



## Faculty User Guide for Accessing Reports

# HOW DO I LOGIN TO VIEW MY RESULTS?

Log into: <https://unt.iasystem.org/faculty>  
Sign in using UNT credentials

To generate a report for the course evaluations listed in the chosen term(s), navigate to [Evaluations – View All Evaluations](#), click “View Report” on the far right of the column labeled “Action.” A new browser window/tab will open with your selected [Course Summary Reports](#).

The screenshot shows the 'My Course Evaluations' page in the SPOT system. At the top, there is a navigation bar with 'MY ITEMS' and 'HELP'. Below the header, the page title 'My Course Evaluations' is followed by a note: 'Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.' The main content is a table with columns for TERM, COURSE, STATUS, OPEN, CLOSE, REPORT AVAILABLE, RESPONSES, and ACTION. There are also tabs for 'Main' and 'Other' above the table.

TERM	EVALUATION DETAILS		STATUS	Main		REPORT AVAILABLE	RESPONSES	ACTION
	▲ COURSE	▼		OPEN	▼ CLOSE			
Fall 2015	COUN 6651 001	▼	Closed	11/09/2015	11/22/2015	12/17/2015	(9/9) 100%	<a href="#">Preview View Report</a>
Summer 10W 2015	COUN 6653 001	▼	Closed	08/07/2015	08/14/2015	08/21/2015	(9/9) 100%	<a href="#">Preview View Report</a>
Spring 2015	COUN 5630 001	▼	Closed	04/14/2015	04/21/2015	05/19/2015	(17/19) 89%	<a href="#">Preview View Report</a>



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### HOW TO PRINT OR SAVE COURSE SUMMARY REPORTS

A new browser window/tab will open with your selected Reports. The default view for reports will include “Numeric Results and Comments”. You can choose to run reports to include one of the option views below by navigating to [Reports – Course Evaluation](#):

1. Numeric Results and Comments
2. Only Numeric Results
3. Only Comments

There is also an option to either print a single report that is displayed on the screen or to print all selected reports.

**Note:** *When you select either of the print buttons, this will generate a PDF version of your report(s) which you can then print and/or save.*

### INDIVIDUAL COURSE REPORTS

The Individual Course Reports show an *overall summative rating* representing the combined responses of students to the four global summative items. The report also shows the *challenge and engagement (CEI)* index which combines student responses to several items relating to how academically challenging students found the course and how engaged they were. Open-ended comments and response rates are also included.

#### OVERALL SUMMATIVE RATING

Four general items (described below) are included on most evaluation forms to provide a global rating of the class and instructor. They are rated from *Very Poor* to *Excellent* (0-5) and are summarized as a Combined Median. The items are:

*The course as a whole was:*

*The course content was:*

*The instructor’s contribution to the course was:*

*The instructor’s effectiveness in teaching the subject matter was:*

The Combined Median of the summative items is computed by first summing the numerical weights of all the responses within each response category across all four items. This provides a response array from which a median (ranging from 0-5) is calculated.



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### CHALLENGE AND ENGAGEMENT INDEX (CEI)

The Challenge and Engagement Index (CEI) provides an estimate of how challenging students found the class and how engaged they were in it. It is based on the combined response to four items included on most evaluation forms. The items are:

*Relative to other college courses you have taken,*

*The intellectual challenge presented was:*

*The amount of effort you put into this course was:*

*The amount of effort to succeed in this course was:*

*From the total average hours [per week spent on the course], how many do you consider were valuable in advancing your education?*

Responses to each of these items are transformed into standard scores and then their average as described under *Computing the CEI* in IASystem's documentation on their website ([www.iasystem.org](http://www.iasystem.org)). The CEI correlates only modestly ( $\sim .25$ ) with the Combined Median.

### ITEM RATINGS

Individual Course Reports provide a rich perspective on student views by reporting responses to three categories of items.

- *Summative Items* are the first four items on most evaluation forms. These items are used to compute the global rating of the course and instructor, described above.
- *Student Involvement Items* are a set of items included on most evaluation forms to support computation of Adjusted Medians and the Challenge and Engagement Index.
- *Formative Items* relate to specific aspects of the course that instructors may want to change prior to the next iteration of the course. Responses to *Standard* and *Instructor-Added Formative Items* are reported separately.

Responses to individual items are reported in several ways: as frequency distributions, average (median) ratings, and either a) deciles or b) adjusted medians and relative ranks.

### FREQUENCY DISTRIBUTIONS

The total number of students who responded and the percentage of those students who selected each response choice are displayed for each item. Frequency distributions allow faculty to identify unusual patterns of response. Instructors sometimes express the concern that evaluations may be completed primarily by students who feel strongly positive or strongly negative toward a course. When this is the case, the frequency distribution will be bi-modal.

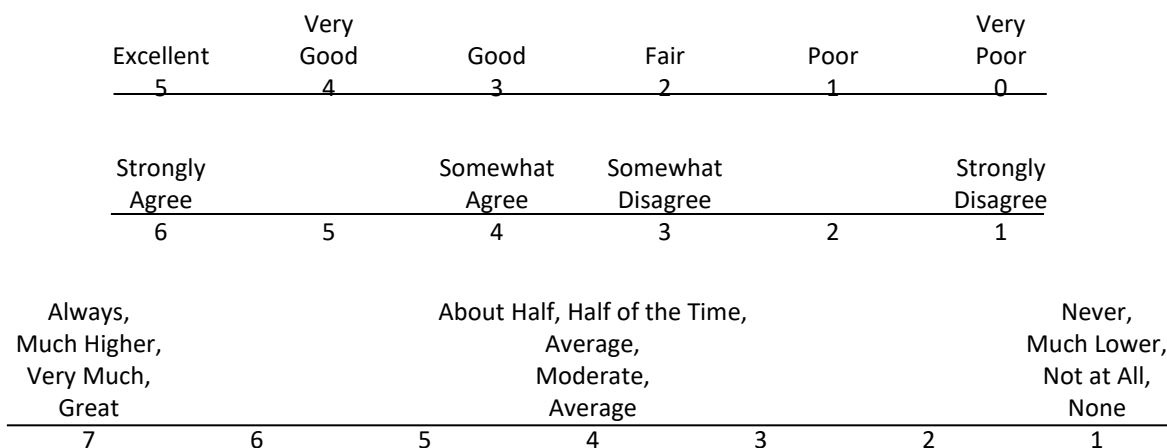


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### ITEM MEDIANS

Individual Course Reports display average ratings in the form of item medians. Although means are a more familiar type of average than medians, they are less accurate in summarizing student ratings. Distributions of course evaluation item ratings tend to be strongly skewed. That is, most of the ratings are at the high end of the scale and trail off at the low end. The median indicates the point on the rating scale at which half of the students selected higher ratings, and half selected lower.

To interpret median ratings, compare the value of each median to the respective response scale. For example, a median of 4.5 on Items 1-4 means that the average rating is half-way between *Very Good* and *Excellent*. There are several different rating scales utilized on the evaluation forms:



### STUDENT COMMENTS

Responses to open-ended questions are provided as a separate report for evaluations conducted online.