

Building Reports (Admins)


(*Not all features may be enabled)

Step 1. You can access your Course Evaluations and Surveys account in two ways:

1. Logging in to your LMS and clicking on the established evaluations link. In your LMS, you will see a link entitled something similar to “Course Evaluations and Surveys” or “Course Survey” (this depends on what has been enabled by the primary admin) and will click on that tab to be taken directly to your account. No username/password is required.

2. Clicking on the link in an email sent by the main administrator (if applicable). Clicking on this link will take you directly to your account. No username/password is required.

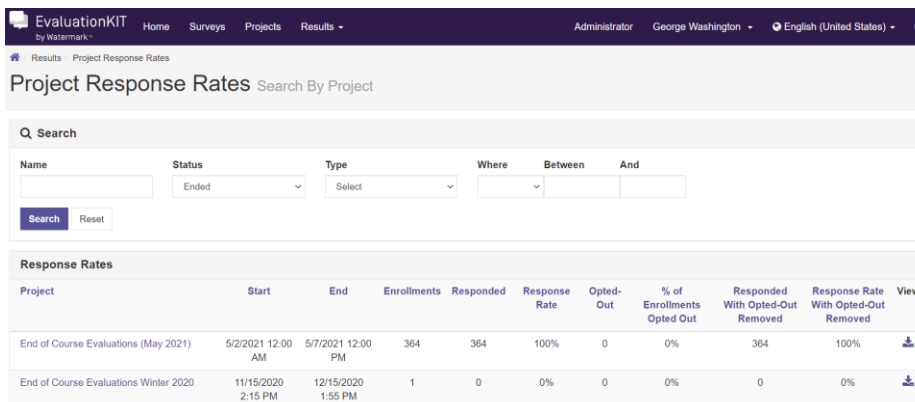
Step 2. Once you see the Course Evaluations and Surveys site, click on the “Results” tab. This will present a list of dropdown reporting menu options (not all may be enabled):



Response Rate Tracker

View results of evaluations in real time, including number of respondents out of total enrollments, response rate percentage, and students who opted out

Dashboard view - Overview of response rate information



| Project | Start | End | Enrollments | Responded | Response Rate | Opted-Out | % of Enrollments Opted Out | Responded With Opted-Out Removed | Response Rate With Opted-Out Removed | View |
|---------------------------------------|--------------------|--------------------|-------------|-----------|---------------|-----------|----------------------------|----------------------------------|--------------------------------------|----------------------|
| End of Course Evaluations (May 2021) | 5/2/2021 12:00 AM | 5/7/2021 12:00 PM | 364 | 364 | 100% | 0 | 0% | 364 | 100% | View |
| End of Course Evaluations Winter 2020 | 11/15/2020 2:15 PM | 12/15/2020 1:55 PM | 1 | 0 | 0% | 0 | 0% | 0 | 0% | View |

Project Results



Results of projects at the hierarchy, course or instructor level. Results show information such as: questions and responses, weight, frequency, percent, percent responses and means (Benchmarks appear in course-level reports only)

- A. Detailed Report - Results of evaluations, including questions and responses, weight, frequency, percent, percent responses, means, standard deviation and median. (Benchmarks are available for course-level reports.)

PCS University
Main Course Evaluations Summer 2019



Level: Joel Volkert University
Response Rate: 49/69 (71.01%)

| 1 - Did this course meet the objectives set by your instructor? | | | | | | |
|---|--------|-----------|---------|-------------------|-------|--------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means | |
| Yes | (1) | 48 | 97.96% | | 1.02 | |
| No | (2) | 1 | 2.04% | | | |
| Response Rate | | | | Mean | STD | Median |
| 49/69 (71.01%) | | | | 1.02 | 0.14 | 1.00 |

| 2 - Did you take this class as part of your major? | | | | | | |
|--|--------|-----------|---------|-------------------|-------|--------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means | |
| Yes | (1) | 41 | 83.67% | | 1.16 | |
| No | (2) | 8 | 16.33% | | | |
| Response Rate | | | | Mean | STD | Median |
| 49/69 (71.01%) | | | | 1.16 | 0.37 | 1.00 |

| 3 - Please rate your overall experience in this course (1 = low, 10 = high). | | | | | | |
|--|--------|-----------|---------|-------------------|-------|--------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means | |
| 4 | (4) | 2 | 4.08% | | 8.41 | |
| 6 | (6) | 1 | 2.04% | | | |
| 7 | (7) | 7 | 14.29% | | | |
| 8 | (8) | 9 | 18.37% | | | |
| 9 | (9) | 23 | 46.94% | | | |
| 10 | (10) | 7 | 14.29% | | | |
| Response Rate | | | | Mean | STD | Median |
| 49/69 (71.01%) | | | | 8.41 | 1.34 | 9.00 |

- B. Detailed Report with Comments - Comments included with detailed report results.

PCS University
Main Course Evaluations Summer 2019



Level: Joel Volkert University
Response Rate: 49/69 (71.01%)

| 1 - Did this course meet the objectives set by your instructor? | | | | | | |
|---|--------|-----------|---------|-------------------|-------|--------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means | |
| Yes | (1) | 48 | 97.96% | | 1.02 | |
| No | (2) | 1 | 2.04% | | | |
| Response Rate | | | | Mean | STD | Median |
| 49/69 (71.01%) | | | | 1.02 | 0.14 | 1.00 |

- I really enjoyed it.
- I really enjoyed it!
- The course was very helpful in my learning.
- It was a really fun course overall.
- It really give me a good sense for what is expected as a future business owner. Professor Gates did a fantastic job!
- It was a good course overall.
- They followed the objectives.
- I enjoyed it a lot.
- They did a great job overall. Team-teaching was a good call.
- He was fantastic and kept close to the objectives.

- C. Short Report - Results of project in a condensed form. Includes question, frequency, percent, means, standard deviation and median.

Level: Joel Volkert University
Response Rate: 49/69 (71.01 %)

| Question | | 1 | 2 | Mean | Std | Median |
|---|---|--------|--------|------|------|--------|
| Did this course meet the objectives set by your instructor? | n | 48 | 1 | 1.02 | 0.14 | 1.00 |
| | % | 97.96% | 2.04% | | | |
| Did you take this class as part of your major? | n | 41 | 8 | 1.16 | 0.37 | 1.00 |
| | % | 83.67% | 16.33% | | | |

Scale: 1 = Yes, 2 = No

| Question | Please rate your overall experience in this course (1 = low, 10 = high). | n | % |
|----------|--|------|--------|
| 4 | | 2 | 4.08% |
| 6 | | 1 | 2.04% |
| 7 | | 7 | 14.29% |
| 8 | | 9 | 18.37% |
| 9 | | 23 | 46.94% |
| 10 | | 7 | 14.29% |
| Mean | | 8.41 | |
| Std | | 1.34 | |
| Median | | 9.00 | |

| Question | | 5 | 4 | 3 | 2 | 1 | Mean | Std | Median |
|---|---|--------|--------|--------|-------|-------|------|------|--------|
| Please rate the following areas of the course.: Instructor feedback | n | 26 | 20 | 2 | 1 | 0 | 4.45 | 0.68 | 5.00 |
| | % | 53.06% | 40.82% | 4.08% | 2.04% | 0.00% | | | |
| Please rate the following areas of the course.: Quizzes | n | 22 | 17 | 9 | 1 | 0 | 4.22 | 0.82 | 4.00 |
| | % | 44.90% | 34.69% | 18.37% | 2.04% | 0.00% | | | |
| Please rate the following areas of the course.: Exams | n | 23 | 14 | 11 | 1 | 0 | 4.20 | 0.87 | 4.00 |
| | % | 46.94% | 28.57% | 22.45% | 2.04% | 0.00% | | | |
| Please rate the following areas of the course.: Final Exam/Essay | n | 20 | 18 | 7 | 4 | 0 | 4.10 | 0.94 | 4.00 |
| | % | 40.82% | 36.73% | 14.29% | 8.16% | 0.00% | | | |
| Please rate the following areas of the course.: Group Projects | n | 19 | 17 | 11 | 2 | 0 | 4.08 | 0.89 | 4.00 |
| | % | 38.78% | 34.69% | 22.45% | 4.08% | 0.00% | | | |

Scale: 5 = Excellent, 4 = Great, 3 = Average, 2 = Poor, 1 = Very Poor

D. Short Report with Comments - Comments included with short report results.

| Question | Please rate your overall experience in this course (1 = low, 10 = high). | n | % |
|----------|--|------|--------|
| 8 | | 2 | 50.00% |
| 9 | | 1 | 25.00% |
| 10 | | 1 | 25.00% |
| Mean | | 8.75 | |
| Std | | 0.96 | |
| Median | | 8.50 | |

| Question | | 5 | 4 | 3 | 2 | 1 | Mean | Std | Median |
|---|---|---------|--------|-------|-------|-------|------|------|--------|
| Please rate the following areas of the course.: Instructor feedback | n | 1 | 3 | 0 | 0 | 0 | 4.25 | 0.50 | 4.00 |
| | % | 25.00% | 75.00% | 0.00% | 0.00% | 0.00% | | | |
| Please rate the following areas of the course.: Quizzes | n | 2 | 2 | 0 | 0 | 0 | 4.50 | 0.58 | 4.50 |
| | % | 50.00% | 50.00% | 0.00% | 0.00% | 0.00% | | | |
| Please rate the following areas of the course.: Exams | n | 3 | 1 | 0 | 0 | 0 | 4.75 | 0.50 | 5.00 |
| | % | 75.00% | 25.00% | 0.00% | 0.00% | 0.00% | | | |
| Please rate the following areas of the course.: Final Exam/Essay | n | 4 | 0 | 0 | 0 | 0 | 5.00 | 0.00 | 5.00 |
| | % | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | | | |
| Please rate the following areas of the course.: Group Projects | n | 1 | 3 | 0 | 0 | 0 | 4.25 | 0.50 | 4.00 |
| | % | 25.00% | 75.00% | 0.00% | 0.00% | 0.00% | | | |

Scale: 5 = Excellent, 4 = Great, 3 = Average, 2 = Poor, 1 = Very Poor

| Question | Please rate the overall performance of Instructor(s). (1 = Poor, 10 = Excellent) | n | % |
|----------|--|-------|---------|
| 10 | | 4 | 100.00% |
| Mean | | 10.00 | |
| Std | | 0.00 | |
| Median | | 10.00 | |

| Question | Please rate the overall performance of Instructor(s). (1 = Poor, 10 = Excellent) |
|---|--|
| What was your favorite part of this course? | <ul style="list-style-type: none"> Practicing with so many numbers helped me learn about them. So many numbers to practice with and discuss with my Professor Roberts and my classmates. I enjoyed the real-life application of numbers. Bringing in real-life examples to work with was cool. |

E. Response Report – Allows administrator to view responses by individual student (no names of students are listed) *Only available in the Course Section, By Instructor and By TA tabs.



PCS University
Main Course Evaluations Summer 2019

Course: ENGL201: English Composition
Instructor: Aaron Rodgers *

Total: 1

| | |
|--|---------------|
| 1. Did this course meet the objectives set by your instructor? | Yes (1) |
| 1. Did this course meet the objectives set by your instructor? - Comments: I really enjoyed it. | |
| 3. Did you take this class as part of your major? | Yes (1) |
| 4. Please rate your overall experience in this course (1 = low, 10 = high). | 10 |
| 5. Please rate the following areas of the course. - Instructor feedback | Excellent (5) |
| 5. Please rate the following areas of the course. - Quizzes | Excellent (5) |
| 5. Please rate the following areas of the course. - Exams | Great (4) |
| 5. Please rate the following areas of the course. - Final Exam/Essay | Great (4) |
| 5. Please rate the following areas of the course. - Group Projects | Great (4) |
| 6. Please rate the overall performance of instructor(s). (1 = Poor, 10 = Excellent) | 10 |
| 7. What was your favorite part of this course? The instructor was incredible! | |
| 8. Do you have any recommendations for this course? Offer it more often. | |

F. Raw Data - Excel file containing data about user responses, including timestamps and course information.

Instructor Results

Ability to search for instructor results across projects. Click on project and choose relevant projects to search for. You will see a list of courses and can click on “View” on the right hand side to be presented with a list of reporting options.

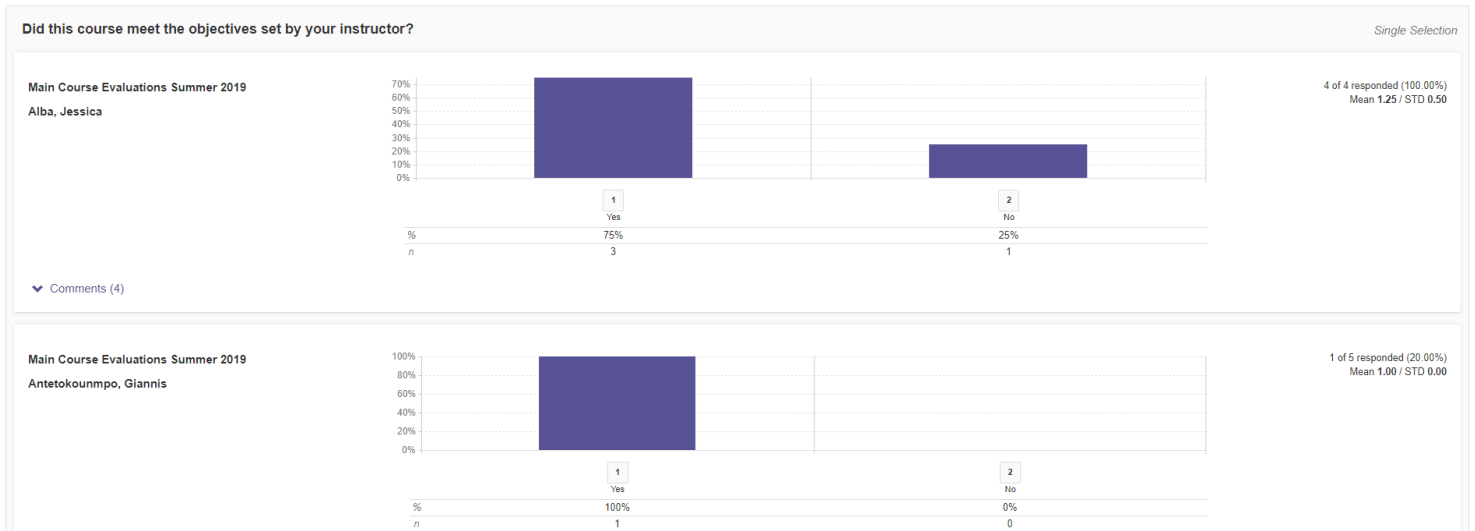
| Results | | | | | | |
|---|-------------|---------------------|------------|------------------------------------|---|------|
| <input type="checkbox"/> Name ↕ | Course Code | Title | Unique ID | Hierarchy Level | Project | View |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (In-person) | Summer 2020 Term 1 - End of course evaluation | |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (In-person) | Fall 2019 Mid-term Evaluations | |
| <input type="checkbox"/> Winfrey, Oprah | ACC101-GC | Intro to Accounting | ACC-101-01 | Accounting (Undergrad) (In-person) | Main Course Evaluations Summer 2019 | |

Total 3 Records per page 1000 Page 1 of 1

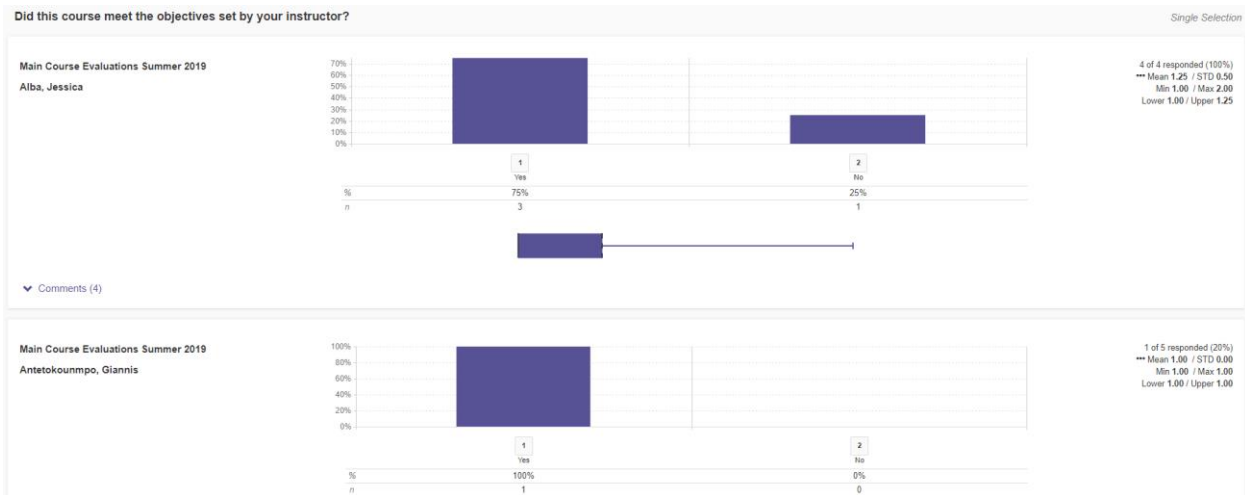
Report Builder

Ability to filter and build reports by Area, Project, Course, Instructor or Teaching Assistant. Also allows for saving and sharing of reports to other CES users and to others through inputting their email addresses.

(Example of customized report in “Chart” view)



(Example of customized report in “All” view)



Results Feedback

Shows list of feedback comments from administrator to instructor.

| Results Feedback | | | | | | | | | |
|------------------|--------------------------------|-------------------|---------------------------------|--------------|-------------|----------------------------|------------|-----------------|-----------------------|
| Sender Name | Sender Email | Received On | Project | Level | Course Code | Course Title | Instructor | Posted Text | Reply |
| Joel Volkert | jvolkert@watermarkinsights.com | 7/2/2019 12:49 PM | Engage test - Study Abroad 2019 | Study Abroad | LOCLA | Local Languages Basics 223 | Bob Uecker | Great job, Bob! | Reply |
| Joel Volkert | jvolkert@watermarkinsights.com | 7/2/2019 12:50 PM | Engage test - Study Abroad 2019 | Study Abroad | LOCLA | Local Languages Basics 223 | Bob Uecker | You did fine | Reply |

Student Alert Reporting

Shows record of students who have sent administrator or instructor a message using student alert function.

[Export to PDF](#)

| Student Alerts | | | | | | | | |
|----------------|------------------|--------------|--------------------|-------------------------------------|--------------------|-------------|-------------------------|--|
| Name | Email | Phone | Received On | Project | Level | Course Code | Course Title | Posted Text |
| Jaime | jaime@school.edu | 512-555-5555 | 8/1/2019 7:47 AM | Fall 2019 Mid-term Evaluations | Kinesiology | KIN | Toe Wiggling | Hi, I'm a little confused by question 3. Could you explain it further? |
| | | | 12/10/2020 3:51 PM | Main Course Evaluations Summer 2019 | English (Campus B) | ENGL110 | British Spelling Basics | Can you please explain question 3? I don't know how to answer. |
| | | | 12/10/2020 3:53 PM | Main Course Evaluations Summer 2019 | English (Campus B) | ENGL110 | British Spelling Basics | What is question 5 asking for? It's a little confusing to me. Thank you! |



Instructor Means Reporting



Shows the means score of specific questions of instructors. You can choose multiple projects and multiple questions.



| Results | | | | | | | |
|-------------------|-----------------------------------|-------------|-------------|---------------|---------|----------------------|-------|
| Instructor | Course | Respondents | Enrollments | Response Rate | Average | 1 | ... 5 |
| Aaron Rodgers | ENGL : English Composition | 1 | 2 | 50.00% | 4.00 | <input type="text"/> | |
| Bob Uecker | ACC : Accounting Capstone | 1 | 2 | 50.00% | 2.00 | <input type="text"/> | |
| George Washington | KIN : Body Types | 2 | 4 | 50.00% | 1.50 | <input type="text"/> | |
| Julia Roberts | MATH : Numbers | 2 | 2 | 100.00% | 2.50 | <input type="text"/> | |
| Liam Neeson | DENT : Intro to Dental Hygiene | 1 | 2 | 50.00% | 3.00 | <input type="text"/> | |
| Liam Neeson | DENT100 : Intro to Dental Hygiene | 1 | 1 | 100.00% | 4.00 | <input type="text"/> | |
| Oprah Winfrey | ACC : Accounting 101 | 1 | 2 | 50.00% | 3.00 | <input type="text"/> | |

You can click on an individual course to have a report generated for that specific course/instructor.

Course: ACC: Accounting 101
Instructor: Oprah Winfrey *
Response Rate: 2/4 (50.00%)

| 1 - Did this class meet your expectations? | | | | | |
|--|--------|-----------|---------|---|-------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means |
| Yes | (1) | 2 | 100.00% |  | |
| No | (2) | 0 | 0.00% |  | 1.00 |
| Response Rate: 2/4 (50.00%) | | | | Mean | STD |
| | | | | 1.00 | 0.00 |

| 2 - Did you take this course as part of your major? | | | | | |
|---|--------|-----------|---------|---|-------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means |
| Yes | (1) | 2 | 100.00% |  | |
| No | (2) | 0 | 0.00% |  | 1.00 |
| Response Rate: 2/4 (50.00%) | | | | Mean | STD |
| | | | | 1.00 | 0.00 |

| 3 - Please rate your overall experience in this course (1 - low, 10 - high) | | | | | |
|---|--------|-----------|---------|---|-------|
| Response Option | Weight | Frequency | Percent | Percent Responses | Means |
| 7 | (7) | 1 | 50.00% |  | |
| 8 | (8) | 1 | 50.00% |  | 7.50 |
| Response Rate: 2/4 (50.00%) | | | | Mean | STD |
| | | | | 7.50 | 0.71 |