



On Campus Course Evaluations: *Qualtrics Faculty Dashboard* *User Guide*

Integrated Planning and Effectiveness
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HOW DO I LOG INTO QUALTRICS TO VIEW COURSE EVALUATION DASHBOARD RESULTS?

Log in to TRUemployee with your TRU Network credentials:

<https://truemployee.tru.ca>



Once you are logged in, click on 'Your Course Evaluation Dashboard Reports' under the Course Evaluation header.



If you do not see this link in your TRUemployee profile, contact crsevaladmin@tru.ca.

If you teach both on campus and Open Learning (OL) courses, you can access both course evaluation results through the same link. Once you are logged into the Qualtrics tool you will see at least two different dashboards: one for courses taught and evaluated on campus (e.g. General: Faculty Report) and another for courses taught and evaluated through OL (OLFM Evaluation Report).

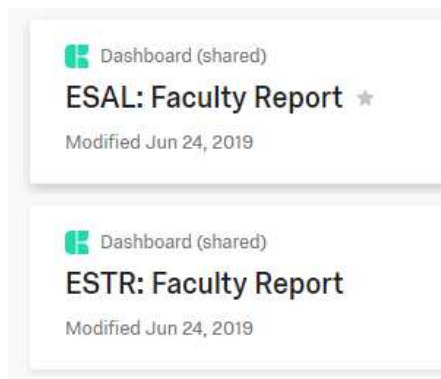


WHAT IS A DASHBOARD AND HOW DO I SWITCH BETWEEN DASHBOARDS?

A dashboard is a data visualization tool that visually tracks, analyzes and displays course evaluation results. After logging into Qualtrics, your homepage with all of your available dashboards will open up.

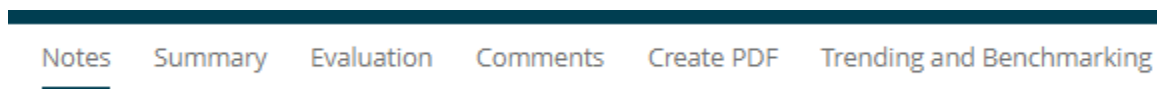
Available dashboards may include: General, Law, Nursing, English as a Second Language (ESAL), or Education and Skills Training Program (ESTR) dashboards¹. You will only have access to the dashboards that contain student responses for the courses that you taught that used survey questions that belong in those dashboards.

- If you taught Law courses, you will have access to the Law: Faculty Report
- If you taught Nursing courses, you will have access to the Nursing: Faculty Report
- If you taught ESAL courses, you will have access to the ESAL: Faculty Report
- If you taught ESTR courses, you will have access to the ESTR: Faculty Report
- For all other courses, you will have access to the General: Faculty Report
- For all Science courses, the Faculty of Science creates and distributes their own course evaluation reports



When you select a dashboard, Qualtrics takes you to the first page called 'Notes'. On the top of the dashboard you can see the pages that are available to you to view:

Below is an example of the pages available in the General: Faculty Report dashboard



¹ If you are not sure what questionnaire your department uses, contact the Chair in your department or contact Course Evaluation Administration at crsevaladmin@tru.ca.

The Nursing: Faculty Report dashboard now includes results from all three Nursing sections: Theory, Practice, and Lab Practice sections, **all in one dashboard**. If you teach in the School of Nursing, you will have access to the Nursing: Faculty Report dashboard, but based on which sections you have taught will determine which pages you see.

✓ Notes

1. Summary

2.1. Theory Evaluation

2.2. Create PDF

2.3. Trending & Benchmarking

Theory

3.1. Nursing Practice Evaluation

3.2. Create PDF

3.3. Trending & Benchmarking

Practice

4.1. Nursing Lab Practice Evaluation

4.2. Create PDF

4.3. Trending & Benchmarking

**Lab
Practice**

You can move through pages by click on each one. On each page you will need to set your filters in order to obtain response data for a specific filter.

To switch to another dashboard, click on the arrow next to the dashboard name. The pop-up menu will display the dashboards which you have access to.



WHAT ARE DASHBOARD 'PAGES' AND HOW DO I MOVE THROUGH THEM?

Most dashboard consists of the same six pages which are located in the top left corner and they are the following:

a. Notes

This page includes a dashboard description, contact information, dashboard feedback survey and instructions on how to download a PDF report of course evaluation results.

b. Summary

This page includes a summary table of all of your courses evaluated since the centralized "every course every time" course evaluations started in Winter 2016. If you do not see one of your courses in this list, the reason could be one of the following:

- i. The course was evaluated but there were no valid responses.
- ii. The course was not evaluated because it was excluded.
- iii. The final grades for the course were not found in Banner, therefore results were not imported into your dashboard.

c. Evaluation

This page includes averages and frequency distributions to all multiple choice questions (Senate and Rating of Instruction questions).

d. Comments

This page includes student comments to all open-ended questions.

e. Create PDF

The purpose of this page is to be a one-time stop to export your course evaluation results as a PDF report.

f. Trending and Benchmarking

This page offers institutional, departmental, and course level benchmarking and trending over each semester.

Depending on the device you are using to view your course evaluation dashboard, the dashboard will automatically adjust its size, however, it might hide the pages. You can access those pages by clicking on either of the arrows that are located on the far right of the last available page. The downwards pointing arrow will display a pop-up menu with all pages that are available to you; the right pointing arrow will display the hidden pages.



WHAT 'FILTERS' ARE AVAILABLE TO ME?

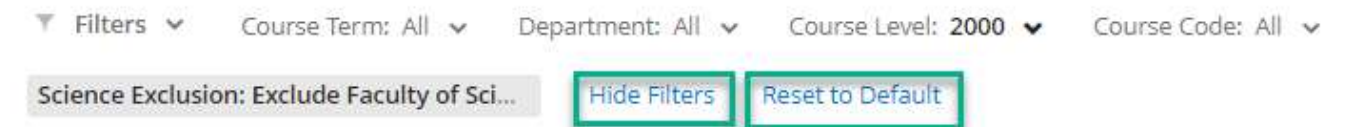
Filters in each page are located in the top left corner, just below the page names. These filters will allow you to drill down or view your response data rolled up. By default they will be set to 'All'. Faculty Email, Faculty TID, and Custom Survey filters are locked to your personal data and cannot be changed and so appear greyed out.

The following filters can be changed:

- Course Term – the term when the course took place
- Department – the department that the course belongs to
- Course Level – the level of the course, e.g. courses that start with a '1' are level 1000, etc.
- Course Code – the course code, e.g. BIOL_1000
- Course Code Section – the unique section for the course (lowest level of filtering), e.g. BIOL_1000_01_CRN

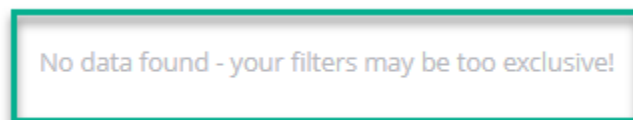


WHAT DOES IT MEAN TO 'HIDE FILTERS' AND 'RESET TO DEFAULT'?



There are two options that are located next to the filters: 'hide filters' and 'reset to default'. The 'hide filters' option will hide filters from the page. The 'reset to default' button resets all filters to 'All'. For example, if after viewing results to one course, and you wish to switch to another course, you can click 'reset to default' and search for another course without having to deselect the course you were just looking at. **Selected filters will not carry over to each page; you will need to recreate your filters when you move to a new page.**

WHAT DOES 'NO DATA FOUND – YOUR FILTERS MAY BE TOO EXCLUSIVE!' MEAN?



The 'No data found – your filters may be too exclusive!' message may mean one of the following:

1. You have filtered to a section that has less than 5 valid student responses. (*Most likely*)
2. If either your faculty TID or TRU email address is incorrect then no student response data will show in the dashboard and you will receive this message. Contact crsevaladmin@tru.ca. (*Least likely*)

HOW DO I SEE RESPONSE DATA IF LESS THAN 5 STUDENTS RESPONDED TO A COURSE EVALUATION?

When filtered to one course section that has less than five responses, the dashboards will show the following message:



No data found - your filters may be too exclusive!

You can combine (aggregate) these responses with another course evaluation to view the combined responses, as long as the combined responses are equal to five or more responses.

In order to create an aggregate (combined) report, follow the instructions below:

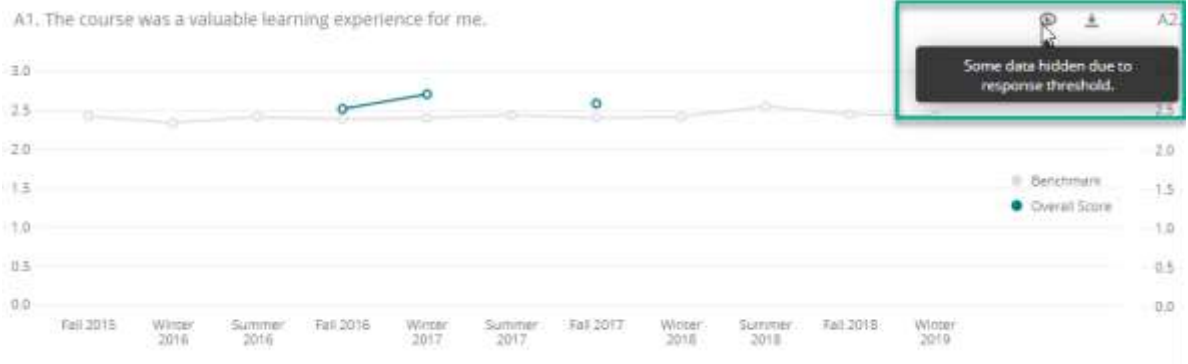
1. In the Course Code Section filter, select a course that has less than five responses.
2. Then select another course code section in the same filter.
3. The aggregate results are ready to be viewed as long as there are more than four valid student responses.

WHY DO I SEE AN EYE SYMBOL NEXT TO THE GRAPH?

An eye symbol means that some responses are hidden due to a minimum response count threshold set to five. You will see an eye symbol next to the graph if you filter to a course code section that has less than five responses.






An eye symbol may be visible by the trends over time and benchmarking graphs. If a faculty member has not taught for one (or more) semesters, Qualtrics counts the number of responses is zero, therefore the eye symbol will show because the threshold of five responses was not met. This graph will never actually hide responses.



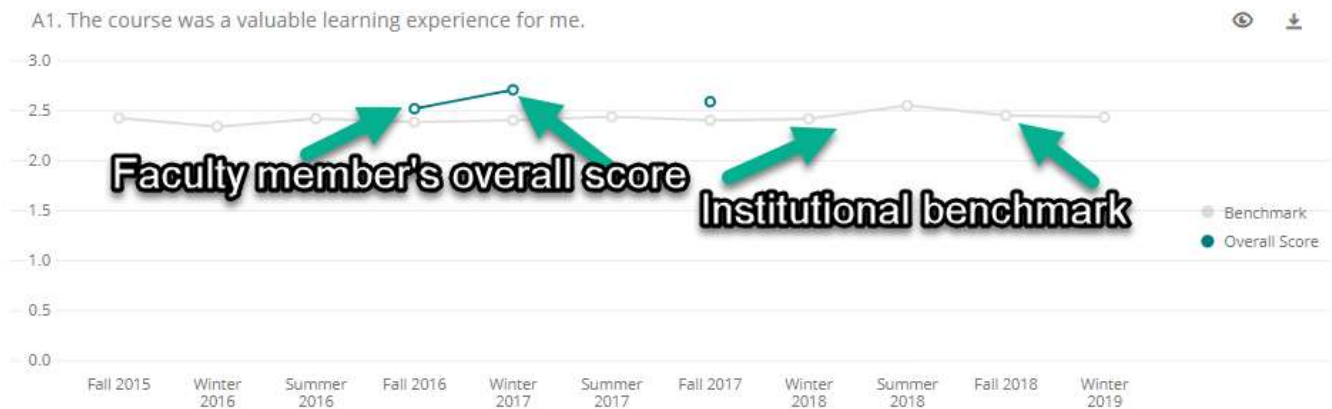
HOW DO I VIEW INSTITUTIONAL/DEPARTMENTAL/COURSE LEVEL BENCHMARKS AND TRENDS IN THE TRENDING & BENCHMARKING PAGE?

You can find the trending and benchmarking options in the 'Trending & Benchmarking' page.

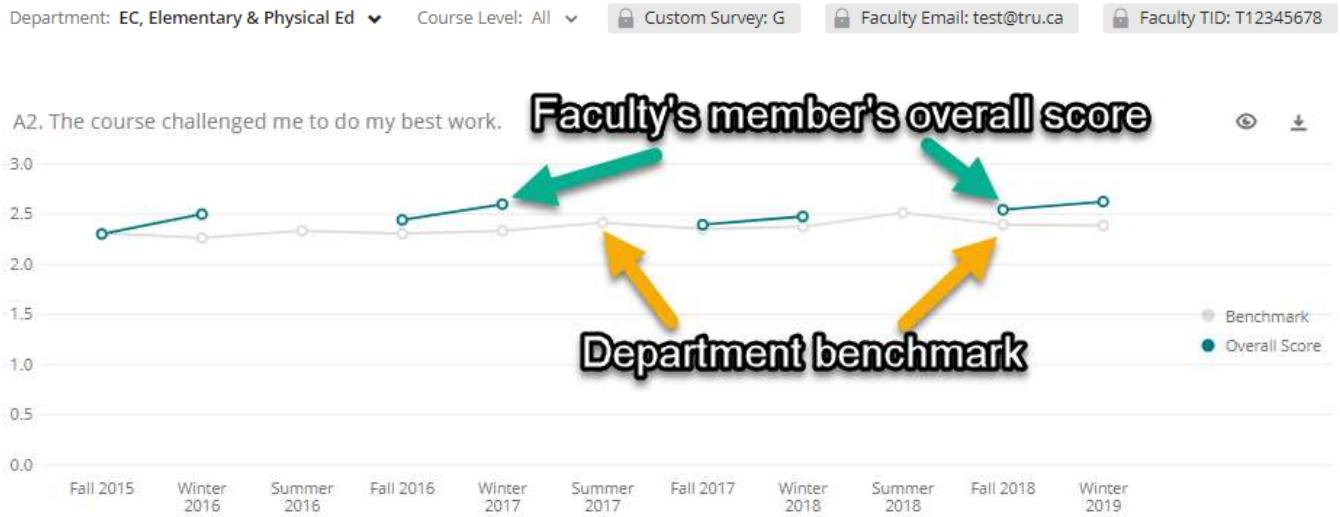
In order to see an **institutional benchmark**, select the 'Department' filter to 'All'. The horizontal line graph will show your cumulative score against the institutional benchmark.

Department: All ▾ Course Level: All ▾  Custom Survey: G  Faculty Email: test@tru.ca  Faculty TID: T12345678

The figure below shows an example of trending over time and an institutional benchmarking. The blue line is your overall score (average), the grey line is the institutional benchmark (when Department is filtered to 'All').



In order to see a **departmental benchmark**, select a department in the 'Department' filter. The horizontal line graph will show your cumulative score against the department benchmark.



In order to see a **department course level benchmark**, select the specific course level of interest. To see an **institutional course level benchmark**, select the 'Department' filter to 'All'. Courses of the selected course level will be displayed on the charts. The horizontal line graph will show your cumulative score against the department benchmark.

Department course level benchmark

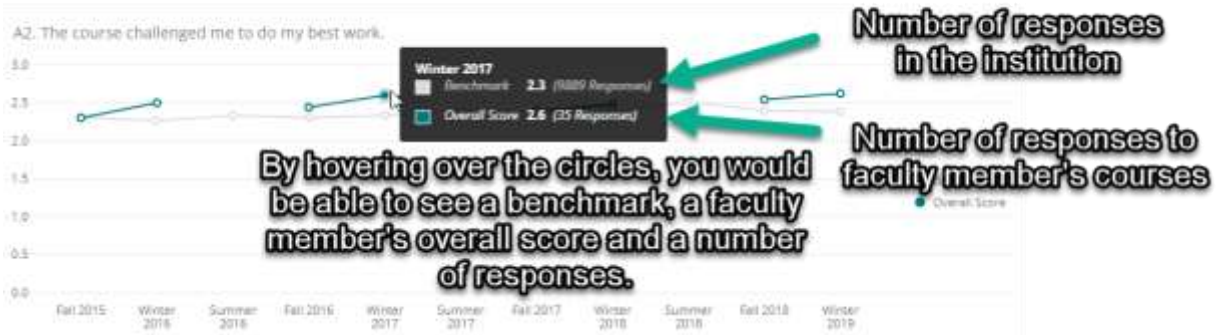
Department: EC, Elementary & Physical Ed Course Level: 1000 Custom Survey: G Faculty Email: test@tru.ca Faculty TID: T12345678

Institutional course level benchmark

Department: All Course Level: 1000 Custom Survey: G Faculty Email: test@tru.ca Faculty TID: T12345678



In order to see the overall score (your average) and benchmark, hover over the blue and grey circles.

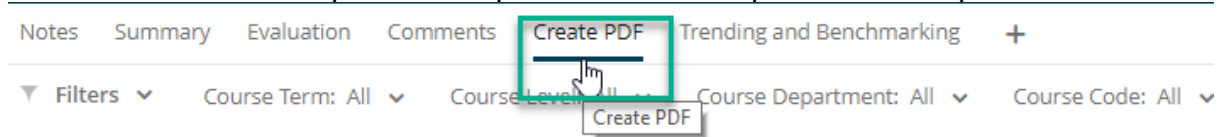


HOW TO DOWNLOAD AND PDF RESULTS FOR A COURSE CODE SECTION EVALUATION

As of May 2019, TRU faculty and Chairs are able to download and PDF their own course evaluation reports. Instructions on how to download a standard course evaluation report (similar to what has been distributed by Integrated Planning and Effectiveness (IPE)) are provided below. The standard course evaluation PDF report consists of overall scores for all multiple choice questions, and all open ended responses.

In August 2019, the IPE team made improvements to the course evaluation dashboards that were based on the feedback received from faculty and Chairs throughout the Winter and Summer 2019 semesters. If you would like to provide further feedback on the new and improved dashboard reports, please [click here](#) to share your thoughts.

In order to export a course evaluation report for a selected course code section, select the 'Create PDF' page in your dashboard. This page has been created specifically for the purpose of creating a PDF report and consists of overall scores (averages), frequency response distributions to all multiple choice questions and all open-ended responses.



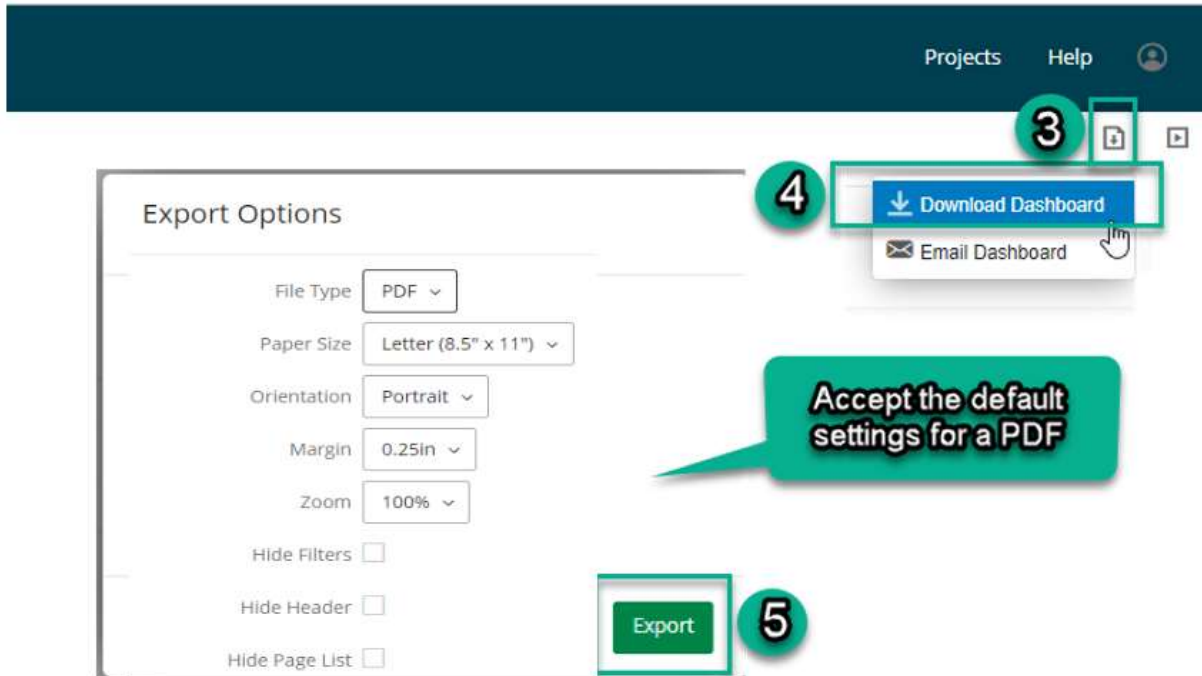
To export a course code section² report on the Create PDF page, follow the instructions below:

1. Select a Course Code Section
2. At the top of the page set your filters and select the Course Code Section you would like to create a PDF report for



² Course code section consists of a course code, section, and course registration number (CRN).

3. In the top right corner, select the Export button
4. Choose 'Download Dashboard'
5. Accept the default export settings and proceed with 'Export' to download your report.
Keep the boxes unchecked



HOW TO DOWNLOAD AND PDF OPEN-ENDED RESPONSES FOR A COURSE CODE SECTION THAT HAS MORE THAN 25 OPEN-ENDED RESPONSES FOR EACH OPEN ENDED QUESTION

If you have more than 25 responses to each open ended question, you need to export each question separately. You will know if there are more than 25 responses because you will have more than 1 page listed and will see "Page 1 of X". Only 25 responses can be shown per page.

< Page 1 of 5 >

1. In the 'Create PDF' page scroll down to 'Part C. Comments'.
2. Select the Export button in the corner of the first open ended question.

Part C. Comments 1

Administered to all courses except Science, Law, Nursing Practice, Nursing Lab Practice, ESAL, and ESTR; these areas used customized questionnaires.

C1. What aspects of this course helped your learning the most? Please be specific.

2 

3. By default, the file type in the export options menu is JPG. Click on the arrow to select PDF file type from the drop-down menu.
4. Accept all the default settings and click export.



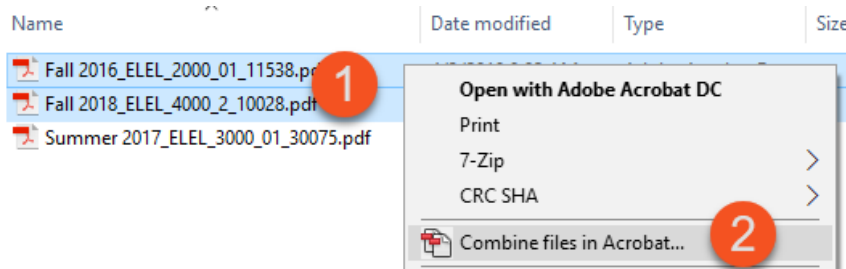
Once you have saved each of your open ended questions separately as a PDF document, you will need to use Adobe Acrobat to combine all PDFs. Instructions on how to combine PDFs using Adobe Acrobat are provide below.

HOW TO COMBINE YOUR PDF REPORTS USING ADOBE ACROBAT

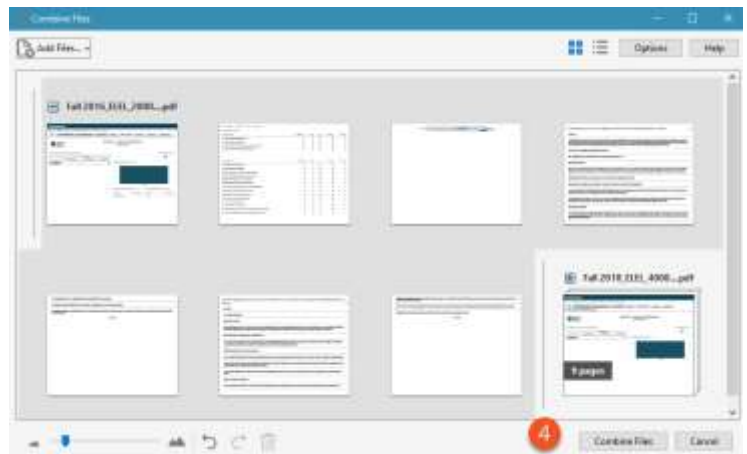
You will need to have Adobe Acrobat installed on your computer, you can download Adobe Acrobat Reader for free from [TRU IT Services website](#).

Once you have downloaded and saved each of your PDF reports, you can combine them using Adobe Acrobat following these steps below.

1. Highlight the PDF reports you would like to combine.
2. Right click and Select Combine files in Acrobat...

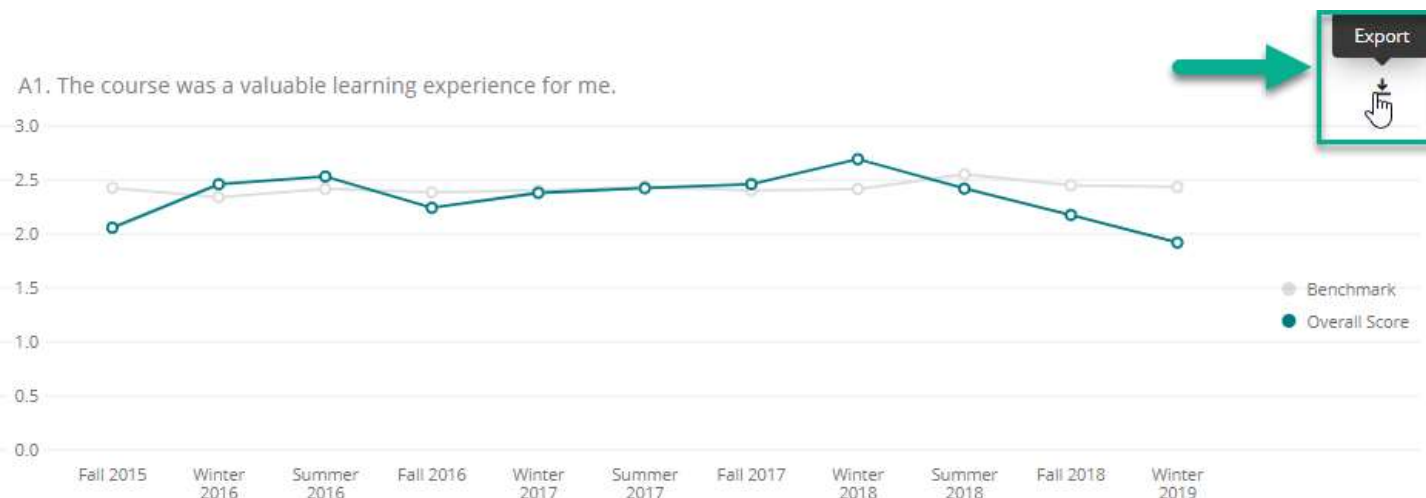


3. The Acrobat 'Combine Files' window will open up, here you can re-organize the page order or delete blank pages
4. Once you're done organizing pages, click on the 'Combine Files' button in the bottom right corner.
5. Save as a new PDF document.



HOW TO DOWNLOAD AND PDF INDIVIDUAL FIGURES

Individual graphs and tables can also be exported by clicking on the Export icon at the top right corner of each figure.



IS MY INFORMATION SECURE? WHO HAS ACCESS TO MY DASHBOARDS?

IPE has worked with IT to ensure that you have safe, secure access through TRU's system. The dashboard software (Qualtrics) has been vetted by IPE, IT, and the Privacy Office.

Qualtrics is fully compliant with all privacy and information security requirements, and the data is stored on a secure Canadian server.

Only you (the faculty member) and the Chair of your department can view your own course evaluation results.

WHO CAN I CONTACT REGARDING MY DASHBOARD REPORTS?

For dashboard technical support and user account management, contact crsevaladmin@tru.ca and for urgent technical inquiries call 250.828.7164.

For inquiries with regards to course evaluation process, survey design, interpreting your results, teaching workshops and resources, contact CELT@tru.ca.

If a Chair of a department has changed, please notify IPE or Course Evaluation Administration of this change, so Chair access can be updated. IPE will confirm Chair assignments with each Dean's office.

The Course Evaluation page and FAQs can be found here:

https://www.tru.ca/celt/Course_Evaluations.html

HOW DO I LOG OUT OF QUALTRICS?

After you are finished using a dashboard, click on the button next to 'Help'. In the pop-up menu select 'Logout'.

