Accessing and Interpreting Reports

HOW DO I LOGIN TO SEE MY DEPARTMENTAL RESULTS?
Log into: https://unt.iasystem.org/
Sign in using UNT credentials

NAVIGATE TO REPORTS
Select "Results" from Main Menu.
Select "Reports" from Dropdown. You are now on the Generate Reports page.

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.

Navigate to **Individual Course Reports**

1. From the Generate Reports page, select the Individual Course Report.
2. Select Term for which you would like to create a course report *(defaults to current term).*
3. Select College *(defaults to 'All' or User's specific college scoped to).*
4. You may further refine your selections by Department and/or Course.
5. Instructor *(either leave blank or use this to quickly search for reports for a single instructor).*
6. When all selections are made, click "Continue."
7. Use checkboxes to select all, or some, of the evaluations listed to generate reports.
8. You may update filter selections in the sidebar to refresh the evaluations list.
9. You may also choose under 'Report Options' at the top of the page whether you would like the report to include numeric results and comments, numeric results only, or comments only. Once all selections are finalized, click "Continue" at the bottom of the page.
10. The course summary reports will open in a new window in PDF format.

Select Evaluations

Report Options

INCLUDE: Numeric Results and Comments ▾   PDF: Single PDF ▾

	COURSE ID	TERM	COURSE	INSTRUCTOR	FORM	TYPE	STATUS
☐	UCRS1100002	Fall 2015	UCRS 1100 002	Garcia, Hope	X	Online	Closed
☐	UCRS1850001	Fall 2015	UCRS 1850 001	Sheffield, Cinnamon	X	Online	Closed
☐	UCRS1850002	Fall 2015	UCRS 1850 002	George, Crystal	X	Online	Closed
☐	UCRS2100001	Fall 2015	UCRS 2100 001	Ringe, Kristin	X	Online	Closed
☐	UCRS2100002	Fall 2015	UCRS 2100 002	Eenigenburg, Melissa	X	Online	Closed
☐	UCRS2100003	Fall 2015	UCRS 2100 003	Ottman, Dawn	X	Online	Closed
☐	UCRS3600001	Fall 2015	UCRS 3600 001	Abner, Patrice	X	Online	Closed
☐	UCRS3610001	Fall 2015	UCRS 3610 001	Rodriguez, Patricia	X	Online	Closed
☐	HIST4750001 UCRS4700001	Fall 2015	HIST 4750 001 UCRS 4700 001	Cobb, Steven	A	Online	Closed
☐	UCRS4800001	Fall 2015	UCRS 4800 001	Garcia, Hope	X	Online	Closed
☐	UCRS4800003	Fall 2015	UCRS 4800 003	Carroll, Laurie	X	Online	Closed

(None Selected) Continue

COMBINED COURSE REPORTS

The combined course reports allow multiple courses/instructors to be combined into one report.

Navigate to **Combined Course Reports**

1. From the Generate Reports page, select the Combined Course Report.
2. Select Term for which you would like to create a course report *(defaults to current term).*
3. Select College *(defaults to 'All' or User's specific college scoped to).*
4. You may further refine your selections by Department and/or Courses.
5. When all selections are made, click "Continue."
6. Use checkboxes to select all, or some, of the evaluations listed to generate reports.

7. You may update filter selections in the sidebar to refresh the evaluations list.
8. You may also choose under 'Report Options' at the top of the page whether you would like the report to include numeric results and comments, numeric results only, or comments only. Once all selections are finalized, click "Continue" at the bottom of the page.
9. The summary reports will open in a new window as a PDF document.

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. Refer to *IASystem*'s document for computing medians for further information (www.iasystem.org).

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). The CEI correlates only modestly (~.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.

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:

Excellent	Very Good	Good	Fair	Poor	Very Poor
5	4	3	2	1	0

Strongly Agree		Somewhat Agree	Somewhat Disagree		Strongly Disagree
6	5	4	3	2	1

Always, Much Higher, Very Much, Great			About Half, Half of the Time, Average, Moderate, Average			Never, Much Lower, Not at All, None
7	6	5	4	3	2	1

STUDENT COMMENTS

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

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HIGH LOW REPORTS

The High/Low Report lists all courses in the selected college or department. Courses are grouped into Highest Rated and Lowest Rated based on the Average Adjusted Rating of the four global summative items on all university course evaluations given for the term. Courses evaluated using *Form J* (Studio/Clinical) are not included on the report because the standard summative evaluation terms do not appear on the form.   The reported averages are means of course medians and are presented for selected items.

NAVIGATE TO HIGH LOW REPORTS
1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select the High/Low Report tab.
4. Select Term for which you would like to create a report *(defaults to current term).*
5. Select College *(defaults to 'All' or User's specific college scoped to).*
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue"
8.   The high/low report will open in a new window as a PDF document.

The High and Low Rated Courses and Instructors report supports curricular development by alerting administrators to courses that regularly receive especially high or low ratings. It also assists administrators in identifying faculty whose teaching is particularly strong, as well as instructors who may need additional support in their teaching. This report is especially useful when generated at the end of each academic term.

EVALUATION GROUPINGS
Evaluation results are grouped into four sections: Highest Rated Faculty, Lowest Rated Faculty, Highest Rated TAs (teaching assistants), and Lowest Rated TAs. Grouping is based on the Combined Adjusted Median of the four summative evaluation items. The "highest" evaluations are those with a value greater than or equal to 4.7 (close to *Excellent*). Evaluations classified as "lowest" have a value less than 3.0 (less than *Good*).

RESULTS DISPLAYED
For each course/instructor combination, the report displays the course name and number, and instructor name and rank. Additional information includes course enrollment, evaluation response rate, and whether the evaluation was conducted online or on paper. Four summaries of evaluation results are reported for each course. The Combined Median, Adjusted Combined Median, and CEI have been described above. They are reported for all evaluations. Student response to a fourth item (scaled

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Excellent to *Very Poor*, 5-0) is also reported for evaluations using forms that include this item: ***Amount you learned in the course was:***

RATINGS SUMMARY REPORTS

Department Ratings Summary Reports summarize student ratings of all courses evaluated during a specified period of time such as an academic term or year. These reports display average ratings for selected evaluation items and show how your department compares with the college and institution. You can also see differences according to upper division, lower division, and graduate level courses, as well as how your Teaching Assistants are rated.

NAVIGATE TO RATINGS SUMMARY REPORTS
1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select the Ratings Summary.
4. Select Term for which you would like to create a summary *(defaults to current term)*.
5. Select College *(defaults to 'All' or User's specific college scoped to)*.
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue".
8. The ratings summary report will open in a new window as a PDF document.

The Ratings Summary report provides an overall view of evaluation results within a particular academic unit (department, college/school, or institution). It has been created to support annual program review, but can be generated for any time period.

RESULTS DISPLAYED
The Ratings Summary report summarizes student response to a selected set of items found on all evaluation forms. The combination of the four summative items is reported, along with two of those items and six of the student engagement items. The individual items reported are:

> *The course as a whole was:*
> *The instructor's effectiveness in teaching the subject matter was:*
> *The Combined Median*
> *Relative to other college courses you have taken,*
> *Do you expect your grade in this course to be:*
> *The amount of effort to succeed in this course was:*
> *On average, how many hours per week have you spent on this course?*
> *What grade do you expect in this course?*

Item responses are reported by instructor rank and course level (lower level course, faculty; lower level course, TA; upper level course; graduate level course) and total. Specific statistics reported are the number of evaluations in each category, the mean and standard deviation of

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the Combined Medians, and the mean and standard deviation of the Combined Adjusted Medians.

EVALUATION LIST REPORT

The Evaluation List Report itemizes all courses evaluated during a specified period of time. Instructor, Rank, Course, Credit Hours, Evaluations Completed, Enrollments, Response Rates, Form Used, Combined Median, and Method of Class Delivery.

NAVIGATE TO EVALUATION LIST REPORT

1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select Evaluation List tab.
4. Select Term for which you would like to create an evaluation list *(defaults to current term).*
5. Select College *(defaults to 'All' or User's specific college scoped to).*
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue".
8. The Evaluation List report will open in a new window as a PDF document.

The Evaluation List report displays all evaluations conducted within a particular academic unit (department, college/school, or institution) during a particular time period. It was designed to accompany the Ratings Summary report, but can be used independently as well.

RESULTS DISPLAYED

The Evaluation List report details all evaluations conducted within the specified time period. Entries are listed alphabetically by instructor name and ordered, within instructor, by course name and number. The report shows the academic term of the class, the number of credits, the number of enrolled students, the number of students who responded to the evaluation and the response rate. The evaluation form used and whether the evaluation was conducted online or on paper are also shown. Evaluation results are reported in the form of the Combined Median.

EXPORT EVALUATION DATA

The following export files can be downloaded for further analysis.

Evaluation

o **Evaluation Parameter** files provide information about the evaluations themselves. Parameters are used to identify and possibly classify evaluations of particular inters. Most evaluations have one record in the parameters file, but team-taught or cross-listed courses may have multiple records. Several fields included may be useful for cross referencing with the items and questionnaires file.

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- ▪ Course Number
- ▪ Section
- ▪ Instructor ID
  - • Last Name
  - • First Name

- • **Medians** files report student ratings of courses. They contain one record per evaluation and support analyses for which *evaluation* is the unit of analysis. An *evaluation* in defined as the set of student ratings relating to a particular combination (defined by the institution) of course, section(s), instructor(s) and term.
- • **Item** datafiles contain one record per item per evaluation and support analysis for which term is the unit of analysis. Item data are used to examine the technical functioning (reliability) of the items and evaluation forms.
- • **Questionnaires** datafiles contain one record per student per evaluation and support analysis for which student is the unit of analysis. A *questionnaire* is an evaluation form filled out by\ an individual student.

NAVIGATE TO <u>EVALUATION LIST REPORT</u>

1. Select "Results" from Main Menu.
2. Select "Datafiles" from Dropdown. You are now on the <u>Datafiles</u> page.
3. Select Type of export (Evaluation, Items, or Questionnaires) and fill out corresponding filters.
4. Click "Download" button and a save File Dialog box will appear.

Note: The gray Export Specifications button opens a PDF document that explains the details of all the data files.

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EXPORT EVALUATION DATA

This feature provides the ability to export by aggregate response rate data for closed evaluations by Institution, College, and Department.

NAVIGATE TO RESPONSE RATE DATA

1. Select "Results" from Main Menu.
2. Select "Datafiles" from Dropdown. You are now on the Datafiles page.
3. Select the blue "Response Rate" tab and fill out the corresponding filters.
4. Click the blue "Download" button and .CSV file will be downloaded with your requested data.