To view online course evaluation results

Follow the instructions in your Results email to access your evaluation results.

Before you get started, here is an overview of what you will see once you have logged in. At the top of the page you will see a gray bar with the following tabs. Click on a tab to open that page or hover over it with your cursor over it to see the drop down menu.

- **Active Tab** - Shows evaluations currently in progress.
- **Recent Tabs** - Shows results for evaluations within the past year.
- **Older Tab** – Shows results for evaluations within the past two years.
- **Historical Tab** - Shows results for evaluations that are over two years old.
- **Select Course** – Lists the courses that were evaluated this session. (This tab only appears after selecting a course or a Viewing/Printing Option)
- **Viewing/Printing Options Tab** - Displays a drop down menu that gives the following options:
  - Benchmark
  - View Graphs/Comments
  - Course Comparison
  - Browse Results
  - Comprehensive Report
  - Historical Analysis
  - Search Comments
  - Print Page
  - Download Raw Data

You might see a **Legacy Tab** in addition to those listed above if you have evaluations from the previous version of MyClassEvaluation. If you click on the Legacy Tab it will open a new window with your prior course evaluation results/reports from the original MyClassEvaluation system.
To get started, click Recent Evaluations and select a session to view from the dropdown menu. Below the gray bar you will see the session name, the start and end dates, and statistics for the entire evaluation period (all courses and instructors). **Click the arrow ▶ beside the session name to expand the session view and reveal courses.** You can filter these results by School, Course Code, Course Title, and/or Instructor using the fields provided at the top of the columns.

Just below the session information is a list of your evaluated courses with additional statistics. At the bottom of the page is a graph of the number of responses received for your courses by date. Click on each blue Course Code to open a Benchmark report for that course and then select options from the Viewing/Printing Options drop down for additional views. In the example above you could click on the course MUS-117-01.
Viewing/Printing Options Tab

Use the Viewing/Printing Option tab to select an item from the drop down menu. Use the Select Course tab on the gray bar to choose from all available courses within the session.

Viewing/Printing Options Tab
:: Benchmark graph
This report shows the selected course in comparison to all other evaluated courses in the Institution, College/School Level, or Department Level by choosing from the drop down menu under the report title. Explanations/definitions of the headings will appear if you hover over the word/abbreviation.

<table>
<thead>
<tr>
<th>#</th>
<th>Question Text</th>
<th>Institution</th>
<th>Avg.</th>
<th>Diff.</th>
<th>Std. Dev.</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>My instructor presented the subject matter effectively</td>
<td>3.80</td>
<td>3.00</td>
<td>-0.80</td>
<td>0.50</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2</td>
<td>My instructor stimulated my interest in the subject.</td>
<td>3.77</td>
<td>3.00</td>
<td>-0.77</td>
<td>0.48</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3</td>
<td>My instructor answered questions thoroughly.</td>
<td>3.78</td>
<td>3.00</td>
<td>-0.78</td>
<td>0.46</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4</td>
<td>My instructor used effective examples to clarify concepts.</td>
<td>3.78</td>
<td>3.00</td>
<td>-0.78</td>
<td>0.48</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Viewing/Printing Options Tab
:: View Graphs/Comments
This option displays the evaluation for a course by question, providing statistics for each question beside a corresponding graph. Hover over the category name for a more detailed description. This view also includes student comments, if any, at the bottom of the report. You can click View Comments to jump directly to your comments.
Viewing/Printing Options Tab

:: Course Comparison
This view displays the evaluation by question to directly compare the results from other courses taught by this instructor. Click on the arrow ▶ beside the instructor to view these comparisons. Hover over scores to view the question text.

Viewing/Printing Options Tab

:: Browse Results
This will allow you to view results from individual evaluations. Click the icon beside the course number to view student responses for this evaluation.
The Comprehensive Report provides your students answers to all questions in a single place. For multiple choice questions you will see the number of people who picked each option and for open-ended questions you will see all of the students answers for each question grouped together.

| Question                                                                 | Consistently | Sometimes | Seldom | Never | No basis for judgment | Mean | SD
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. The instructor responded to my questions and/or concerns within 48 hours (excluding weekends and holidays).</td>
<td>15 / 88.24%</td>
<td>2 / 11.76%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>3.88</td>
<td>0.23</td>
</tr>
<tr>
<td>2. The instructor posted grades and provided feedback in a timely manner.</td>
<td>14 / 82.33%</td>
<td>3 / 17.66%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>3.82</td>
<td>0.39</td>
</tr>
<tr>
<td>3. The instructor was helpful and available.</td>
<td>16 / 94.12%</td>
<td>1 / 5.88%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>3.94</td>
<td>0.24</td>
</tr>
<tr>
<td>4. The instructor provided opportunities for students to learn from and communicate with each other.</td>
<td>14 / 82.33%</td>
<td>2 / 11.76%</td>
<td>1 / 5.88%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>3.76</td>
<td>0.56</td>
</tr>
<tr>
<td>5. Overall, I would rate the effectiveness of this instructor as:</td>
<td>16 / 94.12%</td>
<td>1 / 5.88%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>0 / 0.00%</td>
<td>3.94</td>
<td>0.24</td>
</tr>
</tbody>
</table>

- The way she helped us if we were stuck!
- How she communicated with students and her positive attitude,
- They were able to answer questions so that I was able to understand.
- Her positive attitude
- She was very engaging
- She was always able to help with assignments.
- I like that the instructor could try to help you with anything that you needed.
- She allowed us to talk for the first ten minutes of class understanding that, as teenagers, we like to talk.
- I loved how this instructor was always there for me to help me and even would intervene in our personal lives and came to my sporting events.
- She answered all of my emails, and helped me with assignments in class. She also put grades in right after I was done with the assignments.
- nice and funny
- Everything

9. The course objectives/learning outcomes were clear:                  | 16 / 94.12%  | 1 / 5.88%  | 0 / 0.00% | 0 / 0.00% | 0 / 0.00% | 3.94 | 0.25 |
10. The course was well organized.                                      | 16 / 94.12%  | 1 / 5.88%  | 0 / 0.00% | 0 / 0.00% | 0 / 0.00% | 3.94 | 0.25 |
11. The assignments were appropriate to the course content and contributed to my learning. | 15 / 88.24%  | 2 / 11.76%| 0 / 0.00% | 0 / 0.00% | 0 / 0.00% | 3.88 | 0.33 |
12. Class discussion was appropriate to the objectives of this course.   | 14 / 82.33%  | 2 / 11.76%| 0 / 0.00% | 0 / 0.00% | 1 / 5.88%  | 3.88 | 0.55 |

| Question | Excellent | Good | Satisfactory | Unsatisfactory | Very Unsatisfactory | Mean | SD
|----------|-----------|------|--------------|------------------|---------------------|------|-----|
13. Overall, I would rate the effectiveness of this course as:         | 16 / 94.12%  | 1 / 5.88%  | 0 / 0.00% | 0 / 0.00% | 0 / 0.00% | 4.94 | 0.2 |

15. How can this course improve?

- Nothing
- I loved this class because how it was ran so I wouldn't change anything.
- More practice opportunity for each section.
- being less annoying
- The course could improve by having more in class time.
- This course be improved by giving the students a better understanding for some of the software.
- The material is very detailed specific, so when you accomplish a task at times you would still be incorrect because you didn't complete the task the way it wanted you to.
- nothing
- less tedious
- It is fine the way it is.
- Keep it how it is.
- Fine the way it is so fan.
- Maybe by getting rid of the Access Lecture because I did not find any use in it and it was too complicated to understand for me.

16. Would you recommend this course to others?

- Yes!
- I would definitely recommend this course to other people.
- Yes.
- Definitely
- Yes it is a helpful class for things you may need in the future.
- Yes I would, it is a good opportunity to really understand and learn how to use any Microsoft Office tools.
Viewing/Printing Options Tab
:: Historical Analysis
This view will display the overall score for each multiple choice question in all of the sections you taught for a given section. For example, if you taught three sections in the Second Eight-Week session you will see your overall scores for the questions in all three sections on the same screen.

![Evaluation Results for Evaluation Course Evaluation Survey](image)

Viewing/Printing Options Tab
:: Search Comments
This will allow you to search for a specific word in the student comments. Also, if you click on Tag Cloud, you will be presented with the most widely used words within student comments for the entire evaluation. The font size represents each word’s frequency.

![Search for Comments](image)

Viewing/Printing Options Tab
:: Print Report
This will send a copy of the report on your screen to the printer of your choice (or to pdf if that is one of your “printer” options).

Viewing/Printing Options Tab
:: Download Raw Data
This feature will download all your data from the selected evaluation session into an Excel spreadsheet. Responses to scored questions are represented numerically.