CoursEval: Accessing Reports
Faculty Guide

LeTourneau University
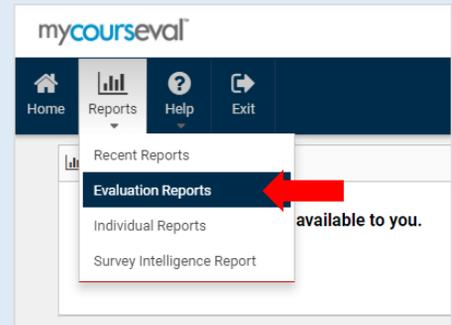
CoursEval Faculty Quick Reference

Log into CoursEval

- o Log into **my.letu.edu**.
- o Click on the **Academics** tab at the top.
- o Click on the **Course Evaluation** link in the sidebar on the left.
- o Click on the **CoursEval** link within the page.
- o You will be taken to the CoursEval site where you can:
    - • See a list of active/upcoming evaluations and live response rates
   - • Access your past evaluations

Evaluation Report

- o View detailed statistics and comparisons for each survey answer for one or more courses.
- o View text comments left by survey responders.
- o Compare your results to your department and LeTourneau results for the period.
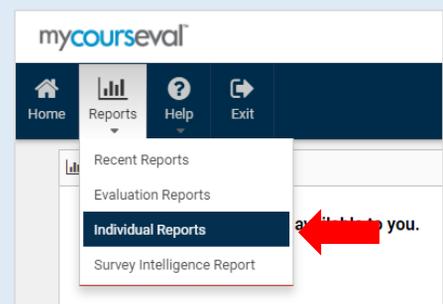

Past Evaluation Reports

- o Access Evaluation Reports from previous survey periods.
- o Click on the **Home** icon, click on the blue text **View past reports**.
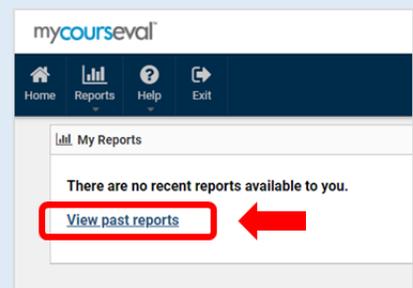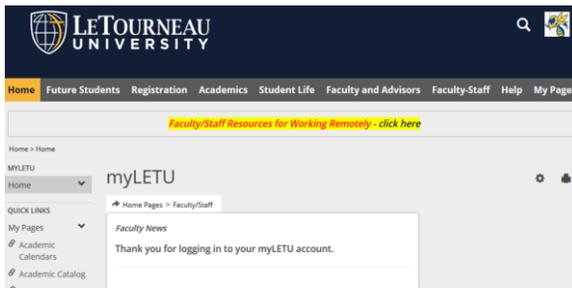

Individual Report

- o Provides results for an individual class section. Statistics on this report are limited but simple.
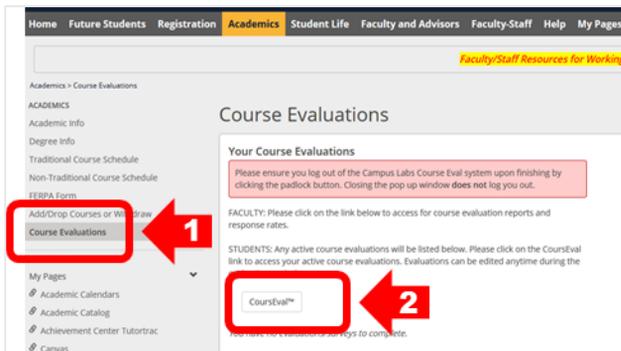
Log into CoursEval

1 Log into my.letu.edu.

2 Click on the **Academics** tab at the top.
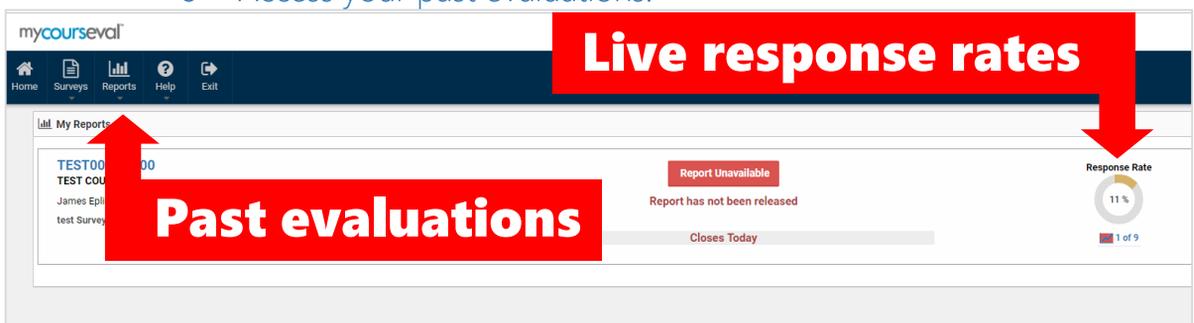
3
1) Click on the **Course Evaluation** link in the sidebar on the left.
2) Click on the **CoursEval** link within the page.

4 You will be taken to the CoursEval site where you can:
- o See a list of active/upcoming evaluations and live response rates.
- o Access your past evaluations.

Live response rates

Past evaluations

Evaluation Report

1 From the Reports dropdown, click on Evaluation Reports.
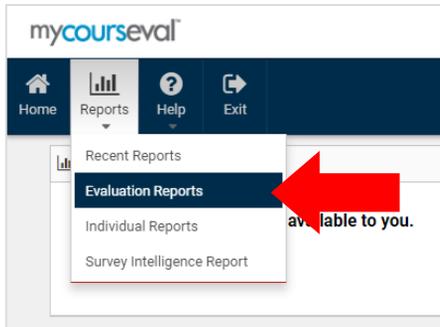
2
1) Use the data filters to find the desired evaluation period and year. .
2) Choose which courses to view (minimum of 1).
3) Click on the desired output method – view in browser, PDF, or print.

Evaluation Report

3 View the output of your report. Below is an example of the Evaluation Report.

Fall 2018 MOD 1 Graduate Evaluation
FA 2018

LeTourneau University
CoursEval

Course:	LETU 9203 (GR18) A - Seminar: Fearing the Sting
Responsible Faculty:	Dr. Buzz YellowJacket

Department:	LETU
Responses / Expected:	8 / 19 (42.11%)

Overall Mean: 4.2 LETU 5-Point Likert Scale w/NA (115 responses)

Instructor Questions		**BuzzYellowJacket**								**--- Period Comparisons ---**					
		Responses						**Individual**		**LETU**			**All**		
		SA	A	U	D	SD	N	Mean	Std Dev	N	Mean	Pct Rnk	N	Mean	Pct Rnk
Q1	The instructor was prepared to lead the class.	5	3	0	0	0	8	4.6	.48	404	4.6	38	4.7K	4.6	42
Q2	The instructor clearly communicated the expectations for me to be successful in the course.	5	2	1	0	0	8	4.5	.71	404	4.5	36	4.7K	4.4	41
Q3	Assignments and/or tests were relevant to the course content and instruction.	5	2	1	0	0	8	4.5	.71	403	4.6	25	4.6K	4.5	37
Q4	The instructor returned assigned work in a timely manner so I was able to effectively track my progress through this course.	5	2	0	1	0	8	4.4	.99	401	4.5	34	4.6K	4.3	37
Q14	I have a better understanding of God, the world, others, or myself as a result of this course.	3	2	2	0	0	7	4.1	.83	385	4.4	29	4.5K	4.3	30
Q15	This course helped me make connections between the subject matter and the Christian faith.	4	0	3	0	0	7	4.1	.99	384	4.4	27	4.4K	4.3	35

Responses: [SA] Strongly Agree=5 [A] Agree=4 [U] Undecided=3 [D] Disagree=2 [SD] Strongly Disagree=1
Pct Rnk: Percentile Rank (100 is best, calculated vs. precise Mean)

Faculty:	**Buzz YellowJacket**
Question:	**What specific activities did the instructor do to that positively contributed to your learning experience?**
Response Rate:	**62.50%** (5 of 8)

1. The instructor sent multiple emails throughout the unit providing instruction on the topics for the given week. I found this to be helpful, as fearing the sting is not easy, and these regular messages helped in providing clarity on the subject.
2. The instructor is very knowledgeable on the subject matter. I feel that the instructor really took the time to have the lessons and devotionals relate to each other.
3. Sent out emails explaining what the reading was about
4. I have really enjoyed this class and that he opens up the homework solutions after they are due where you are able to see what you did right/wrong. This helped me see if I was understanding the chapters correctly or if I needed to relook at them before my quiz.
5. I felt like the instructor has superior knowledge of all aspects of this class.

Faculty:	**Buzz YellowJacket**
Question:	**What could the instructor have done to improve your learning experience in this class?**
Response Rate:	**62.50%** (5 of 8)

1. Nothing.
2. Nothing, I thought the instructor was great.

Results for the courses and period selected in Step 2:

Individual Faculty Results ("Buzz YellowJacket" in this example) –
- "Responses" – Count of all responses by each response choice (Strongly Agree through Strongly Disagree)
- "Individual" – Statistics for all responses received.

Period Comparisons
- The department comparison ("LETU" in this example) – Statistics for all departmental results.
- "All" - Statistics for all campus results.

N - Number of responses.
Mean - Average of responses.
Std Dev (Standard Deviation) - Variation from the mean. A low standard deviation indicates that the data points tend to be very close to the mean; a high standard deviation indicates that the data points are spread out over a large range of values.

Click on the magnifying glass to see the entire anonymous submission associated with a specific comment (a new screen will open).

4 OPTIONAL: You can customize the output of your report by utilizing the various **option** features. Descriptions of these options can be found on the subsequent pages of this document.
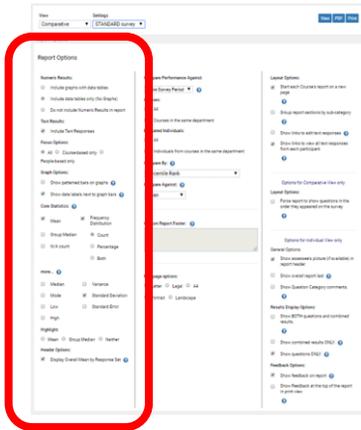
Evaluation Report View

- Comparative and Individual
  - There are two basic types of Evaluation Report views: Comparative and Individual. Select the type of report to view from the drop down list labeled View.
  - Choosing Comparative vs Individual/Individual (All)/Individual (Faculty) results in the same output for faculty (Note: Individual (Student) is not utilized).
  - What *is* enabled by choosing Comparative vs. Individual are the unique options available specifically for comparative or individual reports. (See further in this documentation for descriptions of these options.)
- Settings
  - STANDARD Survey Default – Choose this setting to show the default view established by LeTourneau University.
  - System Default – Choose this setting to show CoursEval's default view.

Numeric Results

Include Graphs with Data Tables – Adds bar chart showing mean data for each question for faculty, department and university.
Include Data Tables Only (No Graphs) – Best used for simple, clean reports.
Do not include Numeric Results in report – Only text comments will be shown.

Text Results

Include Text Responses – If this option is left unchecked, no text responses will display.

Focus Options

All – Includes all of the questions on the report.
Course-based only – Includes only course-based questions on the report. [This category is not currently in use at LeTourneau, so choosing this option will return blank results.]
People-based only – Includes only people-based questions on the report.

Graph Options

Show patterned bars on graphs – Adds distinct patterns to value bars (best for printing in black and white).
Show data labels next to graph bars – Adds numerical value of means next to bars on graph.

Core Statistics

Statistics are calculated per question on the survey. Mean and Group Median selections also apply to Performance Comparisons if selected. Select Data Table Columns.
N – The number of responses for a question. This statistic is not optional and will always be displayed.
Mean – Average of responses.
Group Median – Calculated estimate (Interpolated Median) of where the true median would have been had there been less granularity in the scale used. This can be useful measure for situations where the total range of answers to a question is relatively narrow (*eg* Likert scales).
N/A Count – Number of times Not Applicable was selected for a question when the option is present. N/A responses are not included in the total count of responses.
Frequency Distribution – Shows the percentage of the total count of responses, the actual counts for each response, or both.

More... (Additional Statistics)

Median – Display the midpoint of the distribution of responses. If there is an even number of responses, the median is the average of the middle two.
Mode – Display the response that occurs the most. If there is a tie, all responses are included and separated by commas.
Low – Display the lowest response value.
High – Display the highest response value.
Variance – Display the measure of how far a set of numbers is spread out. If all responses are equal, the variance is 0. A small variance means the responses are close together. A large variance means the responses are spread out.
Standard Deviation – Display the variation from the mean. A low standard deviation indicates that the data points tend to be very close to the mean; a high standard deviation indicates that the data points are spread out over a large range of values.
Standard Error – Calculates the confidence interval for the mean.
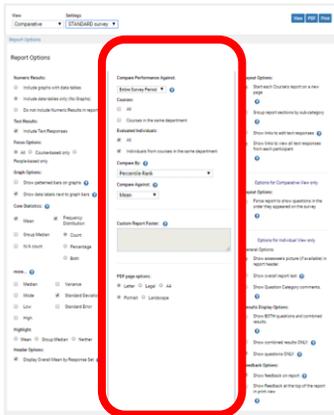
Highlight

Choose the option to highlight the Mean column, Group Median column, or neither in the report.

Header Options

Display Overall Mean by Response Set – Shows an overall mean score at the top of the evaluation report.

Compare Performance Against
This option allows comparison values that will appear on the right side of the report.

Comparisons can be made...
- with all courses in the same survey (*eg* Fall 2018 Mod 1 Undergrad) by selecting "this survey" or
- with results from all surveys in the same assessment period (*eg* all Fall 2018 survey responses) by selecting "Entire Survey Period".

Courses
All – Each course with other courses assessed in the same survey or period.
Courses in the same department – Each course with other courses in the same department on the same survey or period.

Evaluated Individuals
All – Check this box to show the comparative response results for the entire university.
Individuals from courses in the same department - Check this box to show the comparative response results for your department.

Compare By
Choose how to compare individual performance against department and university results.
Percentile Rank – Percentage of scores in its frequency distribution which are the same or lower.
Decile Rank – Each number corresponds to an increment of 10 percentage points. Looks like a rating scale of 1 to 10 where 10 is the best.
Quartile Rank – Each number corresponds to 25% of the population. Looks like a rating scale of 1 to 4 where 4 is the best.
Symbolic based on percentile rank – This Individual compared with others: [--]=0-10th   [-]=10th-25th   [=]=25th-75th
  [+]=75th-90th   [++]=90th-100th Percentile
Symbolic based on standard error (-- - = + ++) – This Individual compared with others: [--] Much Lower,   [-] Lower,
  [=] Similar,   [+] Higher,   [++] Much Higher
Symbolic based on standard deviation (-- - = + ++) – This Individual compared with others: [--] Much Lower,   [-] Lower,
  [=] Similar,   [+] Higher,   [++] Much Higher

Compare Against
Select the statistic used to compare the "Compare By" data chosen – the Mean or Group Median (see Core Statistics above for descriptions of Mean and Group Median).
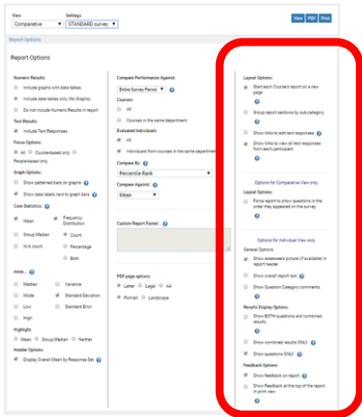
Custom Report Footer
[Feature not available to faculty security role]
The text entered in this box will appear at the bottom of the report.

PDF page options
This allows you to change the size and orientation of the PDF output.

Layout Options

Start each Course's report on a new page – Creates a page break between courses when viewing 2 or more course reports at once.

Group report sections by sub-category – Groups the report according to the sub-categories that are set up in the Question Manager.

Show links to edit text responses – [Feature not available to faculty security role.]

Show links to view all responses from each participant – Allows you to see the entire anonymous submission associated with a specific comment (enables the magnifying glass icon to appear on the survey next to the text comments).

Options for Comparative View only

Layout Options – Force report to show questions in the order they appeared on the survey - displays the questions in survey order.

Options for Individual View Only

General Options

• Show assessee's picture (if available) in report header. – Function not currently used.
• Show overall report last – Normally in Individual view, the overall questions come first followed by a separate report for each individual. This option generates the overall report last.
• Show Question Category comments – Displays comments for individual faculty members, if any were entered on a survey's question category screen.

Results Display Options

These options allow you to include or exclude a sum total of course results (per course) in addition to the results per question.

• Show BOTH questions and combined results – Groups results by category and subcategory and displays the combined results below the question summary.
• Show combined results ONLY – Removes the results listed by each question and only displays the combined results.
• Show questions ONLY – Displays only the results listed by each question and does not include combined results.

Feedback Options

[This function is not utilized.]

Show feedback on report – Choose to show Results Feedback in the Evaluation Report.

Show feedback at top of report in print view – Results Feedback will appear at the top of the report when printing.

Past Evaluation Reports

1 From the Home page, click on text View past reports.
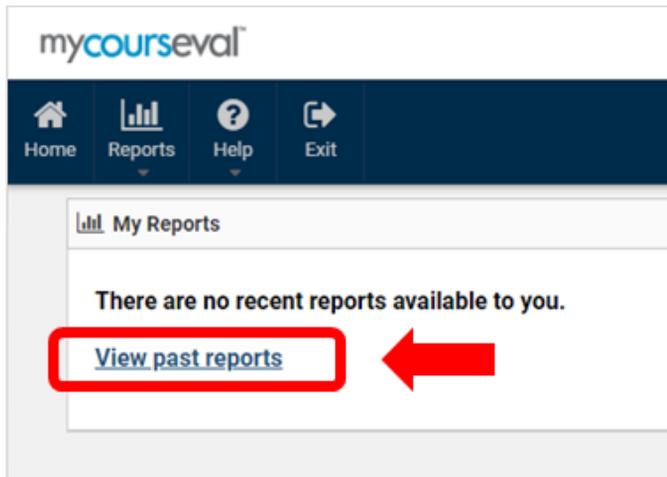
2
1) Use the data filters to find the desired evaluation period and year
   Tip: Choosing *Show All* lets you see all of your evaluations.
2) Choose which courses to view (minimum of 1).
   2a. If you have multiple years of evaluations, you may need to increase the number of entries shown to be able to select all of your evaluations.
3) Click on the desired output method – view in browser, PDF, or print.
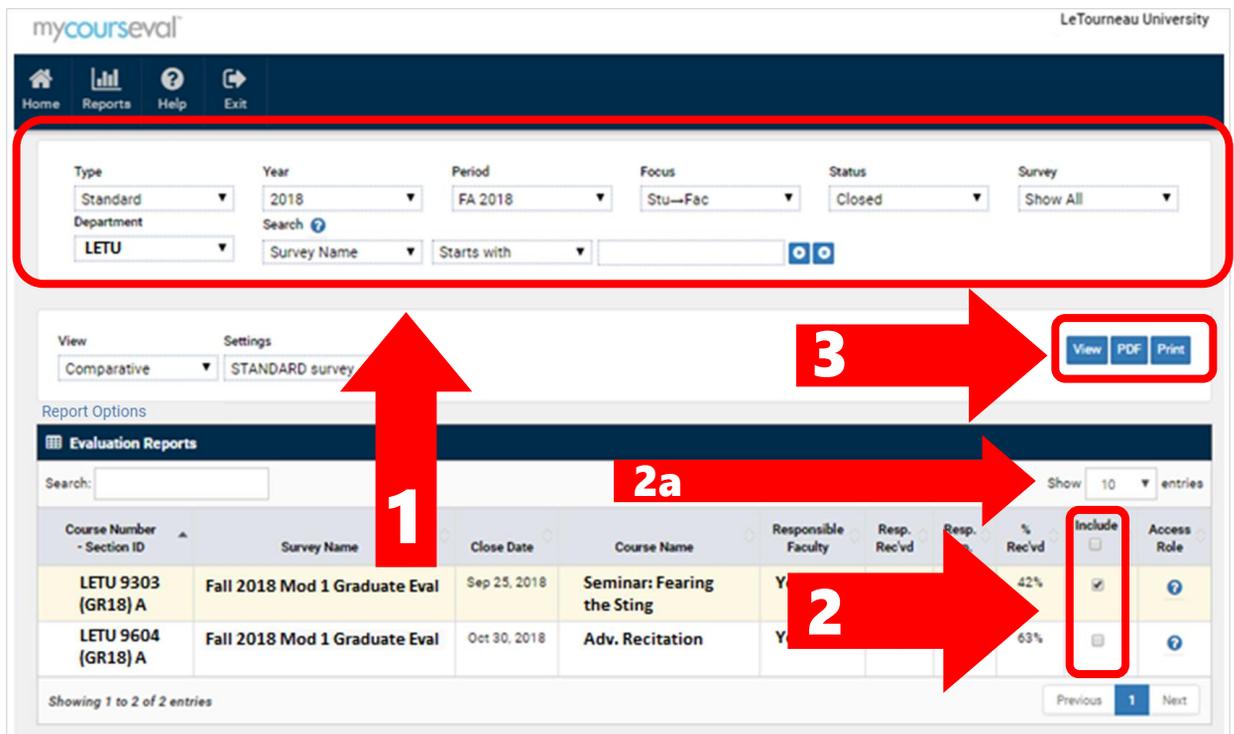
1 From the Reports dropdown, click on Individual Reports.
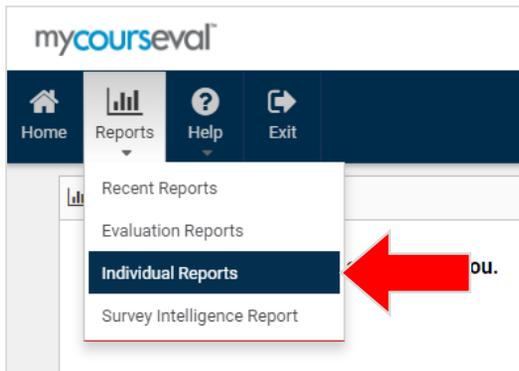
2
1) Use the data filters to find the desired evaluation period and year.
2) Click on the desired output method (view in browser or PDF) for the desired course.

Individual Report

3 View the output of your report. Below is an example of the Individual Report.

Fall 2018 MOD 1 Graduate Evaluation
FA 2018

LeTourneau University
CoursEval

Course: LETU 9303 (GR18) A - Seminar: Fearing the Sting

Department: LETU

Responsible Faculty: Buzz YellowJacket

Responses / Expected: 8 / 19 (42.11%)

Faculty: YellowJacket, Buzz

Category/Section: Instructor Questions/Course Evaluation Questions - Revised 2014
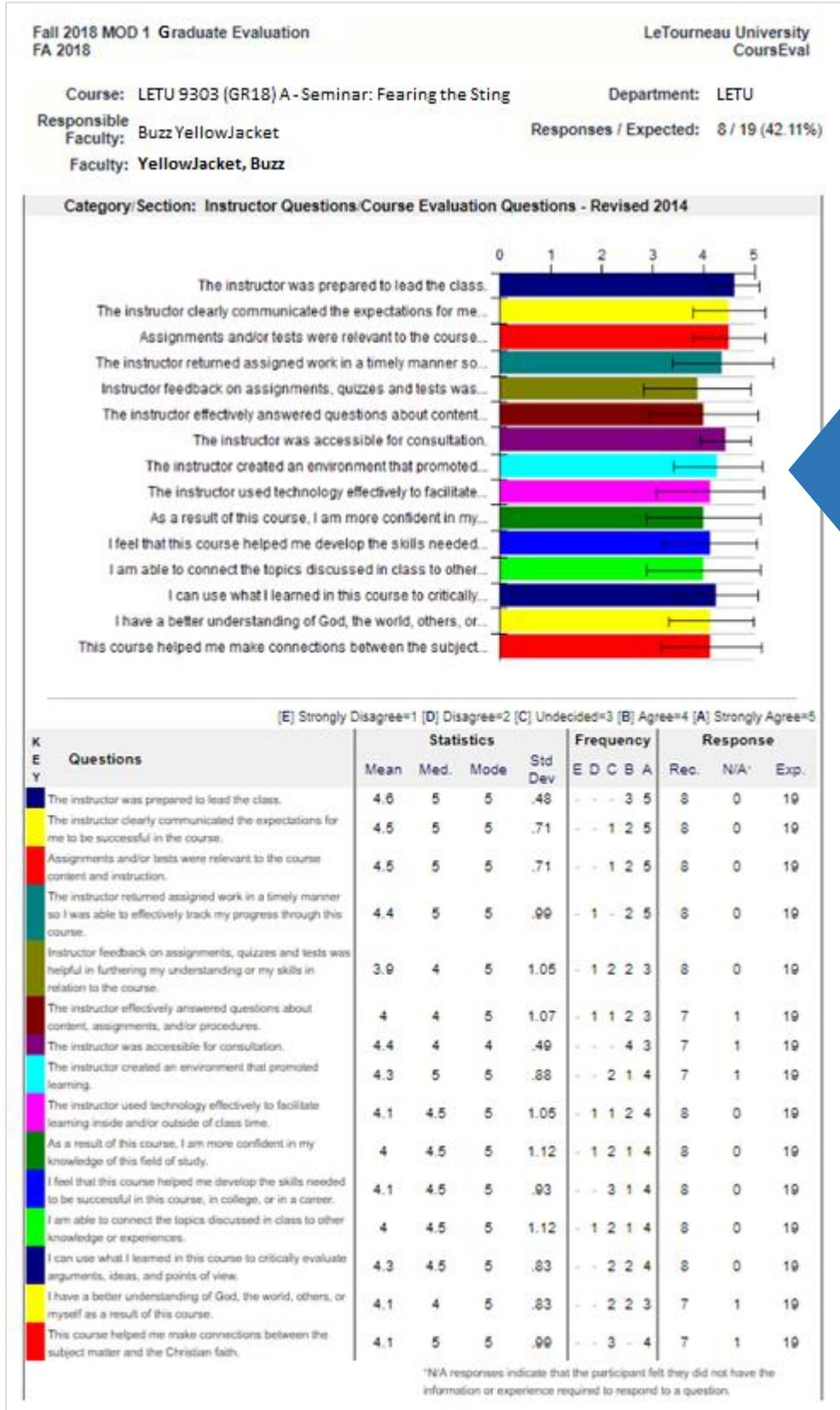
The mean of the responses for each question appear here. The black line on the right side of each colored bar indicates the standard deviation for that question's responses.

[E] Strongly Disagree=1 [D] Disagree=2 [C] Undecided=3 [B] Agree=4 [A] Strongly Agree=5

KEY	Questions	Statistics				Frequency					Response		
		Mean	Med.	Mode	Std Dev	E	D	C	B	A	Rec.	N/A*	Exp.
	The instructor was prepared to lead the class.	4.6	5	5	.48	-	-	-	3	5	8	0	19
	The instructor clearly communicated the expectations for me to be successful in the course.	4.5	5	5	.71	-	-	1	2	5	8	0	19
	Assignments and/or tests were relevant to the course content and instruction.	4.5	5	5	.71	-	-	1	2	5	8	0	19
	The instructor returned assigned work in a timely manner so I was able to effectively track my progress through this course.	4.4	5	5	.99	-	1	-	2	5	8	0	19
	Instructor feedback on assignments, quizzes and tests was helpful in furthering my understanding or my skills in relation to the course.	3.9	4	5	1.05	-	1	2	2	3	8	0	19
	The instructor effectively answered questions about content, assignments, and/or procedures.	4	4	5	1.07	-	1	1	2	3	7	1	19
	The instructor was accessible for consultation.	4.4	4	4	.49	-	-	-	4	3	7	1	19
	The instructor created an environment that promoted learning.	4.3	5	5	.88	-	-	2	1	4	7	1	19
	The instructor used technology effectively to facilitate learning inside and/or outside of class time.	4.1	4.5	5	1.05	-	1	1	2	4	8	0	19
	As a result of this course, I am more confident in my knowledge of this field of study.	4	4.5	5	1.12	-	1	2	1	4	8	0	19
	I feel that this course helped me develop the skills needed to be successful in this career, in college, or in a career.	4.1	4.5	5	.93	-	-	3	1	4	8	0	19
	I am able to connect the topics discussed in class to other knowledge or experiences.	4	4.5	5	1.12	-	1	2	1	4	8	0	19
	I can use what I learned in this course to critically evaluate arguments, ideas, and points of view.	4.3	4.5	5	.83	-	-	2	2	4	8	0	19
	I have a better understanding of God, the world, others, or myself as a result of this course.	4.1	4	5	.83	-	-	2	2	3	7	1	19
	This course helped me make connections between the subject matter and the Christian faith.	4.1	5	5	.99	-	-	3	-	4	7	1	19

*N/A responses indicate that the participant felt they did not have the information or experience required to respond to a question.