Course Evaluation Reports

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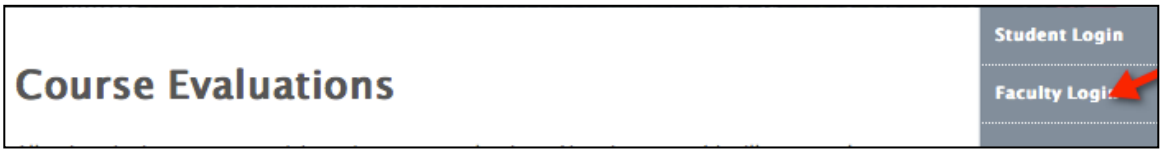
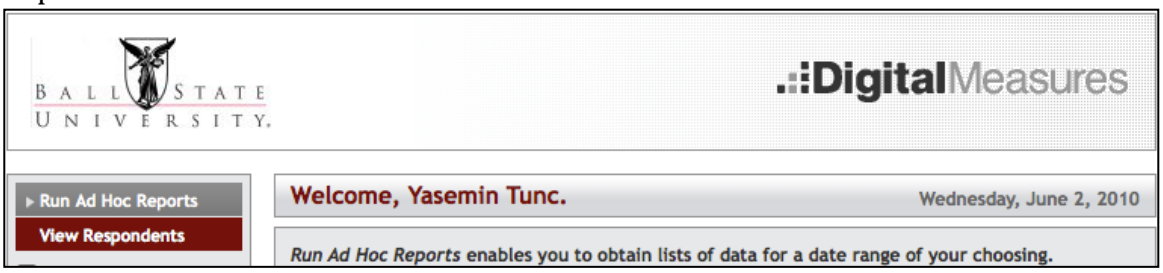
Course Evaluation Reports

Ball State University has made the decision to use Digital Measures for online course evaluations. Close to the end of the semester, students will be directed to a website via an email to fill out an evaluation of their semester courses. They will receive reminder emails until they complete this process. After grades are due, faculty will be directed to the address at http://www.bsu.edu/teachingevaluations to view their results. In this document, we will examine the various options available to faculty through the system.

The teaching evaluation web page will require you to log in with your Ball State username and password:



Upon logging in you will be presented with the page, which will assist in viewing respondents and results:



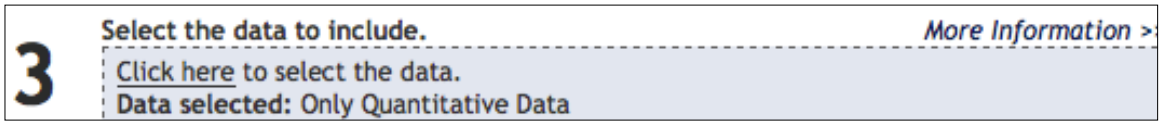
****NOTE:** Faculty from colleges/departments that use Digital Measures for their activity reports will have "Manage Your Activities" options in addition to the evaluation results.

Running Ad Hoc Reports:

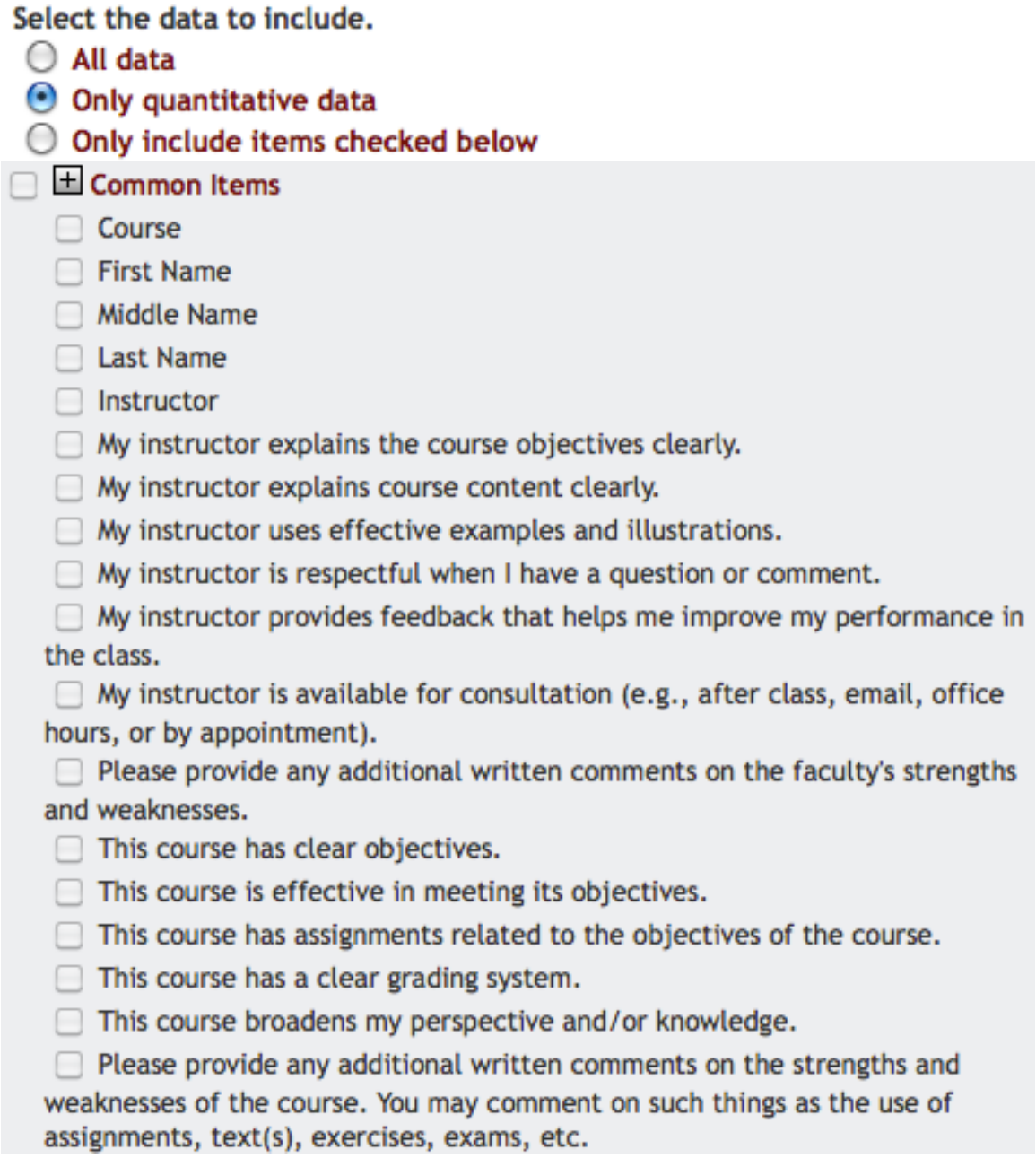
In step 1, Course Evaluation is the only option available.

In step 2, you will be able to select the term for which you wish to run a report.

Course Evaluation Reports

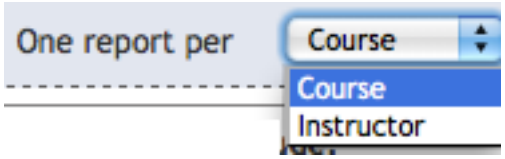


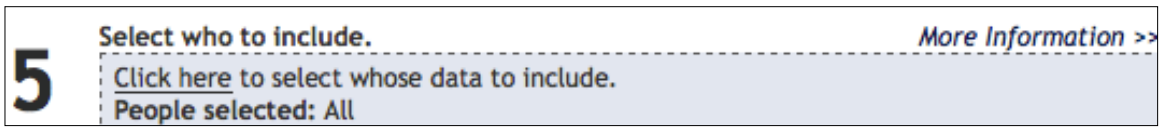
In step 3, you define the data you wish to include in your report. You have a variety of options including the questions on the evaluation form:



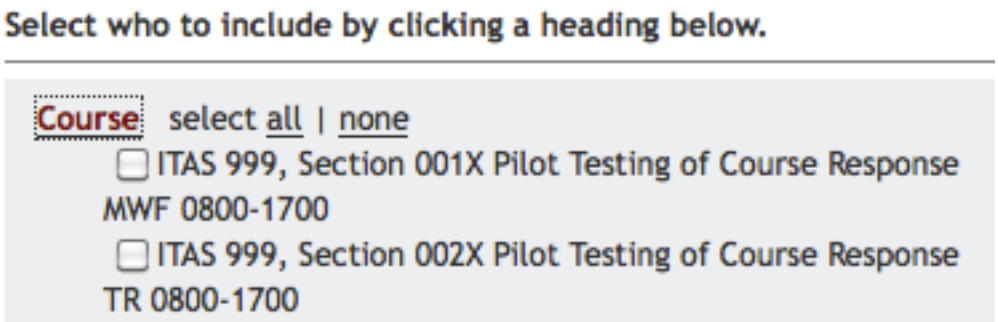
Course Evaluation Reports

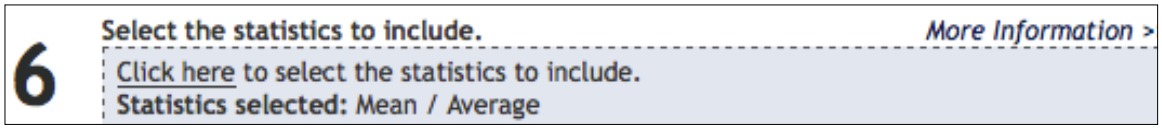
In step 4, you choose to organize your report by course or instructor:



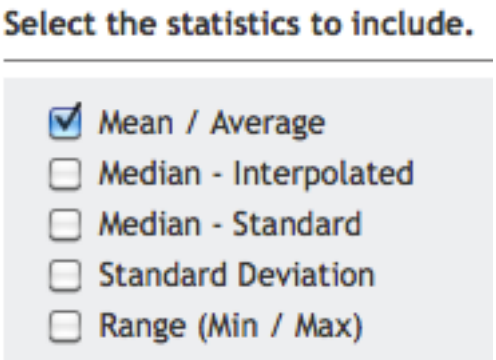


In step 5, you choose which courses to include in your report:

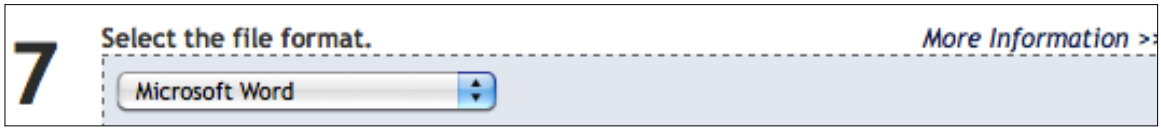




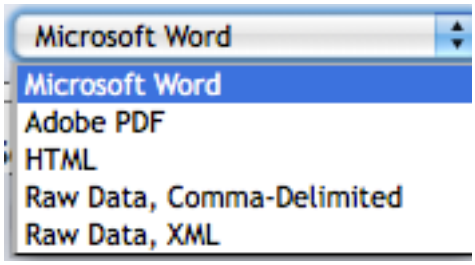
In step 6, you choose how the data will be described:



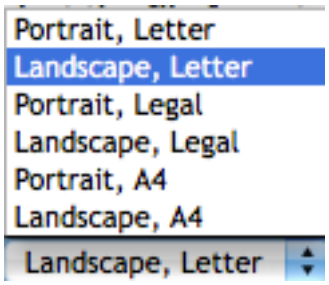
Course Evaluation Reports



In step 7, you choose how to save and export your report:



In step 8, you choose how data will be presented:



Once the 8 choices have been made, click the CONTINUE button to move to the next page, which will allow you to customize for report file further by course:

Course Evaluation Reports

Course Evaluation Ad Hoc Reporting

The parameters you have selected:

Term	<*Change*> <*More Information*>	Spring 2010
Data	<*Change*> <*More Information*>	Only Quantitative Data
Organize By	<*Change*> <*More Information*>	Course
People	<*Change*> <*More Information*>	All
Statistics	<*Change*> <*More Information*>	Mean / Average
Format	<*Change*> <*More Information*>	Microsoft Word
Orientation	<*Change*> <*More Information*>	Landscape, Letter

Total Instruments	48 (100.00%)
Responses	42 (87.50%)

Comprehensive Reports - *Caution: These could take a while to download!*

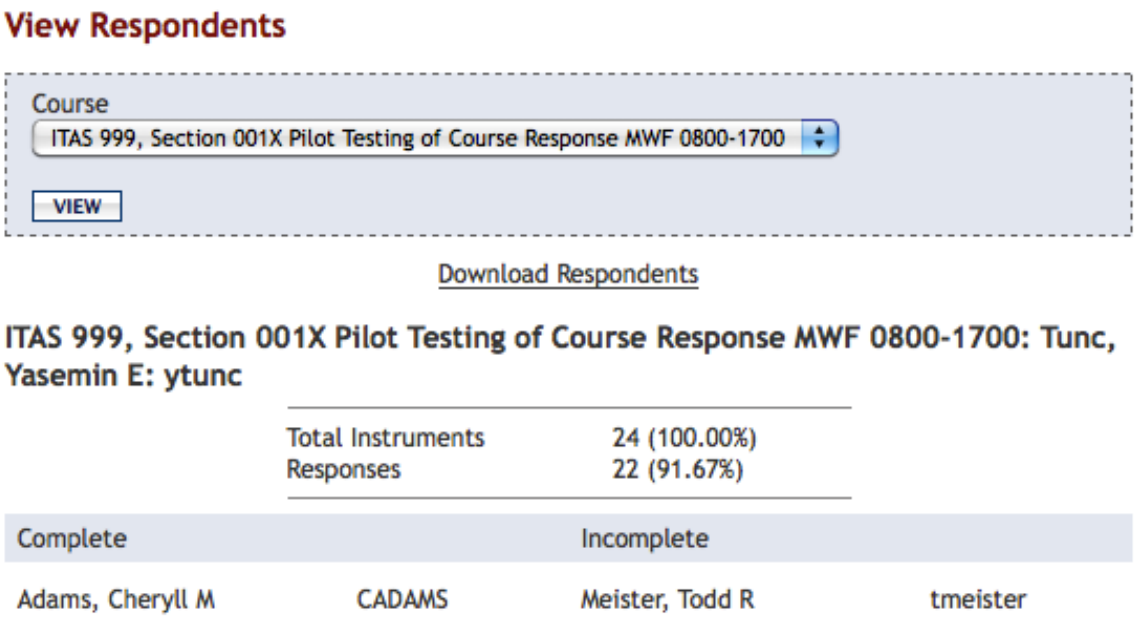
- ○ One Microsoft Word file with one separate report per **Course** listed below
- ◉ One Microsoft Word file with one report with every **Course** listed below

You organized by *Course*. Select a report for a/an *Course*:

- ☐ ITAS 999, Section 001X Pilot Testing of Course Response MWF 0800-1700
- ☐ ITAS 999, Section 002X Pilot Testing of Course Response TR 0800-1700

Click the **BUILD REPORT** button to continue then save/open the report presented by Digital Measures.

Course Evaluation Reports

Viewing Respondents:

You will be able to see a list of those students who have completed your course evaluation as well as those who didn't: