

What•Do•You•Think? for Instructors and Deans

Introduction

As an instructor, you can use the What•Do•You•Think? Course Evaluation System (WDYT) to see student course evaluation results for the courses you taught. Specifically, you can see:

- An status overview of evaluation responses to the courses you taught, scheduled communications and upcoming events
- A summary of the ratings you received from students in the courses you taught. Each summary is presented in several “Elements of Instruction” categories and can be viewed as an interactive bar chart, a PDF or an Excel file.
- The comments students made about the courses you taught
- Individual responses to evaluation questions about the courses you taught
- The evaluation forms for your courses

If authorized to do so, you can also [create and edit evaluation questions for your courses](#).

As an academic administrator (such as a Dean) or an authorized instructor, you can use the Course Evaluation system to see student course evaluation results for selected courses based on the reporting options offered to you by your school. You may be able to see:

- [Course evaluations for selected terms, schools, departments, instructors, and courses](#)
- [Summary reports for selected terms, divisions, departments, subjects, and catalog numbers](#)

Note Because the look of WDYT has been customized for your school, your pages will look a little different than the pages shown in this document, and your school may not have access to all the functionality described.

Accessing course evaluation information

Log on to WDYT to go to the home page, My Courses. You can see the ratings, comments and responses you received for recent courses. You can also send reminders to evaluators for open courses with less than a 100% response rate.

← Log Out of the system

My Courses

Fall 2012 (Open)

Course	Response Rate	Evaluators	Reports Available	Reminder
Hist 201 : History of the United States (LEC)	96%	22 / 23	Available on 11/22/2012	✉

← Click to send reminder email

Satellite Campus Fall 2012 (Open)

Course	Response Rate	Evaluators	Reports Available	Reminder
Hist 201 : History of the United States (LEC)	0%	0 / 1	Available on 11/17/2012	✉

Summer 2008 (Closed)

Course	Response Rate	Evaluators	Ratings	Comments	Responses
Hist 315 : Greek History (LEC)	100%	19 / 19	View	View	View

Fall 2005 (Closed)

Course	Response Rate	Evaluators	Ratings	Comments	Responses
Hist 201 : History of the United States (LEC)	100%	22 / 22	View	View	View

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Note If you're an academic administrator who hasn't taught any courses, no course information appears on this page, but you will see report functionality listed in the Reports menu at the top of the page, such as [Report Browser](#) or [Summary Reports](#).

If you are or were a student in a courses and you have not completed all of your evaluations of other instructors, you will see My Evaluations as your Home page. To see the evaluations of the courses you taught, select My Courses from the Home menu.

Logging out:

You can log out of the system at any time by clicking "Log Out" at the top right of the page. The system automatically logs you out after 20 minutes of inactivity.

Seeing your teaching ratings summary

You can use WDYT to see a summary of the ratings you received from your students in a particular course in each of several categories, and drill down in the interactive bar chart to get rating information for each category. You can also generate a PDF or Excel version of the ratings information.

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Home Reports Configuration

Teaching Evaluation Summary (Summer 2008)

Course Title: **The U.S. in the 20th Century**
 Enrollment: **15** Responses Incl: **15** Declines: **0** (Declined: **0**)

Elements of Instruction

Category	Instructor Mean	Department Mean	All Course Mean
Overall	3.00	3.00	3.00
Organization/Clarity	3.00	3.00	3.00
Ability to Engage	3.00	3.00	3.00
Interaction w/ Students	3.00	3.00	3.00
Content/Evaluation	3.00	3.00	3.00
Section/Lab	3.00	3.00	3.00

Organization/Clarity

Category	Instructor Mean	Department Mean	All Course Mean
Objectives	2.92	3.06	3.00
Knowledge	1.77	2.65	2.99
Clear Expl.	3.46	3.22	3.04
Prioritizing	3.25	3.07	3.02
Pace	3.15	3.07	2.99

Table of ratings in selected category by question

	Mean	Std Dev	Poor	Fair	Good	Very Good	Excellent	N/A
Objectives	2.92	1.38	3	2	3	3	2	2
Knowledge	1.77	1.05	7	4	0	2	0	2
Clear Expl.	3.46	1.60	3	1	1	3	5	2
Prioritizing	3.25	1.53	3	1	1	4	3	3
Pace	3.15	1.51	2	4	1	2	4	2

Demographic information about the students who evaluated the course

Year Total	Area Total	Reason for Course	Attendance	Expected grade	Hours/Week	% Valuable
1 7%	Science 13%	Major/minor 0%	< 20% 0%	A 0%	< 1 0%	< 20% ⬇
2 7%	Social Science 0%	GER 14%	20-40% 0%	B 20%	1-5 20%	20-40% ⬇
3 20%	Humanities 20%	Reputation 21%	40-60% 0%	C 30%	5-10 20%	40-60% ⬇
4 7%	Engineering 7%	Interest 14%	60-80% 0%	D 30%	10-15 30%	60-80% ⬇
5 7%	Education 27%	Other 21%	80-100% 0%	CR/S 0%	> 15 0%	80-100% ⬇
Masters 20%	Undecided 20%	(no resp) 29%	(no resp) 100%	NP/NC 0%	(no resp) 30%	(no resp) ⬇
PhD 7%	(no resp) 13%			(no resp) 20%		
Other 27%						

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To access the Ratings Summary page:

From the My Courses page, click the "View" link under Ratings for one of your courses.
 From any Evaluation Summary page, click "Ratings Summary" at the top of the page.

To use the Ratings Summary page:

To...	Do this...
See performance ratings for a single category	Click the bar for that category on the chart.
Generate a PDF of the current view	Click "View as PDF" at the top of the page.
Generate an Excel file of the current view	Click "Export as Excel" at the top of the page.
Go to the Comment Summary page	Click "Comment Summary" at the top of the page. Then see, " Seeing the comments students made about your courses " on page 5.
Go to the Individual Responses page	Click "Individual Responses" at the top of the page. Then see, " Seeing the evaluation responses of individual students " on page 7.
Access course evaluation information for your school or department (if authorized)	Choose Report Browser from the Reports menu. Then see, " Seeing the course evaluations of your school and/or department " on page 9.

Seeing the comments students made about your courses

You can use WDYT to see the comments made by students who evaluated a particular course you taught. The information you see on your comments page has been customized for your school based on your evaluation questions.

The screenshot displays the CollegeNET 'What-Do-You-Think?' interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Configuration' options. The main content area shows a 'Teaching Evaluation Summary (Summer 2008)' for instructor 'McDonald, Melissa' in the subject 'Hist' (Catalog & Section: 327). The course title is 'The U.S. in the 20th Century' with 15 enrollments and 15 responses (0 declines). A 'View Question' section shows 'Question 1' with a filter for 'Filter Responses' including 'Strengths' and 'Suggestions for Improvement'. Below this, three student comments are listed, each with a 'Strengths' and 'Suggestions for Improvement' section. Annotations with arrows point to various parts of the interface: 'Instructor, subject, and catalog information' points to the instructor and subject details; 'Click to select question' points to the 'View Question' tabs; 'Click to see entire evaluation' points to a dropdown arrow; 'Comments of student evaluators for selected question' points to the list of comments; 'Click filter options' points to the 'Filter Responses' checkboxes; and 'Course title, total course enrollment, and how many students evaluated the course' points to the course title and enrollment statistics.

To access the Comment Summary page:

From the My Courses page, click “View” under Comments for one of your courses. From any Evaluation Summary page, click “Comment Summary” at the top of the page.

To use the Comment Summary page:

To...	Do this...
Select the comments question you want to see responses to	In the View Question part of the page, click the number of the question.
Filter the information displayed	In the Filter Responses part of the page, click the boxes to toggle the display on or off for the corresponding responses.
See the entire evaluation corresponding to a particular comment	Click the number (in the far left of the row) of the comment. Then see, “Seeing the evaluation responses of individual students” on page 7.
Go to the Ratings Summary page	Click “Ratings Summary” at the top of the page. Then see, “Seeing your teaching ratings summary” on page 3.
Go to the Individual Responses page	Click “Individual Responses” at the top of the page. Then see, “Seeing the evaluation responses of individual students” on page 7.
Access course evaluation information for your school or department (if authorized)	Choose Report Browser from the Reports menu. Then see, “Seeing the course evaluations of your school and/or department” on page 9.

Seeing the evaluation responses of individual students

You can use WDYT to see the evaluation responses of individual students for each of the courses you taught. This data is completely anonymous. The information you see on the individual response page has been customized for your school based on your evaluation questions.

Instructor, subject, and catalog information

Course title, total course enrollment, and how many students evaluated the course

Demographic information about the student's evaluator

Student's evaluation answers

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Home Reports Configuration

CollegeNET

Ratings Summary | Comment Summary | Instructor Report
View as PDF | Bulk Pdf Download

Teaching Evaluation Summary (Summer 2008)

Instructor: McDonald, Melissa
Subject: Hist
Catalog & Section: 327

Course Title: The U.S. in the 20th Century
Enrollment: 15 Responses Incl Declines: 15
(Declined: 0)

Evaluator 1 of 15 [Next Respondent >](#)

Year: Masters
Area of study: Undecided
Reason(s) for taking this course: Reputation
Attendance: < 20%
Expected grade: CR/S
Time spent on course work outside class:
% that was valuable: 80-100%

Overall Ratings

	Poor	Fair	Good	Very Good	Excellent	N/A
The quality of the course content	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
The instructor's teaching	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Instructor's Organization and Clarity

	Poor	Fair	Good	Very Good	Excellent	N/A
Set out and met clear objectives announced for the course	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displayed thorough knowledge of course material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Explained concepts clearly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distinguished between more important and less important topics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presented material at an appropriate pace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please comment on the individual instructors with regard to effectiveness and attitude toward students:

Strengths
Great!

Suggestions for Improvement
deliver the concepts in a more clear way; make class better combined with industry experience

Please comment on the strengths and weaknesses, if any, of the textbook(s) and reading(s). What materials were most and least valuable? Why?

Strengths
The portfolio article assignments were useful because they were from the real world.

Suggestions for Improvement
The coursenotes (the slides used in lecture) aren't very well outlined or organized, which makes it hard to find material when you want to come back to it.

Please comment on assignments and exams (difficulty, length, frequency, usefulness, and their success at testing conceptual understanding rather than recall):

Strengths
N/A

Suggestions for Improvement
Some homeworks and quizzes are overly conceptual, especially at the beginning of the quarter, which is quite daunting when faced with such new material.

Do you have any additional comments on the course over-all?

Strengths
Solid course with a good professor.

Suggestions for Improvement
Could have emphasized concepts with more structure so that it'll really stick. Also, choice of vocab units seemed a bit random.

Evaluator 1 of 15 [Next Respondent >](#)

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To access the Individual Responses page:

From the My Course Evaluations page, click “View” under Responses for one of your courses. From any Evaluation Summary page, click “Individual Responses” at the top of the page.

To use the Individual Responses page:

To...	Do this...
Go to the evaluation responses of the next student evaluator	Click “Next Respondent” at the top or bottom of the page.
Go to the evaluation responses of the previous student evaluator	Click “Previous Respondent” at the top or bottom of the page.
Generate a PDF of the currently viewed evaluation responses	Click “View as PDF” at the top of the page.
Generate a PDF summary report for all evaluation responses	Click “Bulk PDF Download” at the top of the page.
Go to the Ratings Summary page	Click “Ratings Summary” at the top of the page. Then see, “Seeing your teaching ratings summary” on page 3.
Go to the Comment Summary page	Click “Comment Summary” at the top of the page. Then see, “Seeing the comments students made about your courses” on page 5.
Access course evaluation information for your school or department (if authorized)	Choose Report Browser form the Reports menu. Then see, “Seeing the course evaluations of your school and/or department” on page 9.

Seeing the course evaluations of your school and/or department

If authorized to do so, you can use WDYT to see the evaluations for selected groups of courses in your school and/or department. Access of this type is typically restricted to department heads or deans.

To access and use the Report Browser page:

- 1 Choose "Report Browser" from the Reports menu.

Please select a course evaluation report to view.

Term	School	Department	Instructor	Course
All (4 terms)	All (3 schools)	All (3 departments)	Warford, Bryan	
Satellite Campus Fall 2012	Arts and Sciences	Accounting		
Spring 2012	Business Administration	Finance		
Summer 2008	Engineering	Information Systems		
Fall 2005				

Search: Go

Page 1 of 1

Term	Course	Instructor	Action
Satellite Campus Fall 2012	IS111LEC Fundamental Computer Concepts	Warford, Bryan	View <input type="checkbox"/>
Satellite Campus Fall 2012	IS380LEC Data Communications	Warford, Bryan	View <input type="checkbox"/>
Satellite Campus Fall 2012	IS415LEC Database Management	Warford, Bryan	View <input type="checkbox"/>
Satellite Campus Fall 2012	IS419LEC Web Application Development	Warford, Bryan	View <input type="checkbox"/>

You have 0 items in your queue. [Create Batch File](#)

- 2 Select the group of courses you're interested in by choosing the appropriate entries from the lists visible in the browser. These lists have been customized for your school.

In the example above, the user has selected to view data for courses which match the following criteria:

- The term is Satellite Campus Fall 2012
- The school is Business Administration
- The department is Information Systems

- 3 Locate a course whose evaluation information you want to view. Use the navigation controls above the list as needed to locate the course in the list.
 - [≤](#) takes you to the beginning of the list
 - [≥](#) takes you to the end of the list
 - [≤](#) takes you to the previous page in the list
 - [≥](#) takes you to the next page in the list
 - each [number](#) takes you to the corresponding page in the list
- 4 Click the course's "View" link to go to the Ratings Summary page for the course.
- 5 From here, you can:
 - View ratings summary details (see ["Seeing your teaching ratings summary" on page 3](#) below).
 - See the comments students made about the course (see ["Seeing the comments students made about your courses" on page 5](#))
 - See individual student evaluation responses (see ["Seeing the evaluation responses of individual students" on page 7](#))
- 6 After you've viewed the course evaluation information, close the page to return to the Report Browser page.
- 7 Repeat steps 3 - 6 to see evaluation results for other courses in this group.
- 8 Repeat steps 2 - 6 to see evaluation results for other groups.

Creating and editing evaluation questions

You can use WDYT to create and edit evaluation questions for the courses you teach. If you're authorized to do so, "My Questions" appears as a top level item.

To add evaluation questions for your courses:

- 1 Click "My Questions" to go to the My Questions page. This page allows you to create and edit the questions you want to appear on one or more of your course evaluations for a specified term.

Choose term

Term: Fall 2012 [create/edit questions]

Create Questions

Use this section to create questions that you wish to appear in one or more of your courses. Type in the text, and select which courses you want it to appear in on the menu to the right. Once the questions are created they are separate questions, e.g. editing the question in one course will not affect the question in other courses. You may add up to 10 questions per course.

Question Text:

Abbreviation (for report display):

Question Type: Quantitative: Written Answer:

Quantitative Answer Set: 1 2 3 4 5 6 7 8 9 10

Above Average Average Below Average

Poor Fair Good Very Good Excellent N/A

Apply To: Hist 201 History of the United States

[Save] [cancel]

Your Courses

This section displays the questions for each of your courses as they will appear on the evaluation form.

Instructor's Questions : Hist 201 History of the United States

	Poor	Fair	Good	Very Good	Excellent	N/A	
1. How would you rate the research facilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	edit text [X]
2. Which materials were best organized to allowing you to quickly finding answers to your questions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	edit text up ^ [X]
3. Nuther Kwestshun	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	edit text up ^ [X]

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- 2 Choose the term for which you want to create questions. By default, the system displays course information for the current term, but you can change the term to add questions for a different term. To do so:
 - a Select the term from the drop-down list. The list includes only the current and future terms that have been defined by your WDYT System Administrator.
 - b Click the “create/edit questions” button.
- 3 Create a question:
 - a Enter the text of the question in the Question Text box.
 - b Enter an abbreviation for the question; this will display in evaluation reports.
 - c Select the question type.

Create Questions

Use this section to create questions that you wish to appear in one or more of your courses. Type in the text, and select which courses you want it to appear in on the menu to the right. Once the questions are created they are separate questions, e.g. editing the question in one course will not affect the question in other courses. You may add up to 10 questions per course.

Enter question text → Question Text:

Enter question abbreviation → Abbreviation (for report display):

Select question type → Question Type: Quantitative: Written Answer:

Quantitative Answer Set:
 1 2 3 4 5 6 7 8 9 10

Above Average Average Below Average

Poor Fair Good Very Good Excellent N/A

Apply To
 Hist 201
 History of the United States

- d Select a quantitative answer set. This set applies to all of the quantitative questions you define in this section.
- e Check the courses this question applies to.
- f Click “Save”. The question you created now appears in the Your Courses area of the page below each of the courses you selected in step c.

Create Questions

Use this section to create questions that you wish to appear in one or more of your courses. Type in the text, and select which courses you want it to appear in on the menu to the right. Once the questions are created they are separate questions, e.g. editing the question in one course will not affect the question in other courses. You may add up to 10 questions per course.

Select a quantitative answer set → Question Text:

Abbreviation (for report display):

Question Type: Quantitative: Written Answer:

Quantitative Answer Set:
 1 2 3 4 5 6 7 8 9 10

Above Average Average Below Average

Poor Fair Good Very Good Excellent N/A

Click Save →

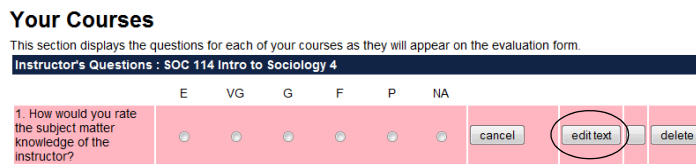
Check courses question applies to → Apply To
 Hist 201
 History of the United States

- 4 Repeat step 3 for each additional question you wish to create.

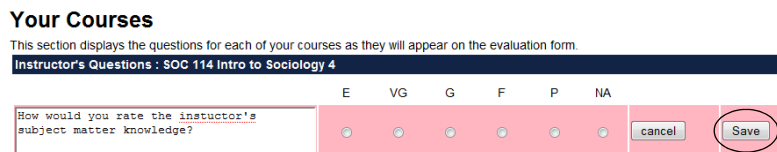
To edit the text or change the presentation order of an evaluation question:

Once you've created evaluation questions, you can edit each question as needed and, for courses with multiple questions, change the order in which the questions are presented.

- 1 Click the "edit question" button next to the question you want to edit.
- 2 **To change the question text:**
 - a Click the "edit text" button.

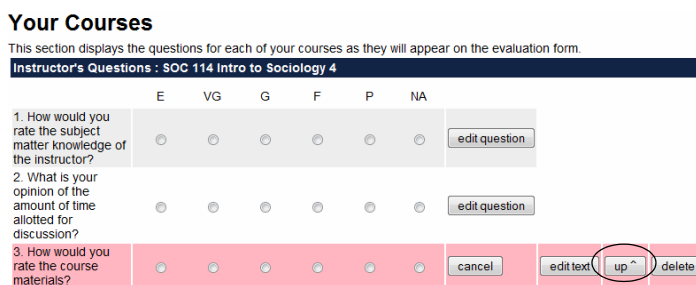


- b Edit the text.
- c Click Save.



To change the question's presentation order:

- a Click the "up^" button to move the question one place higher in the order. As you do this, the other questions are automatically repositioned.



- b To move the question up further, click its "edit question" button, and repeat step a.

To delete an evaluation question:

- 1 Click the "edit question" button next to the question you want to delete.
- 2 Click the "delete" button.

When you're done creating and editing questions, click "Home" at the top of the page.

Viewing evaluation forms for current and past terms

You can use WDYT configuration tools to view evaluation forms of each type as they appear for the current term and as they appeared in past terms, including any adaptively displayed sections of each form. Adaptively displayed sections are normally questions that only appear for specific departments or certain courses, e.g. rating the lab conditions for any courses offered by the biology department or describing facility access for a course offered at a remote location.

Viewing an evaluation form by type and term:

- 1 Choose Forms from the Configuration menu.
- 2 Select the Form and Term you want to view.
- 3 Click Update Display.
- 4 If you have portions of the form that are adaptively displayed, select the school, department, course, and/or instructor that the adaptively displayed sections pertain to, and click Update View to see the adaptively displayed parts of the form.

The screenshot shows the 'Online Course Evaluations Forms' configuration interface. It includes a navigation bar with 'Home', 'Reports', and 'Configuration' options. The main content area features the CollegeNET logo and the title 'Online Course Evaluations Forms'. Below the title, there are six dropdown menus for selecting 'Form', 'Term', 'School', 'Department', 'Course', and 'Instructor'. The 'Form' dropdown is currently set to 'Main Form' and the 'Term' dropdown is set to 'Fall 2012'. At the bottom of the form area, there are two buttons: 'Update Display' and 'Download Questions'. The footer of the page contains the text '© CollegeNET, Inc. | Help'.

- 5 When you're done viewing the form, click your browser's back button.

You can download all of your questions in Microsoft Excel format by clicking Download Questions.

Seeing summary reports

If authorized to do so, you can use WDYT to see summary reports for selected terms, divisions, departments, subjects, and catalog numbers.

Accessing and use the Summary Reports page:

- 1 Choose Summary Reports from the Reports menu.

The screenshot shows the CollegeNET interface for generating summary reports. At the top, there is a navigation bar with 'Home', 'Reports', and 'Configuration' menus. The main heading is 'Summary Reports'. Below this, there are five dropdown menus for selecting filters: 'Term' (Spring 2012), 'Division' (All Schools), 'Department' (All Departments), 'Subject' (All Subjects), and 'Catalog Number' (All Numbers). Below these is a 'Select Form' dropdown menu set to 'Main Form'. A 'Process Report' button is located below the form selection. Annotations with arrows point to these elements: 'Select Term, Division, Department, Subject and Catalog Number as desired' points to the filter dropdowns; 'Select form type' points to the 'Select Form' dropdown; and 'Run report' points to the 'Process Report' button. Below the form is a placeholder for '(Summary Reports Information text)'.

- 2 Select the group of courses and evaluation form type you want included in the report from the drop-down lists. These lists have been customized for your school.
- 3 Click Process Report. The report is generated and displayed, as shown in the following example.

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Home Reports Configuration

CollegeNET

Summary Reports

Term: Spring 2012 Division: All Schools Department: All Departments Subject: All Subjects Catalog Number: All Numbers

Select Form: Main Form

Process Report

(Summary Reports Information text) [Export as Excel](#)

Question	Number of Responses	Agree	Neither Agree Nor Disagree	Disagree	Does Not Apply	Mean
The Teacher						
Comes to class prepared and meets deadlines for online materials/interactions, if appropriate.	4774	86%	5%	2%	7%	4.82
Directs class time activities for the best use of time, including any online learning activities.	4776	85%	7%	4%	5%	4.70
Demonstrates enthusiasm for the subject matter and for teaching.	4766	89%	6%	2%	3%	4.78
Appears knowledgeable and current in the subject matter of this course.	4772	92%	5%	2%	2%	4.84
Clearly defines and communicates learning outcomes and expectations for performance.	4770	88%	7%	4%	1%	4.69
Provides explanations that are clear and understandable.	4769	84%	8%	6%	2%	4.59
Encourages participation and keeps students engaged throughout the class, including online materials, if appropriate.	4770	86%	7%	4%	3%	4.68
Checks to see that students understand before introducing new material.	4770	77%	12%	7%	5%	4.48
Encourages critical thinking, problem-solving and application of learning, in addition to recall of facts	4776	86%	7%	3%	4%	4.73
Provides timely feedback throughout the term.	4763	86%	7%	5%	2%	4.66
Treats all students fairly, respectfully, and does not discriminate.	4755	90%	5%	2%	3%	4.80
Uses evaluation and/or testing procedures that seem reasonable and fair.	4755	89%	6%	4%	2%	4.73
Is available to meet with students outside of class and/or follows up with contact.	4756	81%	11%	3%	5%	4.66
The Student						
I was rarely absent.	4778	85%	7%	2%	6%	4.76
I completed the required assignments.	4773	92%	5%	2%	1%	4.83
I was adequately prepared to meet the requirements of this class.	4709	92%	5%	2%	1%	4.83

Total Evaluations Declined: 0

Note: Total may not equal 100% due to rounding

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For each evaluation question, the default report shows:

- The number of responses
- The percentage of responses in each of the rating categories.
- The mean of the ratings responses

You institution may have additional custom information displayed on this report.

Searching for evaluation results by course

You can use WDYT report tools to search for evaluation results by course subject, course number or by instructor.

Accessing the Course Search page:

Choose Course Search from the Reports menu.

The screenshot shows the 'Course Search' interface. At the top, there's a navigation bar with 'Home', 'Reports', and 'Configuration'. Below that, the 'Course Search' title is displayed. The search area is divided into two sections. The first section, 'Search By Subject & Course Number', contains two dropdown menus: 'Subject: select subject' and 'Course Number: select course #'. The second section, 'Search By Instructor', contains a dropdown menu: 'select instructor'. Arrows indicate that 'Select subject' points to the first dropdown, 'Select course number' points to the second dropdown, and 'Select instructor' points to the third dropdown.

Using the Course Search page:

Do one of the following:

Search by course subject code and a course number

The lists of subject codes and course numbers have been customized for your school. If there are evaluation search results available they will be displayed.

Search by instructor.

The list of instructors has been customized for your school. If there are evaluation search results available they will be displayed.

Course subject code and course number search

The report for a subject and course number search shows the following for each of the course's instructors:

- Instructor name and course title
- Course term
- Average response value for each quantitative question
- Total number of evaluations
- Text for each qualitative question



Course Search

Search By Subject & Course Number

Subject: Course Number:

- Or -

Search By Instructor

Instructor	Title	Term	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	# of Evals
Aguirre, Edward A	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	3
Aguirre, Edward A	English Composition II	Spring 2012	4.0	5.0	4.0	4.0	3.0	4.0	5.0	4.0	3.0	4.0	5.0	4.0	2	8
Albrecht, Jason M	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	4.5	5.0	5.0	5.0	5.0	5.0	5.0	5.0	4
Albrecht, Jason M	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	3
Benally, Lisa W	English Composition II	Spring 2012	4.3	4.3	5.0	5.0	5.0	4.3	5.0	5.0	5.0	5.0	5.0	5.0	5.0	3
Hampton, Ronald J	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	4.3	5.0	5.0	5.0	5.0	5.0	5.0	3
Hampton, Ronald J	English Composition II	Spring 2012	5.0	4.2	4.3	4.3	4.3	4.2	4.0	2.6	4.7	4.7	3.5	4.3	5.0	6
Harris, Peter E	English Composition II	Spring 2012	4.7	5.0	5.0	4.7	5.0	5.0	5.0	5.0	5.0	4.7	5.0	5.0	5.0	6
Jackson, John J	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	4
Kidd, Gary M	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	2
Kidd, Gary M	English Composition II	Spring 2012	3.0	5.0	3.0	5.0	5.0	5.0	5.0	5.0	5.0	1.0	5.0	5.0	5.0	1
Lewis, Charles W	English Composition II	Spring 2012	4.5	4.4	4.8	5.0	5.0	4.5	4.8	4.5	5.0	4.8	5.0	5.0	5.0	8
Magness, Scott R	English Composition II	Spring 2012	4.3	4.0	4.5	4.5	4.3	4.0	4.5	3.5	4.5	4.5	4.5	4.5	4.5	4
Magness, Scott R	English Composition II	Spring 2012	4.6	3.8	4.6	4.2	4.2	3.8	4.2	3.8	4.6	4.6	4.2	4.6	4.6	5
Partida, Marie P	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	3
Rasmussen, Lenora R	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	7
Raymond, Carl D	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	1
Summerlin, Darrell J	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	12
Walko, Tiffanie K	English Composition II	Spring 2012	4.2	4.0	4.3	3.7	3.0	2.6	4.3	3.4	4.0	4.2	3.7	3.8	3.3	6
Webb, Catherine T	English Composition II	Spring 2012	4.4	3.0	4.4	4.8	3.2	3.2	3.4	3.2	4.4	4.0	3.6	4.8	4.4	10
Winebarger, Sharon E	English Composition II	Spring 2012	4.4	4.3	4.5	4.9	4.4	4.3	4.8	4.6	4.8	4.3	4.6	4.8	4.6	17

- Q1: Comes to class prepared and meets deadlines for online materials/interactions, if appropriate.
- Q2: Directs class time activities for the best use of time, including any online learning activities.
- Q3: Demonstrates enthusiasm for the subject matter and for teaching.
- Q4: Appears knowledgeable and current in the subject matter of this course.
- Q5: Clearly defines and communicates learning outcomes and expectations for performance.
- Q6: Provides explanations that are clear and understandable.
- Q7: Encourages participation and keeps students engaged throughout the class, including online materials, if appropriate.
- Q8: Checks to see that students understand before introducing new material.
- Q9: Encourages critical thinking, problem-solving and application of learning, in addition to recall of facts
- Q10: Provides timely feedback throughout the term.
- Q11: Treats all students fairly, respectfully, and does not discriminate.
- Q12: Uses evaluation and/or testing procedures that seem reasonable and fair.
- Q13: Is available to meet with students outside of class and/or follows up with contact.

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Searching for evaluation results by instructor:

The report for an instructor shows for each of the instructors courses:

- Course subject, course number and title
- Course term
- Average response value for each quantitative question
- Total number of evaluations
- Text of each qualitative question

Course Search

Search By Subject & Course Number

Subject: Course Number:

- Or -

Search By Instructor

Subject	Number	Title	Term	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	# of Evals
WR	122	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	8
WR	122	English Composition II	Spring 2012	5.0	5.0	5.0	5.0	5.0	4.5	5.0	5.0	5.0	5.0	5.0	5.0	5.0	4

Q1: Comes to class prepared and meets deadlines for online materials/interactions, if appropriate.
Q2: Directs class time activities for the best use of time, including any online learning activities.
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Q12: Uses evaluation and/or testing procedures that seem reasonable and fair.
Q13: Is available to meet with students outside of class and/or follows up with contact.

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Viewing the Means Roll-up

You can use WDYT report tools to view the aggregated average values for a school, department, subject, course or instructor.

Accessing the Means Roll-up page:

Select Means Rollup from the Reports menu.

The screenshot shows the CollegeNET interface with the 'Means Rollup' page. The navigation bar includes 'Home', 'Reports', and 'Configuration'. The main content area has the CollegeNET logo and the title 'Means Rollup'. Below the title is a form with five dropdown menus: 'School' (set to 'All schools'), 'Department' (set to '--'), 'Subject' (set to '--'), 'Catalog' (set to '--'), and 'Instructor' (set to '--'). A 'Process Report' button is located below the form. An arrow points from the text 'Select category value(s)' to the 'School' dropdown. Another arrow points from the text 'Click to return results' to the 'Process Report' button.

Using the Means Roll-up page:

- 1 Select values for the categories of interest. In the example below the user wants to see the means roll up for the entire Engineering School.
- 2 Click Process Report to return a table with results.

The screenshot shows the CollegeNET interface with the 'Means Rollup' page. The navigation bar is the same as in the previous screenshot. The form now has 'School' set to 'Engineering' and 'Department' set to 'All departments'. The 'Process Report' button is still present. An arrow points from the text 'Select category value(s)' to the 'School' dropdown. Another arrow points from the text 'Click to return results' to the 'Process Report' button. Below the form is a table with the following data:

Term	Department	Answer Count	Evaluator Count	Mean
Spring 2012	Apprentice Program	125	8	4.79
Spring 2012	Automotive Technology	594	38	4.96
Spring 2012	Computer Science	7035	443	4.53
Spring 2012	Computer Science	7035	443	4.53
Spring 2012	Construction	508	32	4.84
Spring 2012	Diesel Technology	335	21	4.83
Spring 2012	Electronics	670	42	4.75
Spring 2012	Fire Science	368	23	4.90
Spring 2012	Manufacturing Engineering Technology	666	42	4.78
Spring 2012	Welding	954	60	4.85
				4.65

An arrow points from the text 'Records matching selection criteria' to the first column of the table. Another arrow points from the text 'Average for all records displayed' to the 'Mean' value of 4.65.

Using Instructor Reports

You can use the WDYT report tools to view the qualitative comments and average response values for an instructor by term for a specific evaluation form.

Accessing the Instructor Reports page:

Select Instructor Reports from the Reports menu.

Using the Instructor Reports page:

- 1 Select instructor, term and form from the drop down lists.
- 2 Click "Process Report" to return results.
- 3 Click "View as PDF" to generate a PDF of the report, if desired.

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Home Reports Configuration

Instructor Reports

Select instructor, term and form →

Instructor: Allison, Ralph S | Term: Spring 2012 | Form: Main Form

Process Report ← Click to return results

View as PDF ← Click to create a PDF of the results

Question	Number of Responses	Mean
The Teacher	71	4.86 ← Average for all records displayed
Comes to class prepared and meets deadlines for online materials/interactions, if appropriate.	5	5.00
Directs class time activities for the best use of time, including any online learning activities.	5	5.00
Demonstrates enthusiasm for the subject matter and for teaching.	6	5.00
Appears knowledgeable and current in the subject matter of this course.	5	5.00
Clearly defines and communicates learning outcomes and expectations for performance.	6	5.00
Provides explanations that are clear and understandable.	6	5.00
Encourages participation and keeps students engaged throughout the class, including online materials, if appropriate.	6	5.00
Checks to see that students understand before introducing new material.	5	5.00
Encourages critical thinking, problem-solving and application of learning, in addition to recall of facts	5	5.00
Provides timely feedback throughout the term.	6	4.67
Treats all students fairly, respectfully, and does not discriminate.	5	5.00
Uses evaluation and/or testing procedures that seem reasonable and fair.	6	4.33
Is available to meet with students outside of class and/or follows up with contact.	5	4.20

Comments

Please provide any additional comments here.

The teacher did not have any office hours available, and did not give out his phone number. There are many points in the course where the instructions for the assignments can be misinterpreted, and some type of communication is necessary for the student to complete the assignment. More clearly written instructions would help as well as encouraging students to use the peer resource discussion board. Some kind of contact information is also vital.

He was very accommodating, was willing to work with me on projects, provided input. The weaknesses that I experienced were that he was slow sometimes about returning e-mails. There was no other way to contact him other than email. That was my one and only complaint, other than that I found him to be exceptional.

I really liked this instructor. He was very helpful and understanding and patient.

Quantitative responses

Qualitative responses

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Using the Instructor Evaluation Summary

You can use the WDYT report tools to view the qualitative comments and average response values for an instructor by course across terms.

Accessing the Instructor Evaluation Summary page:

Choose Instructor Evaluation Summary from the Reports menu.

Using the Instructor Evaluation Summary page:

- 1 Enter part (at least three characters) of an instructor's name, then click "search" to filter the instructor list.
- 2 Select an instructor from the list. Selecting an instructor will immediately display the available course evaluations for that instructor and blank the search box.

The screenshot shows the CollegeNET interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Configuration' menus. The main heading is 'Instructor Evaluation Summary'. Below this, there is a search box containing the text 'cho', a 'search' button, and a 'reset' button. A dropdown menu is open, displaying a list of instructor names: Chowdhury, Elizabeth B; Chowdhury, Marion J; Melanson, Nicholas J; Ochoa, Tammy C; and Zazzo, Nicholas. An arrow points from the text 'Enter part of an instructor's name' to the search box. Another arrow points from the text 'Select an instructor from the list' to the dropdown menu.

- 3 Select a Quarter/Year. You can select all semester/years by selecting the check box in the column header.

The screenshot shows the CollegeNET interface with the search box now empty. The dropdown menu is still open, showing the same list of instructor names. Below the search area, a table titled 'Marion Chowdhury' is displayed. The table has two columns: 'Quarter/Year' and 'Course #/Title'. The 'Quarter/Year' column has a checkbox next to each row. The 'Course #/Title' column lists the course details. A 'Process Report' button is located below the table. An arrow points from the text 'Select a Quarter/Year' to the checkbox in the first row. Another arrow points from the text 'Click "Process Report" to return results for your selections' to the 'Process Report' button.

<input type="checkbox"/>	Quarter/Year	Course #/Title
<input type="checkbox"/>	Spring 2012	220 / Digital Graphic Design II
<input checked="" type="checkbox"/>	Spring 2012	227 / Production Graphics
<input type="checkbox"/>	Spring 2012	260 / Web Graphics

- 4 Click Process Report to return results for your selections.

- Click "View as PDF" to generate a PDF of the report, if desired.

Click "reset" to clear your search term, selection and results

Click View as PDF to see your report as a PDF file

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Home Reports Configuration

Instructor Evaluation Summary

Chowdhury, Elizabeth B
 Chowdhury, Marion J
 Melanson, Nicholas J
 Ochoa, Tammy C
 Zazzo, Nicholas

[View as PDF](#)

Marion Chowdhury

<input type="checkbox"/>	Quarter/Year	Course #/Title
<input type="checkbox"/>	Spring 2012	220 / Digital Graphic Design II
<input checked="" type="checkbox"/>	Spring 2012	227 / Production Graphics
<input type="checkbox"/>	Spring 2012	260 / Web Graphics

[Process Report](#)

Category	Number of Responses	Mean
The Teacher	52	4.39

Comments

Please provide any additional comments here.

I have already put my heart, soul and two cents into my evaluation of my other (and all my classes) with Chris'. Jokingly, but with respect, I will not praddel on (more than I already have). Chris is an outstanding teacher... simply put.

I love chris, she is a wonderful instructor. I dont like that we dont follow the syllabus. Assignments and directions change on a daily basis so its often difficult to know what is expected and whats to be turned in. I also dont like tzh fact that the online tests we are taking are not accurate. I.E. In a match up of the definitions, which is nearly impossible to screw up especially when using open book open note and google all answers come out wrong. Very frustrating when you know you matched up the definitions word for word. Again chris is awesome I just wish there was more organization and thoroughness throughout the term.

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- Click "reset" to clear your search term, selection and results, if desired.

Using the Student Report

You can use WDYT to view the aggregated average values for an instructor.

Using the Student Report page:

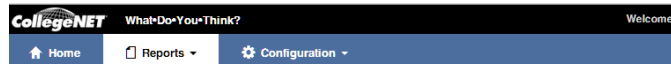
- 1 Select Student Report from the Reports menu.
- 2 Select the term of interest.
- 3 Click Search by Instructor, Search by Course or Browse by Discipline.

If you're...

Do this...

Searching by Instructor

- 1 Click Search by Instructor
- 2 Click Select an Instructor and type at least three characters. Search results are immediately displayed.



Student Report

Spring 2012 (main_demo)

Click Search by Instructor → Search by Instructor Search by Course Browse by Discipline

Enter search text →

Select an Instructor

arc

Claar, Archie

Fay, Marcela

Roberts, Narcisa

- 3 Select an instructor name from the search results. The report is displayed immediately

Claar, Archie

Archie Claar - HST 104: History of World Civilization I

Student Survey Responses: 10

Class Enrollment Size: 43

INSTRUCTOR RESULTS	
The Teacher	4.48
The Student	5.00

If you're...

Do this...

Searching by Instructor (cont.)

Note If the instructor taught more than one course in the term selected, a list of courses will be displayed. Click the course name to display the report

Click the course name to see the report

Searching by Course

- 1 Click Search by Course
- 2 Click Select a Course and type at least three characters. Search results are immediately displayed.

- 3 Select a course name from the search results. The report is displayed immediately

INSTRUCTOR RESULTS	
The Teacher	4.48
The Student	5.00

If you're...

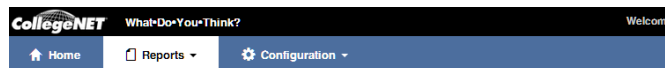
Do this...

Searching by Course (cont.)

Note If the course was taught by more than one instructor in the term selected, a list of instructors will be displayed. Click the instructor name to display the report

Browsing by Discipline

- 1 Click Browse by Discipline
- 2 Select a discipline from the Select a Discipline menu.



Student Report

Spring 2012 (main_demo)

Search by Instructor Search by Course **Browse by Discipline**

Select a Discipline

- ECON
- ED
- EET
- EMT
- ENG**
- FR
- FRP

Click Browse by Discipline →

Select a discipline →

- 3 Select a course name from the Select a Course menu.

ENG

Select a Course

- ENG105.01 (Introduction to Literature (Drama))
- ENG105.02 (Introduction to Literature (Drama))
- ENG105.R1 (Introduction to Literature (Drama))
- ENG108.01 (World Literature II)
- ENG109.01 (World Literature III)
- ENG109.R1 (World Literature III)
- ENG206.R1 (Survey of English Literature III)**

Select a discipline →

The report is immediately displayed.

ENG

ENG206.R1 (Survey of English Literature III)

Bert Perry - ENG 206: Survey of English Literature III

Student Survey Responses: 4
Class Enrollment Size: 25

INSTRUCTOR RESULTS	
The Teacher	5.00
The Student	4.83