Campus Labs Course Evaluations for Department Chairs
The Advantages of Campus Labs

• **The link for students is always the same.**
  No matter what semester, the link for students to access their course evaluations will always be

• **Monitor your department’s response rates while evaluations are open.**
  Log in with your CCU credentials to the administrator page at https://coastal.campuslabs.com/ce, select the
  term and active (still running) or closed evals, and the current response rate for your department overall and
  individual faculty will display.

• **Get your results a lot faster.**
  Unlike our old system, results are automatically compiled and released, meaning you'll see them days after
  grades are finalized by the Registrar's Office, instead of weeks. Results will be released with an email to all
  administrators. You will be able to access your department’s results directly as soon as they're available, rather
  than waiting until they're distributed to you.

• **Use the system’s flexibility to look for patterns and identify areas of interest.**
  View reports by individual faculty member, or dive into comparisons using Segment Comparison and Question
  Mean Analysis.

• **Use Segment Comparison to compare results of a faculty member’s course to the college, the department or other sections of the course.**
  For each question, you can compare the mean to other sections (when there are 3+ sections of the course),
  your department, or your college, and expand the comparison to show distribution and mean difference (much
  lower, lower, similar, higher, or much higher) from the comparison segment. **Note: the comparison mean and
  frequency distribution data may change as additional course sections ending at a later date are evaluated.**

• **Use Question Mean Analysis to get a broad view, then drill in.**
  See how your department did overall, look into specific questions and sort by faculty member or mean, then
  loop back to a section’s report to look at comments and other questions.
Accessing Your Department’s Course Evaluation Results

• To access your course department’s evaluations, go to https://coastal.campuslabs.com/ce

• Log in to the site using your University username and password.

• The website for administrators is different from the website for faculty members. To view your own faculty evaluation dashboard, instead go to https://coastal.campuslabs.com/faculty
After logging into https://coastal.campuslabs.com/ce, you’ll see three areas:

- Faculty Reports
- Question Mean Analysis
- Response Rates
Faculty Reports

- Use this report to learn about an individual faculty member’s evaluations
- From the list of your faculty, select either “Course Reports” or “Summary Report” for the individual faculty member

*Note: Make sure to select the desired semester in the upper right*
Faculty Reports: Summary Report

• Equivalent to the “classic” course eval report & also available to faculty
• Lists response rates, counts, means, standard deviations and comments for each of a faculty member’s courses in a compact format
• Easy to print a paper report or to PDF via the “Print” button at top right

Summary Report
Term: Fall 2016

<table>
<thead>
<tr>
<th>Course Sections</th>
<th>Report Status</th>
<th>Enrolled Students</th>
<th>Responded Students</th>
<th>Response Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 141 (1): Fundamentals Of Accounting</td>
<td>Released</td>
<td>8</td>
<td>6</td>
<td>75%</td>
</tr>
<tr>
<td>ACC 249 (1): Payroll Accounting</td>
<td>Released</td>
<td>8</td>
<td>5</td>
<td>62.5%</td>
</tr>
</tbody>
</table>

Evaluating the Course

Please indicate your level of agreement with the following statements:

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Moderately Agree</th>
<th>Neither Agree nor Disagree</th>
<th>Moderately Disagree</th>
<th>Strongly Disagree</th>
<th>Mean</th>
<th>Standard Deviation</th>
<th>Did Not Answer</th>
<th>Total Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course helped me organize my ideas and information.</td>
<td>50% (3)</td>
<td>50% (3)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>4.5</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>This course helped me revise my work.</td>
<td>60% (3)</td>
<td>40% (2)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>4.6</td>
<td>0.49</td>
<td>0</td>
</tr>
</tbody>
</table>
Faculty Reports: Course Reports

- Offers the same information (counts, means, standard deviations and comments) as the Summary Report, but separately for each of a faculty member’s course sections
- In addition, this report has Segment Comparison
- Click on a course section to get into its details
Faculty Reports: Course Reports

- Click into the quantitative (numeric question), qualitative (comments) or segment comparison tab
Faculty Reports: Course Reports
Segment Comparison

• Displays a graphical representation of the mean and frequency distribution, and can be compared to other segments if desired.

• To change the comparison, select the segment to view in the *Your Course Compared to* drop down menu. Information is then displayed for that segment. *Note: Because each college has their own questions, choosing the University and your college is the same; the exceptions are QA & QB, asked University-wide.*

• You can compare to your college, your department, and the course (if 3+ sections were evaluated).
Report Types: Segment Comparison

- Questions can be expanded to view frequency graphs
- The mean difference displays if the comparison segment is similar (within one standard deviation), higher/lower (between one and two standard deviations), or much higher/lower (more than two standard deviations)

Note: as additional sections are evaluated, the comparison mean and frequency data may change
Question Mean Analysis

- Use this report to see all course sections in your department; select the desired term in the upper right

- The main page lists your department’s overall mean, standard deviation and N for each question

- To drill into a question, and from there into a course or instructor, click the number of classes (it’s a link)
Question Mean Analysis

- The Course Section Count shows how many course sections have means for this question that fall into each range.

Question Mean: 4.41

This course helped me organize my ideas and information.

Course Section Count
Question Mean Analysis

- The Response Count shows the mean for each of your course sections
- You can sort by course (default), instructor, or mean
- You can filter by using the “Search” field to look at one particular course or instructor, or by clicking a range bar up on the Course Section Count (toggle on/off)

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Mean</th>
<th># of Enrollments</th>
<th># of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 141 (1): Fundamentals Of Accounting I</td>
<td>Instructor, Sample WIlcox, Brad</td>
<td>4.5</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>ACC 141 (2): Fundamentals Of Accounting I</td>
<td>Wilcox, Brad</td>
<td>4.5</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>ACC 141 (3): Fundamentals Of Accounting I</td>
<td>Wilcox, Brad</td>
<td>4.43</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>ACC 249 (1): Payroll Accounting</td>
<td>Hunter, Debra</td>
<td>4.6</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Instructor, Sample</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 249 (2): Payroll Accounting</td>
<td>Hunter, Debra</td>
<td>4.14</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Instructor, Sample</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 249 (3): Payroll Accounting</td>
<td>Hunter, Debra</td>
<td>4.33</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>WIlcox, Brad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 253 (1): Individual Income Tax Acctng</td>
<td>Instructor, Sample</td>
<td>4.29</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>ACC 253 (2): Individual Income Tax Acctng</td>
<td>WIlcox, Brad</td>
<td>4.17</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>ACC 253 (3): Individual Income Tax Acctng</td>
<td>WIlcox, Brad</td>
<td>4</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>ECO 201 (1): Principles Of Macroeconomics</td>
<td>Hunter, Debra</td>
<td>4.29</td>
<td>7</td>
<td>1</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 18 entries
Question Mean Analysis

• In the Response Count, go into a particular section (by clicking on the instructor name) to loop back to that section’s course report and dig into comments or targeted segment comparison

   Note: The “back” button will take you out to the first page in the Question Mean Analysis, so you may want to open courses in new tabs
Response Rate Report

- Lets you see the response rate at the department level and individual section level for your active and closed courses
- Toggle between terms and active/closed, or isolate those classes with a response rate below a certain threshold
The Faculty CE Experience

- [https://coastal.campuslabs.com/faculty](https://coastal.campuslabs.com/faculty)
- They have many of the same tools and comparisons available as a chair, but only for their own sections
- They’ll get notifications about dates, etc. and emails linking to results from CampusLabs.com
- As we have more semesters of data, they’ll be able to look at their trends over time using the Trends Analysis tool
The Student CE Experience

https://coastal.campuslabs.com/courseeval

• Regardless of the semester, the year, the course, the level or the end date of the course, there will always be one unchanging link

• Students log in with their CCU credentials

• They’ll get email invites & reminders from CampusLabs.com

• Feel free to give it to your students, post it on Moodle, tattoo it on your forehead...
Guides & How-Tos

• Robust documentation from Campus Labs is available at https://courseevaluationsupport.campuslabs.com

Need Help?

• Feel free to contact any of these folks in IRAA:
  - Molly French (mfrench@coastal.edu or x2294)
  - Vivian Ford (vford@coastal.edu or x2733)
  - Chris Mee (christin@coastal.edu or x2091)