Campus Labs Course Evaluations for Faculty
The Advantages of Campus Labs

• Monitor your response rates while evaluations are open.
  Log in to your personal faculty dashboard at https://coastal.campuslabs.com/faculty,
  and the current response rate for any open evaluations will display.

• Get your results a lot faster.
  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 are released
  with an email notification to each faculty member, and you can access your results
  directly as soon as they're available rather than waiting for distribution.

• Compare your results to different groups with the segment comparison function.
  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 that the comparison mean and frequency
distribution data may change as additional sections ending at a later date are
  evaluated.

• The link for students is always the same.
  No matter what semester, the link for students to access their course evaluations will
  always be https://coastal.campuslabs.com/courseeval.
The Faculty Dashboard (Home)

Each faculty member has their own personalized Campus Labs CE dashboard that displays:

- **Response rates** in real time
- **Open/close dates** for evaluated sections
- **Release date** for results
- **Reports for each section** with quantitative, qualitative, and segmented comparison reports (if data has been released)
- **Summary Report** with all of your sections (as soon as data is released for *all* of them)
Accessing Your Faculty Dashboard

• To access your course evaluation dashboard, go to https://coastal.campuslabs.com/faculty

• Log in to the site using your University username and password.
Viewing Response Rates While Evals Are Running

Select the desired term (Fig. B.) to view the current response rate for each course section (Fig. A.)
Viewing Response Rates
Once Evals Are Closed

Be sure to select the desired term in the upper left of the screen
Summary Report
Available as soon as data is released for all of your courses

Thomas Hoffman

Change Term
Fall Semester 2017

Course Evaluations Summary Report

Course Evaluation
CSCI 140 (02), CSCI 140L (02)

My Courses

CSCI 140L (H2), CSCI 140L (02)

Course Evaluations
CSCI 140L (H2)
No Evaluations

CSCI 140L (02)
Completed
On 12/7/2017 at 11:59 PM EST

View Results

- 37% Response Rate
- 19 Enrolled Students
Summary Report

- Equivalent to the “classic” course eval report
- Lists response rates, answer distributions, means, standard deviations, count of “no reply,” count of responses, and comments for all sections in a compact form
- Sections are grouped together by question so that the instructor can get a holistic view of all data for that particular item

<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 (3): Fundamentals Of Accounting</td>
<td>Released</td>
<td>8</td>
<td>6</td>
<td>75%</td>
</tr>
<tr>
<td>ACC 245 (3): 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>Statement</th>
<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%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>4.5</td>
<td>0.5</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>This course helped me revise my work.</td>
<td>60%</td>
<td>40%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>4.6</td>
<td>0.49</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>4.17</td>
<td>0.37</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>20%</td>
<td>80%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>4.2</td>
<td>0.4</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>
Printing The Summary to Paper or PDF

To print a paper report or to PDF, use the print button in the upper right-hand corner of the screen, select a printer option, and follow the prompts.
Viewing Individual Course Reports

• From the Faculty Dashboard (Home), click **View Results** for the desired section.  
  *If the View Results button is not shown, the evaluation for that section may still be collecting data or the data has not been released. Results are released after grades have been finalized by the Registrar’s Office.*

• Click on a report tab to view the specific data from that section: quantitative, qualitative, or segment comparison.
Course Reports: Quantitative

A summary of all responses for the selected section, with an answer distribution, mean, standard deviation, count of those not answering, and total count of responses.

ACC 249 (1): Payroll Accounting

Sample Instructor

Students Enrolled: 8
Students Responded: 5
Response Rate: 62.5%

Evaluating the Course

Please indicate your level of agreement with the following statements:

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This course helped me organize my ideas and information.
Course Reports: Qualitative

A summary of open-ended responses (comments)

ACC 249 (1): Payroll Accounting

Sample Instructor

8 Students Enrolled
5 Students Responded
62.5% Response Rate

Comments-

- This class was a ton of fun!
- I really enjoyed this course and I am sad to see it end!
- I enjoyed the course!
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).
Course Reports: Segment Comparison

- Click Expand/Collapse All Frequency Graphs to toggle answer distribution graphs on or off
- The Mean Difference on the right displays if the section’s mean is similar (within one standard deviation), higher/lower (between one and two standard deviations), or much higher/lower (more than two standard deviations) to the comparison segment

Note: As additional sections are evaluated, the comparison mean and frequency data may change
Trends Analysis

*Note: Because most faculty have only one semester of data so far, this report isn’t yet functional.*

- At-a-glance reports to focus on instructional quality
- View results across multiple academic terms without having to pull up side-by-side reports
- Make connections between longitudinal data sets for holistic insights
- From your Dashboard, click on the Trends Analysis button in the grey bar at the top of the screen
The main page of the report shows all of the questions that have been on an evaluation that was used to evaluate a course section the instructor has taught.
Trends Analysis

• Get details by clicking on a specific question; this page shows the question’s means per course across all available semesters

• An Overall Mean (the average of all responses from all course sections for this question) displays in the upper right

• Filter by clicking on the box next to a course or courses

• Click on one of the bars for contextual information about the course including the mean, number of responses, number of enrollments and how many sections of this course there were
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**

• Feel free to give it to your students, post it on Moodle, tattoo it on your forehead...

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

• Students log in with their CCU credentials

• There are no completion confirmation emails generated by this system
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)