

Instructions for Faculty to Access Course Evaluation Results

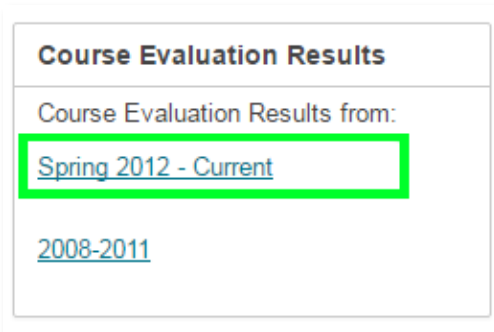
SCOQ data can be accessed through learn.rochester.edu

- Select the **Instructor Access** tab, and then click on the link [Course Evaluation Results 2012 – Current](#) under the [Course Evaluation Results](#) widget on the left hand side of the screen.

















This will take you to the CollegeNET Course Evaluation System. The options menu at the top of the screen allows you to navigate the system.

Accessing Reports – Course Instructors

- Sign in to blackboard with your NetID and password (<https://learn.rochester.edu>).
- Click on the Instructor Access Tab. (*If you are a TA skip this step*).
- In the Course Evaluations Results panel on the left hand side of the screen, click on the "Spring 2012 - Current" link.



Once the page loads you will be automatically logged into the CollegeNET Course Evaluations page and taken to the **'Home'** screen. From this screen you should see a summary listing of all courses you are attached to as the instructor similar to the image below.

| Spring 2016 (Closed) | | | | | | |
|---|---------------|------------|--|--|--|--|
| ↓ Course | Response Rate | Evaluators | Course Report | Comments | Responses | |
| <input type="checkbox"/> 4CSC 160 : ENGINEERING COMPUTING LAB (47804) | 58% | 11 / 19 | View   | View  | View  | |
| <input type="checkbox"/> 4CSC 160 : ENGINEERING COMPUTING LAB (47810) | 83% | 29 / 35 | View   | View  | View  | |
| <input type="checkbox"/> 4CSC 160 : ENGINEERING COMPUTING (47784) | 74% | 37 / 50 | View   | View  | View  | |
| <input type="checkbox"/> 4CSC 172 : SCI OF DATA STRC. WKSP (48098) | 82% | 9 / 11 | View   | View  | View  | |

From the course list you can view and download reports in different formats.

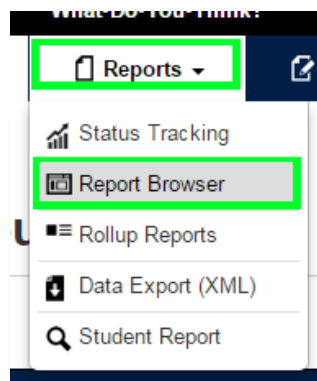
- Click **'view'** to display the responses directly in your Web Browser.
- Alternatively you can click on the PDF or Excel icons to download and save reports to your computer.

Accessing Reports – Department Heads

- Sign in to blackboard with your NetID and password (<https://learn.rochester.edu>).
- Click on the Instructor Access Tab.
- In the Course Evaluations Results panel on the left hand side of the screen, click on the "Spring 2012 - Current" link.



From this page you can select **Reports** from the top menu and then **Report Browser** to search and view evaluation reports.



Through the report browser you can select Departments, Instructors and Courses.

Please select a course evaluation report to view.

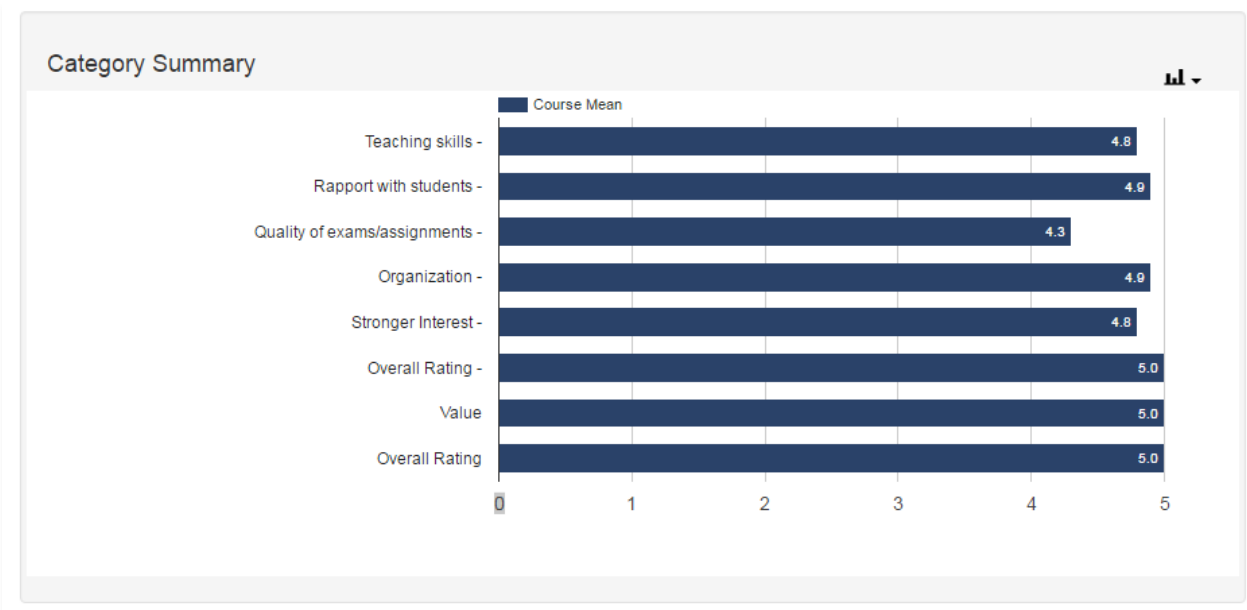
| Term | School | Department | Instructor | Course |
|--|--|---|-------------------|----------------------|
| All (12 terms) Summer 2016B Summer 2016 Spring 2016 Fall 2015 Spring 2015 Fall 2014 Spring 2014 Fall 2013 SMD 2013 FALL | All (2 schools) ARTS & SCIENCE ENGINEERING & APF | All (22 departments) American Sign Language Anthropology Art & Art History Biology Brain and Cognitive Sc Chemistry Clinical & Social Scienc Dance Earth & Environmental | CHASTEL, GUILLAUM | 1ASL 112 Lsf Exchang |

Once you've made selections at the bottom of the page you'll see a list of courses. Select **'view'** from a course in order to view detail information about that courses responses.

| Term | Course | Instructor | Action |
|--------------|--------------------------------------|----------------|----------------------|
| Summer 2016B | 1AH104 Screening Blackness | DENT, JEROME | View |
| Summer 2016B | 1BIO110 Principles of Biology I | BICKEL, RYAN | View |
| Summer 2016B | 1BIO250 Introduction To Biochemistry | CLARK, MICHAEL | View |

Viewing Ratings Summary information

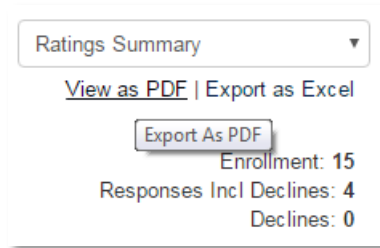
The Ratings Summary page shows a summary of the ratings the instructor received from his/her students in a particular course in each of several "Elements of Instruction" categories, and allows you to drill down in the interactive bar chart to see rating information for each category.



This is the default page when viewing an evaluations response from the report browser. Clicking on the 'graph' icon on the top right of any summary widget will allow you to modify what type of graph this information is displayed as on based on your needs.

In addition to the summary of all categories, you'll see individual breakdowns of every category in separate graphs below the summary chart.

You can export this information as either a PDF document or an Excel document using the buttons shown below.



Other Options

Using the drop down menu shown in the above image you can also view the 'Comments Report', which shows detailed comments made by students, as well as the 'Individual Responses' which shows a full view of every individual student's responses to the questionnaire.

For technical problems please email garry.henderson@rochester.edu. Be sure to include your NetId and the courses you are inquiring about. Other comments, questions or concerns should be directed to: nancy.specht@rochester.edu