

# Accessing Your Course Evaluations

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There are two ways to access CourseEval to view the results of your course evaluations.

- Go to <http://asu.edu/evaluate>
- -or-
- Via MyASU > Teaching & Student Support Tools

## Accessing the Survey Intelligence (SI) Report

The SI report is an easy-to-read and convenient way to display quantitative survey data for your performance review documents.

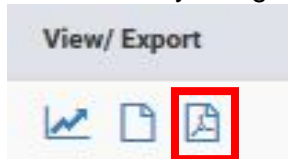
- From the main CourseEval page, click on the Survey Intelligence Report link under Reports button



- From the list of reports available, locate **CONHI Performance Evaluation Report (2017)**
- In the right column (View/Export) there are three options to select for how you print your report. These are:
  - Download as a PDF- useful if you want to save the results as a separate file with headings.
  - Download as Excel Data –useful if you want to calculate mean scores or show data from multiple years for a promotion or tenure application
  - View and Insert Image into a Document- useful for inserting directly into annual performance review documents

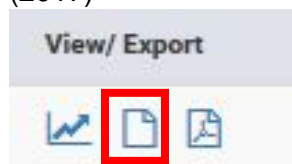
## Download SI Report as a PDF

- On the survey design page, select the “PDF” icon for CONHI Performance Evaluation Report (2017)



## Download SI Report as Excel Data

- On the survey design page, select the “CSV Data” icon for CONHI Performance Evaluation Report (2017)



- Click on “Results” at the top of the report screen

Click to download results file (CSV): [Results](#)

Click to download dictionary file (CSV): [Dictionary](#)



- Open with **Microsoft Excel**

## Notes Regarding the Excel Data

When you review the data in Excel, you will see information that resembles the following:

expected	received	pct	mean1	resp1	mean2	resp2	mean3	resp3	mean4	resp4	mean5	resp5	mean6	resp6	mean7	resp7	mean8	resp8	overall
9	7	78	4.2857	7	4.4286	7	4.2857	7	4.4286	7	4.2857	7	4.2857	7	4.5714	7	4.2857	7	4.3571
10	4	40	4.75	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	4.9688
10	5	50	4.8	5	4.8	5	4.8	5	4.8	5	4.8	5	4.8	5	4.8	5	4.8	5	4.8
10	5	50	4.2	5	4.2	5	4.6	5	4.6	5	4	5	4.2	5	4.4	5	4.4	5	4.325
8	2	25	4.5	2	4.5	2	4.5	2	4.5	2	4.5	2	4.5	2	4.5	2	4.5	2	4.5
8	2	25	5	2	4.5	2	5	2	4.5	2	5	2	5	2	5	2	5	2	4.875
52	28	54	3.8889	27	3.6429	28	3.25	28	3.7857	28	3.7857	28	3.4286	28	3.5357	28	3.2143	28	3.565
48	26	54	3.9615	26	3.9615	26	3.4231	26	3.8846	26	3.9231	26	3.9231	26	3.6538	26	3	26	3.7163
38	25	66	4.3333	24	4.4167	24	4.375	24	4.6	25	4.5833	24	4.4	25	4.48	25	4.24	25	4.4286
8	6	75	4.6667	6	4.5	6	4	6	4.1667	6	4.6667	6	4.6667	6	4.6667	6	4.5	6	4.4792
6	3	50	4.3333	3	4	2	4.3333	3	4.3333	3	4.6667	3	4	3	4	3	4	2	4.2273
8	3	38	3.3333	3	3.3333	3	3.3333	3	3.3333	3	3.3333	3	3	3	4	3	3.6667	3	3.4167
35	22	63	4.7143	21	4.5455	22	4.6818	22	4.5455	22	4.6818	22	4.6364	22	4.5	22	4.5455	22	4.6057

Note the following items:

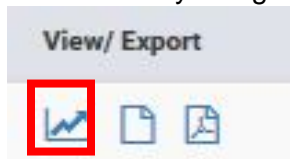
- The number of responses per questions will be displayed and this should be deleted
- The overall score per course is included
- The order of questions is the same as the order as displayed in the View Report

## View and Insert Image into a Document

There are three distinct steps involved in this process

### Step 1: Viewing Your Evaluation Report Data

- On the survey design page, select the “graph” icon for CONHI Performance Evaluation Report (2017)



- Filter data as appropriate

Survey	Survey Year	Survey Period	Course Number	Course Name	Course Section	Course Department	Evaluated Individual
Fall 2016: Session A (Regular Enrollment)	2016	2016FALL	NUR			UG Nursing (Pre-Licensure) (BSN)	

- Select the appropriate Instructor Questions

People Focused Questions								Compare
The instructor communicates high expectations.	The instructor emphasizes 'time on task' (i.e., making effective use of time devoted to a course and	The instructor encourages contact between students and faculty in and out of class (face-to-face and	The instructor encourages reciprocity (e.g. collaboration, teamwork, sharing ideas) and cooperation	The instructor gives prompt feedback.	The instructor gives useful feedback.	The instructor respects diverse talents and ways of learning.	The instructor uses active learning techniques.	Overall

### Step 2: Capturing the Screen as a Graphic

Depending on the type of computer you are using, you will want to use the Snipping Tool (Windows) or the Grab Tool (Mac) to capture the screen as a graphic. Using these tools will allow you to be able to insert the graphic into a Word Document.

- For Windows Users, please see the process describe here: <http://links.asu.edu/windows-screencap>
- For Mac Users, please see the process described here: <http://links.asu.edu/mac-screencap>

You will want to save the graphic to your computer as a file before continuing to the next step.

### Step 3: Inserting Your Data (Image) into Word Document

To insert the captured image into your Word Document, please see the link for the version of MS Word that you are using.

- For Windows version of MS Word: <http://links.asu.edu/windows-pic>
- For Mac versions of MS Word: <http://links.asu.edu/mac-pic>

## Requesting Comparative Data

If you require comparative data by CONHI program, please contact Academic Innovation.