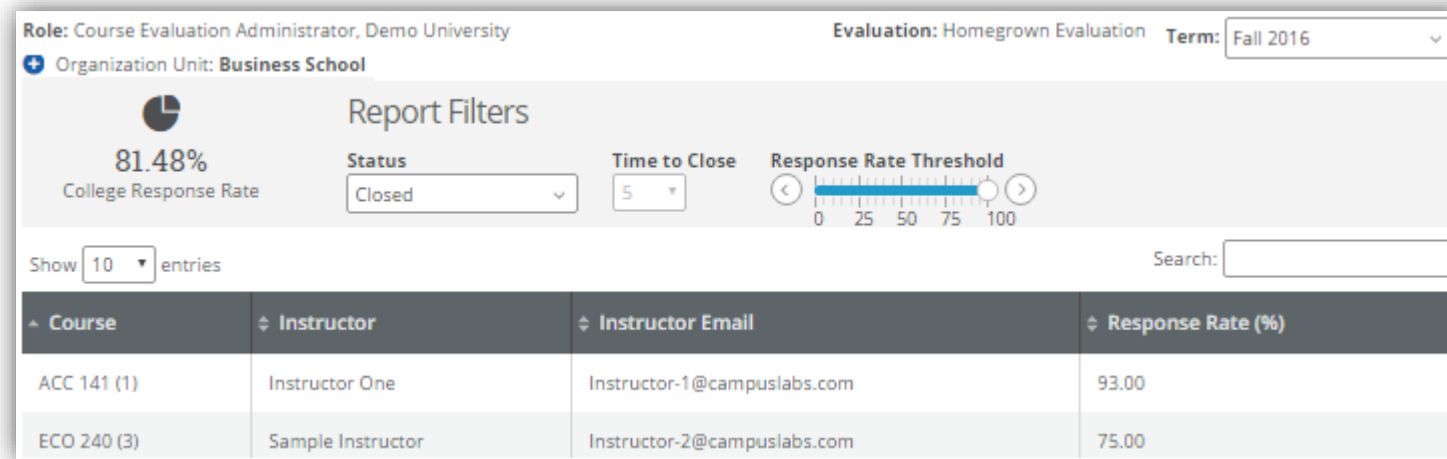
Response Rates



Strategy to increase response rates

Deans/Chairs Monitoring Response Rates

Work with deans/chairs on monitoring response rates and reaching out to their faculty.

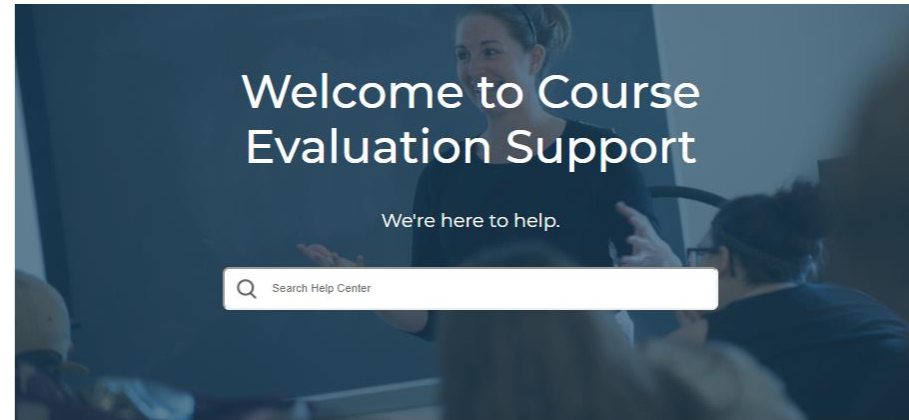


Resources and Support

The screenshot displays the Campus Labs Admin interface. At the top, a dark blue navigation bar contains the 'Course Evaluations' logo and menu items for 'Home', 'Administrations', and 'Reports'. A user profile dropdown is open in the top right corner, showing the user 'CA Campus Labs Admin' from 'Demo University'. The dropdown menu includes 'Support' and 'Sign Out' options, with 'Support' highlighted by a green border. The main content area is titled 'Home' and is divided into several sections: 'Administrations Management' with a large 'Administrations' card (description: 'View and create administrations, and export student status by term.'), 'Faculty Reports', 'Response Rates', and 'Question Mean'. Below these are 'Users' and 'Setup' sections. The 'Users' section includes 'Users', 'Reporting Assignments', and 'User Roles'. The 'Setup' section includes 'Evaluations' and 'Mailing Templates'.

Resources and Support

- support@campuslabs.com
- 716-270-0000



Getting Started

Launching a new Course Evaluation site or looking to learn more about setting up and managing your institution's site? Look no further. Our getting started section is here to help from day one.

[Browse](#)



Using Course Evaluation

Find the answer to any question, from setting up an entire administration to walking through how to setup a mailing.

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Best Practices

Review a curated collection of case studies, best practices, and general resources from our member campuses that constitute excellence in the use of our Course Evaluation application.

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Videos

Looking to get even more from your Course Evaluation site? Explore recorded training and best practice webinars to help your institution level up.

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Questions?

Please visit our Support Site:
<https://campuslabs.zendesk.com>

Contact our Support Team:
716-270-0000
support@campuslabs.com

A woman with dark curly hair and glasses is speaking, gesturing with her hands. The background is a blurred office setting. In the foreground, there are several stylized, semi-transparent icons of people, suggesting a group or community.

Thank You!