

Instructions for Faculty to Access Course Evaluation Report in Vocalize

Beginning in Summer 2017, Course Evaluations are no longer being administered in Digital Measures. We now use Qualtrics to administer evaluations and distribute reports via an interactive dashboard.

Please read the new instructions closely before accessing your report. If you have any questions, please contact:

Cheryl Thomas at 336-750-2113 or thomasca@wssu.edu

Navigate to the Qualtrics URL:

<https://wssuiar.co1.qualtrics.com/>

It is best to use Google Chrome to access the page—some versions of Internet Explorer have problems with the export options.

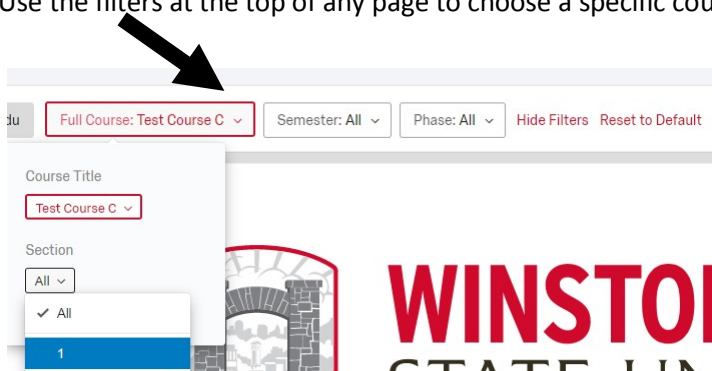
- 1) Enter your WSSU credentials to login to the dashboard.
- 2) **If it is the first time** you may be asked to go through several extra steps.
 - a. First, you may be asked if you already have an account, and you'll answer No.
 - b. Next, you may be asked if you want to create a project, and you'll click Cancel.
 - c. Finally, you may be asked to read and agree to the Terms of Service.

- 3) You will either be taken directly to the course evaluation report, or see a list of Vocalize dashboards that you have permission to view.

If you are taken to the list, click on the Faculty Course Evaluation Results.

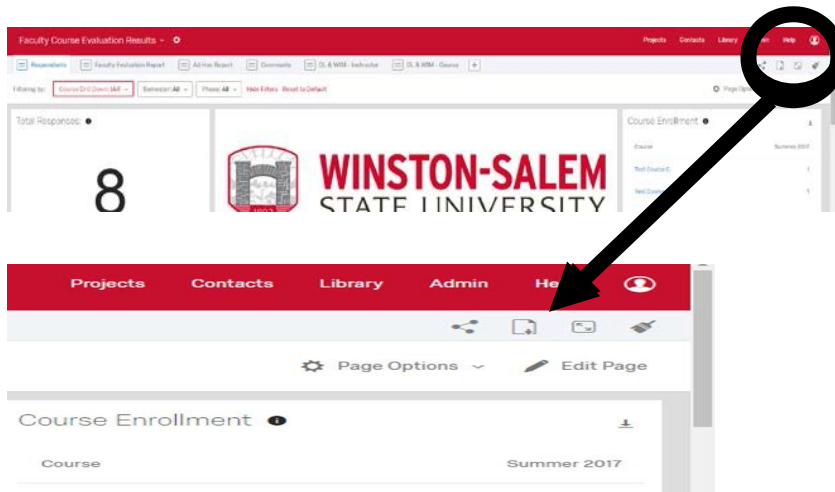


- 4) The report will open to the Respondents page, which you will always have access to. This page will tell you how many responses per class you have received and it is updated in real time.
- 5) Use the tabs at the top of the page to navigate between worksheets.
- 6) Use the filters at the top of any page to choose a specific course and/or semester.



The following pages are currently included in the Course Evaluation Report:

- a. ***The Single Class Download** page should be filtered to show *one class* in *one semester* at a time. This report has **tables** with both percentages, an average, and response count for each question. Below those tables is an **Overall Course Summary**, which gives the aggregate percentages, average, and response count. Below that table are **comments** for the course.
 - b. The Faculty Evaluation Report will give you **line graphs** showing the percentage of answers for each question. This will grow to show trend data over time.
 - c. The Percentages Download will give you a **table** of percentages/counts for easy download.
 - d. The Ad Hoc Report will give you **bar graphs** showing the average for each question and a gauge with the section average. This will grow to show trend data over time.
 - e. The Averages Download will give you a **table** of averages for easy download
 - f. The Comments page will show a list of all comments—these are presented without corrections to grammar, spelling, or punctuation. Instructions for downloading comments are at the top of the page.
 - g. The DL & WIM – Instructor page will show you **bar graphs** with percentages and averages for questions asked only in DL & WIM courses. If you did not teach any DL or WIM courses, this page will be blank.
- 7) Click on the Export icon in the top right corner of any page (except comments—those have separate instructions) to download a copy of your report.



- 8) Choose the file type you'd like to export, make any changes to the paper size, orientation, and margin that you'd like, and click Export.

Export Options

File Type	PDF ▾
Paper Size	✓ PDF
Orientation	JPG
Margin	CSV
	TSV

Close **Export**

The following message will appear:

Generating Export

Your export is being generated and will be automatically downloaded once the file is ready.

You can continue to use the dashboard while waiting for the download to complete.

Close

- 9) Once your report has been generated a pop-up will ask you to save and open the file (depending on your computer's settings—you may have it set up to automatically save to downloads).

Department Chairs must contact Cheryl Thomas or Becky Mussat-Whitlow for access to their department report.