<u>Course Evaluation Summary Distribution Information</u> (Instructor)

As a reminder, we are using the commercial software Watermark Course Evaluations & Surveys (formerly known as EvaluationKIT) for our course evaluation needs. It is a software package specifically designed for course evaluations.

To access the results, you have to log-in to Lehigh's Course Evaluations & Surveys (CES) portal via this URL:

<u>https://go.lehigh.edu/evalkit</u> (You will be prompted with the Lehigh log-in screen. You must log-in by providing your Lehigh userid and password. <u>Please note</u>: if you are already logged in to some other Lehigh service, such as Google Mail, you might not be prompted for your Lehigh credentials.)

If you have any problems logging in to Lehigh's CES portal, please contact the Office of Institutional Data (OID) by email at <u>inevals@lehigh.edu</u> or by phone at 610-758-5890.

As an instructor, you will only be able to access and view course evaluations that belong to you.

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Watermark Course Evaluations & Surveys formerly Evaluation KIT	0 A
Home Results - Custom Question Surveys Attach Surveys to Projects	Instructor Teaching Staff 🗸
Project Results	Response Rate Tracker
Fall 2015 - Office of Institutional Research	No Project Found
FREN_001-211 Elementary French I FREN_001-211-201540	
FREN_001-210 Elementary French I FREN_001-210-201540	
Custom Questions	
Fall 2015 - Office of Institutional Research Status: Closed Access From: 11/21/2015 11:00 AM Access From: 11/21/2015 11:00 AM Access Until: 11/23/2015 11:00 AM	
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Once you are logged in, you will be presented with the following screen:

Note that if you are in the system as a student (in addition to being an instructor), then you will most likely be presented with a screen that looks like this:

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To get to the home screen for an instructor, you have to change your role. Next to your name, which appears on the top right corner, click on "Student/Respondent" and in the drop-down select "Instructor".

Similarly, if you are in the system as an administrator (in addition to being an instructor), you will most likely be presented with a screen that looks like this:

Watermark Course Evaluations & Surveys formerly Evaluation KIT									
Home Results -	Administrator								
Project Results	Response Rate Tracker								
Spring 2022 - Office of Institutional Research Project Ends - 5/14/2022 Results Start - 5/22/2022 Results End - Open	Summer 2022 - Office of Institutio nal Research								
Fall 2021 - Office of Institutional Research Project Ends - 12/31/2021 Results Start - 12/20/2021 Results End - Open	Responses/EnrollmentBaily Responses								
Summer 2021 - Office of Institutional Research Project Ends - 8/31/2021 Results Start - 8/20/2021 Results End - Open									
Spring 2021 - Office of Institutional Research Project Ends - 5/28/2021 Results Start - 5/24/2021 Results End - Open									
Fall 2020 - Office of Institutional Research Project Ends - 12/31/2020 Results Start - 12/21/2020 Results End - Open									
Fall 2020 (TA) - Office of Institutional Research									

Next to your name, which appears on the top right corner, click on "Administrator" and in the drop-down select "Instructor".

To access/download the results for a single semester

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To access the course evaluation results for a single semester, click on the hyperlink marked "TERM 20xx - Office of Institutional Research" for the semester of your choice.

You will then be presented with the following screen:

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Home	Results - Custom Quest	ion Surveys	Attach Surveys to Projects	Projects Instructor Teachir utional Research						
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Proje	ct Results									
□ Co	ourse Code	Title		Unique ID	Report					
🗆 FF	REN_001-211	Elen	nentary French I	FREN_001-211-201540	*					
	REN_001-210	Elen	Elementary French I FREN_001-210-201540							
Total 2			Records per page 1000 ~	🖌 ┥ Page 1	✓ of 1 ► ►					

This screen presents the list of courses that are in the system with an association to your name for the semester you selected. You will be able to obtain the summary report for a particular course or for all the courses at once.

To view or save a summary for one course:

To get the summary report for a course, you have to click on the down arrow icon (that

looks like this: () which is located at the far right of the record. Once you click on it, you are presented with the option "*Detailed Report* + *Comments*" click on that option. A PDF file will be generated and you will be able to view it and/or save it. The PDF will be the summary of the evaluation for that course.

To view or save the summaries for **all** the courses at once:

To get the summaries for all courses at once, you have to check the small box to the left of the header item "Course Code" and all the courses will be selected as seen on the following screen.

watermark™ Course Eva	luations & Surveys form	nerly EvaluationKIT		2									
Home Results -	Custom Question Surveys	Attach Surveys to Projects	Instructor T	eaching Staff 👻									
Batch Report													
Course Code	Ti	tle	Unique ID	Report									
FREN_001-21	1 EI	ementary French I	FREN_001-211-201540	*									
□ FREN_001-21	0 EI	ementary French I	FREN_001-210-201540	*									
Total 2		Records per page 1000 ~	H 🖣 Page 1 🗸	of 1 🕨 🕨									

Now click on the option "Batch Report" (the hyperlink right above Project Results.) You will be provided with a pop-up screen where you will need to make some choices. The following is a view of that screen:

Batch Report	×
Report Name	
Report Type	
Detailed Report + Comments	٣
Download Multiple Reports as ZIP File for Selected Courses	
Merge Multiple Reports into one PDF for Selected Courses	
Aggregate Data for Selected Items into One Report	
	Cancel GO

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In the blank box below "Report Name", write the text you wish to use as the name of the report you are about to save. We suggest something along the lines of "TERM 20xx CourseXXX." Once you have provided a name, you want to make sure the first option is selected ("Download Multiple Reports as ZIP File for Selected Courses"). *Doing so, will allow you to have all the individual summaries generated as individual files instead of all in one file.* Once the pop-up screen has been filled out, hit the "GO" button.

You will be presented with a message indicating that the report is being generated and an email will be provided to you when it is ready. *Please keep in mind that some reports will take longer than others depending on the number of courses that were selected. Based on OID's observations, it can take between 1 to 5 minutes.* The message screen looks like this:



Once the report is ready, you will receive an email from <u>support@watermarkinsights.com</u> with a hyperlink to download the batch report file. After clicking on the hyperlink "Download Batch Report File", a pop-up window will appear asking you to select where you wish to save the file. The saved file is a compressed zipped file that will contain all the individual reports. Once you open the file, you will see all the individual reports that are contained within and your screen might look like this:

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Organize • Extract all files									辆水	CIN .	8
🔆 Favorites	Name	Type	Compressed slaw	Password	Size		Ratio	Date modified			
R Desktop	DES_153-010-instl GraphicDesignWordAndImage_DebbieAnderson1.pdf	Adobe Acrobat Document	212 KR	140		241 KB	13%	1/17/2016 7:57 AM	6		
🙀 Downloads	1 DES_153-010- inst2GraphicDesignWordAndImage_YennyAnderson.pdf	Adobe Acrobat Document	212 18	No		243 KB	12%	1/12/2016 7:57 AA	8.		
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The length of the summary reports can vary between 3 to 6 pages, depending on the number of comments provided by students. A response rate is provided for each question, indicating the number/percent of students that answered that question. Here is a sample of what the report looks like:

Lehigh University

Fall 2019 - Office of Institutional Research

⑦ ④

Course:

Instructor:

Response Rate: 40/92 (43.48 %)

1 - Why did you take this class?																			
Response Option			1	Weight	Veight Frequency Percent Percent Responses Means														
This course is required	l for my i	major		(1)	39		97.50%												
My advisor recommended the course				(2)	0		0.00%	1											
I wanted to take a course with the instructor				(3)	0		0.00%	1											
Other students recommended the course to me			se to	(4)	0		0.00%	I								2.	52	2	06
I am Interested in the t	opic/sub	ject		(5)	1		2.50%	1				1.1	10						
Other				(6)	0		0.00%	1											
								0	25	50	100	Que	retion	Depa	trent	Col	lege .	Univ	ensity
Response Rate	Mean	STD	Median	Depa	rtment	Mean	STD	Median		College	,	Mean	STD	Median	Univer	reity	Mean	STD	Median
40/92 (43.48%)	1.10	0.63	1.00	1	355	1.48	1.24	1.00		7798		2.52	1.90	1.00	1690	32	2.06	1.73	1.00

1/6 📮 🖉 🎪 🖏 啦 🗛

2 - What percentage of class meetings did you attend?																		
Response Option	Frequen	icy P	Percent Percent Responses Means															
More than 90%				(5)	32	8	80.00%				4	70	4.	75	4	78	4.3	9
80-89%				(4)	4	1	0.00%											
70-79%				(3)	4	1	0.00%											
60-69%				(2)	0		0.00%	1										
Less than 60%				(1)	0		0.00%	1										
								0	25 50	100	Que	ation	Depa	trent	Co	inge	Univ	ensity
Response Rate	Mean	STD	Median	Depa	rtment	Mean	STD	Median	Colleg		Mean	STD	Median	Unive	reity	Mean	STD	Median
40/92 (43.48%)	4.70	0.65	5.00	1	349	4.75	0.65	5.00	7783		4.78	0.63	5.00	168	24	4.79	0.62	5.00

To access/download the results for multiple semesters

In the top left-hand corner of the page, click on "Results", and select "Instructor Results". In the Project drop-down, select the semesters of your choice, or leave blank to select all semesters. Click "Search". This will return the list of all your course evaluations for the semesters selected.

Following the same steps as above, you can select to download a single summary report, or to download a number of them or all of them by using the "Batch Report" option.

Questions or concerns?

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At this point, you have accessed the reports that were generated for the courses that were evaluated under your name. If you look through the list and notice that there is a course that <u>does</u> <u>not</u> belong to you <u>or</u> if you are missing a course, please notify OID at extension 8-5890 or via email <u>inevals@lehigh.edu</u>.

<u>Please note:</u> we want to establish a central area for all course evaluation inquiries and requests. Therefore, we ask that you send all emails related to course evaluations directly to: <u>inevals@lehigh.edu</u>

These instructions and more course evaluation information are available via our web site: <u>https://data.lehigh.edu/course-evaluations</u>