

ACCESSING MOODLE COURSE EVALUATION REPORTS

Course evaluations were open on Moodle from 11/27 - 12/10. Anecdotal reports to date are that the process has been relatively smooth. This memo provides instructions for viewing results. As noted earlier, results will be visible about 3 weeks after grades are due (around 1/8). These instructions will be posted on the web in the same place as the FAQs to the evaluation process:

<https://www.albright.edu/academic/faculty-resources/teaching-and-learning-resources/>.

Some good news: while we were originally told by the Moodle vendor that faculty could not monitor the response rate of evaluations until the results period opens, in fact you can see response rates at any time. See report #1 below.

Accessing Your Evaluation Reports

A Course Evaluation Reports block should be visible on the course page for all your Moodle courses, similar to the block that appeared for administering the evaluations. Clicking on that link on any of your course pages will take you to the E-Think Reporting Tool page (see screenshot #1). From here (once the reporting window opens) you can access all your courses (i.e., you don't have to go to each course page to get that course's results). Similarly, chairs can access all their department's courses through any course page.

Screenshot 1: The Reporting Tool Menu Page

eThink Reporting Tool

[Go back to Homepage](#)

Hello Kevin Ezzell, welcome to eThink - Reporting Tool.

Your level of access determines how many report choices you will see. All faculty will see the first 4 reports on the menu; chairs can access those and the final 3 on the menu.

1. **Completed Course Evaluations.** Provides the # and % of responses received. You will see a list of your courses (see screenshot 2), the most recent at the top of the list. Click on the “Completed Evaluations” link for the course you want to see. You can export this data to PDF or Excel if desired. As noted above, if you click on this report even before the reporting period, you will see the response numbers for that course’s evaluations.

Screenshot 2: List of Instructor’s Courses

Courses

Hello **Ezzell, Kevin**, below is a list with all your courses:

Course ID	Course Name	Course Number	Completed Evaluations
15535	SPS 999 Course Demo for Evaluation Purposes		Completed Evaluations
15449	SPS 001 Technology and Research for Student Success – General Studies Master		Completed Evaluations
14826	Operations Management SPS Sandbox Master		Completed Evaluations
14721	SPS 002 Technology and Research for Student Success – Business & Accounting Master		Completed Evaluations
14636	Writing Workshop		Completed Evaluations
14387	APS950/LECT/AT06-2017/FALL/ADP - Group Dynamics	APS950/LECT/AT06-2017/FALL/ADP	Completed Evaluations

2. **Course Evaluation Analysis.** Provides the distribution of answers to each question, as well as all answers to the narrative questions. Again you will see a list of your courses; click on the “Evaluation Analysis” link paired with the course you want. You will see all questions sequentially, with the responses from the whole class (see screenshot 3). Individual course data can be exported to PDF (a clear report that is good for your files) or Excel (if you want to manipulate the data).

Screenshot 3: Course Evaluation Analysis – Responses by Question

Course Evaluation Analysis

Course Name: SPS 999 Course Demo for Evaluation Purposes

Export Current View:

[Export to PDF](#)

[Export to XLS](#)

Question	Responses	Count	Response percentage
1. How does the course fit into your program? If you are taking this course for both a general studies requirement and a major requirement, please choose major requirement.			
	other	3	60%
	elective	0	0%
	general studies	0	0%
	elective in major	1	20%
	major requirement	1	20%
2. The course was challenging.			
	Strongly Disagree	1	20%
	Disagree	1	20%
	Neutral	2	40%
	Agree	1	20%
	Strongly Agree	0	0%

3. **Course Evaluation Analysis Graph.** Same as #2, but numerical responses represented with bar graphs. See screenshot 4.

Screenshot 4: Evaluation Analysis Graphical

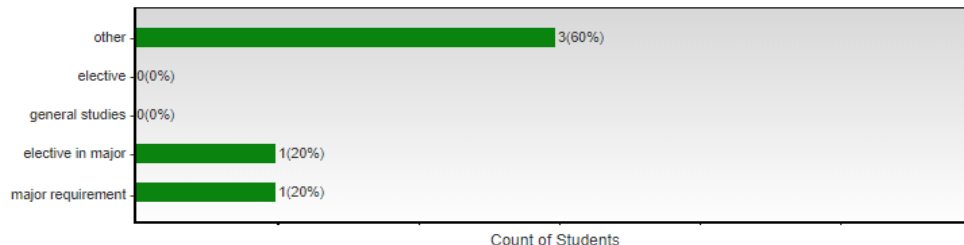
Course Evaluation Analysis - Graphical

Course Name: SPS 999 Course Demo for Evaluation Purposes

Export Current View:

Export to PDF

1. How does the course fit into your program? If you are taking this course for both a general studies requirement and a major requirement, please choose major requirement.



4. **Course Evaluation Student Responses.** Allows you to review full individual evaluation reports, student by student. Select the course you want from the list.

Chairs will see those 4 reports, but will also see the following 3, although #7 is not one you will likely use.

5. **Course Evaluation Dean Reports.** Provides course analysis data (as in reports 2 and 3) for all courses taught by instructors assigned to you. To use it:
- First select the desired instructor name from the Instructor dropdown and then click on "Filter." (By selecting multiple instructors, you can bring them all up into a single list and compare response rates.)
 - Then use the "Course Categories" dropdown to select the correct term and then click on "Filter." *The course terms are listed in chronological order, so the most recent will be at the bottom of the list.* For current Fall day courses, the course category will be "2017Fall01." For SPS, chairs will choose from 2017FallADP or 2018SpringADP for major/cohort courses, and from 2017Fall30, 2018Spring10, or 2018Spring20 for gen ed and Addictions courses. Your relevant courses should then be listed.
 - Use the "View Reports" column to choose what form you want to see the data (numerical or graphical). In the case of narrative response questions, all answers will be listed. (See screenshot 5 below.)

Note that the list of courses also has a column labeled "Average Response." While this appears to be an overall course average, this is not a reliable number and so *do not use it for evaluation purposes*. It is important instead in this report to view questions of interest individually to see their response scores across the class.

Screenshot 5: Dean Report

Filter by:

Instructor Name Course Categories

Ezzell, Kevin ▾ 2017/FALL/ADP ▾ Filter Reset

Course Name

Instructor Name ▾	Course	No. of students	No. of completed evals	Percentage Completed	Average Response	View Reports	Export All ▮
Ezzell, Kevin	APS950/LECT/AT06-2017/FALL/ADP - Group Dynamics	4	1	25%	5	Course Evaluation Analysis / Course Evaluation Graphical	<input type="checkbox"/>
Ezzell, Kevin	SPS 999 Course Demo for Evaluation Purposes	8	5	62.5%	2.95	Course Evaluation Analysis / Course Evaluation Graphical	<input type="checkbox"/>

Export Selection:

PDF

6. **Course Evaluation Administrator Report.** This allows you to explore responses to particular questions or sets of questions across all of an instructor's courses or even across all of your instructors (i.e., your department). To use this report:
 - a. As in the "Dean" report, select the desired instructor name from the dropdown and then click on "Filter." (By selecting multiple instructors, you can bring them all up into a single list.)
 - b. Then, also as before, use the "Course Categories" dropdown to select the correct term and then click on "Filter" (see 5.b above for information on current terms).
 - c. You will also see a column named "Evaluation question" with a dropdown list of the survey questions. You can select one or more questions and will get an average response score for the selected question(s) for the instructor(s) selected. In the case of narrative response questions, all answers will be listed.
 - d. As in earlier reports, the "View Reports" column allows you to pick numerical or graphical representation.

This report allows aggregating response data in a way that the Dean report does not. In the example below (screenshot 6), seven questions were selected, and the average of those seven is given for each course. You can also export data to Excel if you want to manipulate it further.

Screenshot 6: Administrator Report – Responses and Aggregated Responses by Question

[Back to Course Evaluation Report](#)

Course Evaluation Results - Kevin Ezzell

Export Current View:

[Export to PDF](#)

[Export to XLS](#)

Use the Filters below to select the Instructors and/or Course Categories you want to include in your report.
You can then use the Export buttons on the right to export the data if needed.
We recommend filtering before exporting the results, as exporting the entire result set can take a long time.

Filter by:

Instructor Name

Course Categories

Evaluation question

Ezzell, Kevin ▾

2017/FALL/ADP ▾

7 selected ▾

[Filter](#)

[Reset](#)

Course Name

Instructor Name ▾	Course	No. of students	No. of completed evals	Percentage Completed	Average Response	View Reports	Export All ▮
Ezzell, Kevin	APS950/LECT/AT06-2017/FALL/ADP - Group Dynamics	4	0	0%	0	Course Evaluation Analysis / Course Evaluation Graphical	<input type="checkbox"/>
Ezzell, Kevin	SPS 999 Course Demo for Evaluation Purposes	8	5	62.5%	3	Course Evaluation Analysis / Course Evaluation Graphical	<input type="checkbox"/>
		12	5	31.25%	1.5		

Export Selection:

[PDF](#)

7. **Course Evaluation Results for Analysis.** This will not be a useful report – from it one can export raw data (all answers to all questions) for further analysis.

Again, please contact us or George Missonis or Kevin Ezzell with questions and concerns.

Thank you,

Abby McGovern

Joe Thomas