

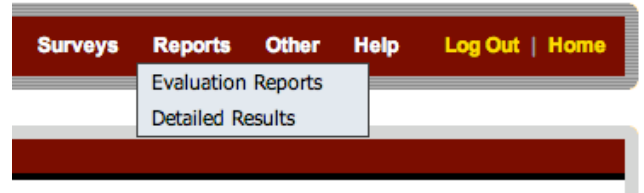
Augsburg Course Evaluations Web Access

Your course evaluation results are available on the web for your review. The website URL is available in **moodle** and will be in emails from the Course Evaluation software. That URL is

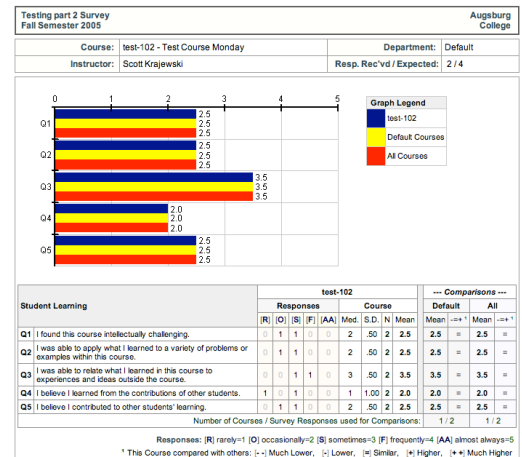
<http://eval.augsburg.edu/etw/crseval.asp>

Login with your AugNet username and password. If your username or password is not recognized, contact evalhelp@augburg.edu noting the problem.

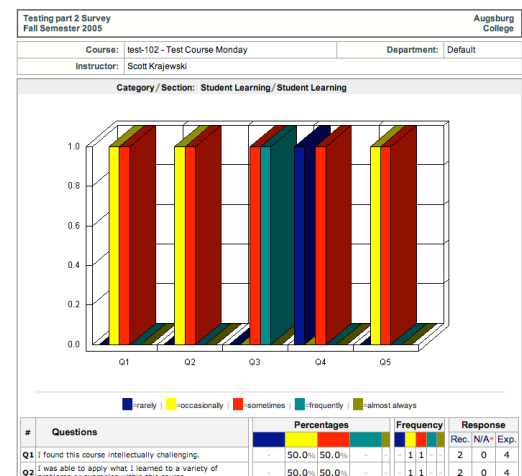
Once you are logged in you will see your available evaluations. In the **Reports** menu are 2 types of reports available to you: **Evaluation Reports** and **Detailed Results**. Each one has its advantages.



Evaluation Reports offer comparisons with your department and with the larger group in the same evaluation period as well as the means and standard deviations for each question. You have many options as to what you want to see.



Detailed Results offer reports without comparisons but with graphical distributions of responses for the questions. There are no means or standard deviations displayed. The number of responses are shown per question and not for the entire course.



Evaluation Reports

The evaluation reports screen offers several options. The two key areas to check are **A** and **B** below. Including all of your courses for a term can result in a very long report that would print out as many many pages. It is often more efficient to view one class per report.

The screenshot shows the CourseEval3 interface for Augsburg College. The top navigation bar includes links for Surveys, Reports, Other, Help, Log Out, and Home. The main content area is titled 'Evaluation Reports' and shows the user's name as Scott Krajewski. Below the title are several filter options: Survey Type (Standard), Year (2005), Period (Fall Semester), Status (Closed), and Survey (Show All). A 'Choose Report View' section offers 'Comparative' and 'Individual Summary' options. A 'Show/Hide Report Options' link is also present. Below these filters is a table with columns for Survey Name, Course Number, Course Name, Responsible Faculty, Resp. Rec'vd, Resp. Exp., % Rec'vd, and an 'Include' column with 'All' and 'None' checkboxes. The table lists two surveys: 'Test Survey 3 Monday' and 'Testing part 2', both for course 'test-102 A' by faculty 'Krajewski, Scott'. The 'Include' column has checkboxes checked for both. A 'View Report' button and a 'Print Report' button are also visible. The text '2 records found.' is at the bottom right of the table.

Survey Name	Course Number	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include
Test Survey 3 Monday	test-102 A	Test Course Monday	Krajewski, Scott	3	4	75%	<input checked="" type="checkbox"/>
Testing part 2	test-102 A	Test Course Monday	Krajewski, Scott	2	4	50%	<input checked="" type="checkbox"/>

Some of the highlights of this screen are

- A. **Period** – Changing this to *all* will show courses in all terms.
- B. **Survey** – Changing this to *show all* will show all possible evaluations.
- C. **Report View** – You can select either a *comparative* or *individual* report. The comparative report will present aggregate results from your department and from all evaluations in the same term as the course.
- D. **Include** – This allows you to select which courses to see in the report.
- E. **View Report** – This creates the report in a new window based on the options you have selected.

Speaking of options, clicking on **Show/Hide Report Options** allows you to control what information is displayed in the report. If you are interested in customizing how your results are displayed, continue to the next page.

Evaluation Reports – more options

Clicking on **Show/Hide Report Options** will show or hide this screen with many many options. Again, the defaults are generally suitable for most.

Choose Report View: Comparative Individual Summary | Show/Hide Report Options | View Report | Print Report

Numeric Results

- Include graphs with data tables
- Include data tables only (No Graphs)
- Do not include Numeric Results in report

Graph Options

- Show patterned bars on graphs
- Show data labels next to graph bars

Select Data Table Columns:

- Standard Deviation High
- Median Low
- Mode Variance
- Frequency Distribution
- Percentage Count

Text Results

- Include Text Responses
- Do not include Text Responses

Performance Comparisons

- Include performance comparison data
- Do not include performance comparison data

Choose Comparisons

- Compare each course with other courses assessed in the same survey
- Compare each course with other courses in the same department
- Compare assessed individuals with others evaluated in the same survey
- Compare assessed individuals with others in the same department

Comparison to Display:
Symbolic - based on standard deviation

Other Report Options

- Start each Course's report on a new page
- If available, show picture in report header of Individual Summary reports.
- Group report sections by sub-category
- Only show overall sub-category/category results when viewing Individual Summary (No Details)
- Show Question Category Comments entered for assessed individuals when viewing Individual Summary (No Details)
- Do not show feedback on report
- Show Feedback at top of report in print view.

Custom Report Footer:

Save Settings | View | Print

Starting from the upper left and moving down the columns:

- **Numeric Results** – You may choose to include graphs and numerical data, or to omit the graphs and only have numeric tables, or completely omit the numerical results. The last option will essentially show only the open-ended responses.
- **Graph Options** – You may change how the graphs are shaded and if the graphs will have labels on them.
- **Select Data Table Columns** – In the numerical results you may choose what statistical elements are included. Generally standard deviation and the frequency distribution are sufficient. The mean (average) will always be displayed.
- **Text Results** – You may choose to omit the open-ended responses.
- **Performance Comparisons** – You may choose to not include information comparing this course to others. In some cases the comparisons are not relevant and only add clutter to the report.
- **Other Report Options** – These options will generally never be useful to us.

Detailed Results

The detailed results screen offers just enough options to view the report. These reports show only response distributions per question and do not compare your results with any other results.

The screenshot shows the CourseEval3 interface for Augsburg College. At the top, there is a navigation bar with links for Surveys, Reports, Other, Help, Log Out, and Home. Below this is the 'Individual Reports' section. It contains several filters: 'Year' set to 2005, 'Term' set to 'Show All' (labeled A), and 'Survey' set to 'Testing part 2' (labeled B). To the right is a search box with 'Course Number' and 'Go'/'Clear' buttons. Below the filters is a table with columns: Course, Course Name, Department, Year, Assessed Individual, Res, and Overall Report. The table has one row: 'test-102 A', 'Test Course Monday', 'Default', '1', 'Overall Results', '2'. The 'Overall Report' column contains a graph icon (labeled C).

Course	Course Name	Department	Year	Assessed Individual	Res	Overall Report
test-102 A	Test Course Monday	Default	1	Overall Results	2	

Some of the highlights of this screen are

- A. **Term** – Changing this to *show all* will show courses in all terms.
- B. **Survey** – Use this menu to change which survey you are viewing.
- C. **Overall Report** – Click on the graph icon to display the overall report for that course.