



Harvey Mudd College Course Evaluations

Instructor's Manual V.1.0 Updated 5/19/24

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Prepared by Office of the Institutional Research and Effectiveness (OIRE)

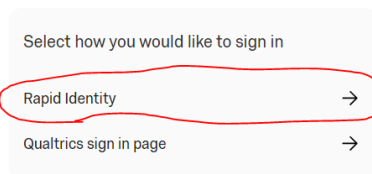
Contact: ahutrosales@hmc.edu for question or feedback.

Starting from Spring 2024, a [revised form](#) of course evaluation is being adopted along with a new dashboard reporting system where faculty can review course evaluation results in a more timely and interactive manner. This document should cover basic instructions on how to access and navigate the dashboard. There is more than one way to navigate and filter things, therefore, do not feel limited by what is in this manual when you explore the dashboard. As always, we appreciate your feedback and questions if you have any.

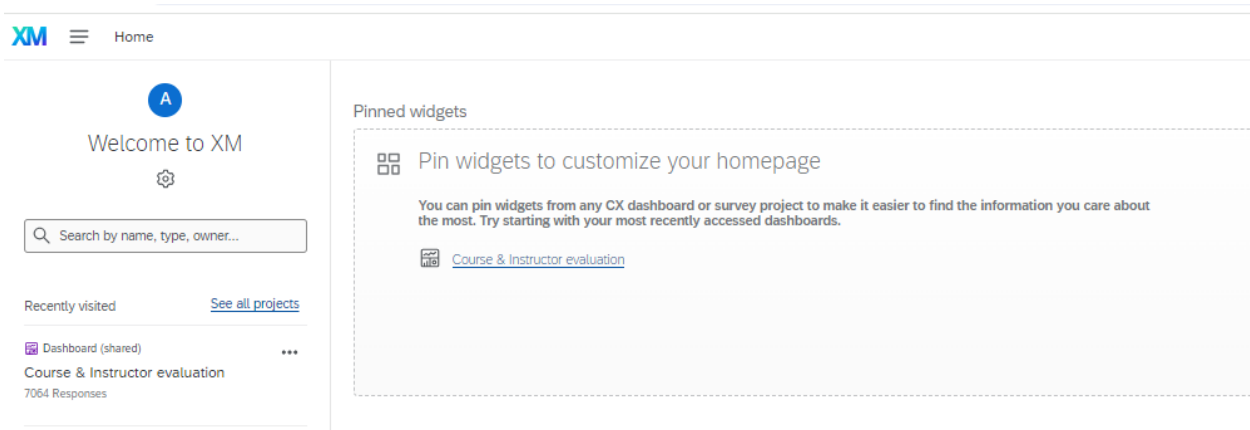
1. Logging in to Dashboard

- Please click on this link (<https://harveymuddadmin.co1.qualtrics.com/login>) and choose **Rapid Identity**, use your SSO to sign in. If you have difficulty signing in or if you do not have HMC SSO, contact ahutrosales@hmc.edu for assistance.

qualtrics^{XM}



- Once you successfully logged in, you will see a screen similar to the image below. Click on the Dashboard shown on the left panel and it will take you to the dashboard.




2. Reading course evaluation results

- Once you log in to your dashboard, you should see results of course evaluations for all the courses you are evaluated from Spring 2024 onward.
- Before you filter anything, the default shows the overall rating and average of **ALL** the courses and sections combined.
- You can use filters (pg. 8) or select each course by clicking on the course name or course ID to see individual course reports.
- Ratings for course and instructor are shown at the beginning of the report. For co-teaching courses/sections, students fill in one evaluation for the course, therefore, the ratings are the same for the course. Only you and your department chair can see the instructor rating part as the students fill in a separate survey for each instructor.

Admin | **Instructor View** | Department Chair View | Confidential Question | +

Settings | Insights | Mobile preview | Edit Page | Page Options | Export

Filters | Date: All Time | Department: All | Course: All | CourseId: All | Section: All | Instructor Id: All | Instructor Name: Htut | Hide Filters | Reset to Default



Harvey Mudd College

Course Evaluations

Harvey Mudd College -Instructor Details

Instructor Name	Total completed (not including partial) responses
Htut	18

Courses Evaluated 22

Course Name	Course Id	Course Rating	Count
	ENGR072_1T	-	1
Applied Math for Engineering	ENGR072_2T	-	1
	ENGR080T	7.00	2
Fictional Writing (Test Course)	WRIT100_3	4.63	18

The course has enabled me to be better 9

Course_Rate ↑	Average	Minimum	Maximum	Count
Apply Specific Skills	5.00	1	7	9
Articulate Key Concept	4.89	1	7	9
Expand my knowledge	4.78	1	7	9

The Instructor 7

Instructor_Rate ↑	Average	Minimum	Maximum	Count
Conveyed course material clearly and effectively	5.29	1	7	7
Fostered a learning environment that is inclusive	5.43	1	7	7
Motivated my intellectual curiosity	4.86	1	7	7
Provided clear criteria for how they assessed my work	5.43	1	7	7
Provided opportunities to communicate directly with them about the course and my progress	5.00	1	7	7

Frequencies (distribution of 1 to 7) - Course Evaluation 9

Course_Rate ↑	1	2	3	4	5	6	7
Apply Specific Skills	22%	0%	0%	11%	0%	33%	33%
Articulate Key Concept	22%	0%	0%	11%	11%	22%	33%
Expand my knowledge	22%	0%	11%	0%	11%	22%	33%

- If you scroll down to the second part of the report, you will see written responses. The left side of the dashboard list all the open-ended responses verbatim. On the right, the word cloud is designed to help you have a glance of the highlight of bigger and team-taught courses.

Written Responses

What activities of the course were most helpful for you, and why? 8

test ***

test ***

Readings and class discussions. Also workshopping our assignments and group discussions. ***

Concept of theory explained very well ***

I loved the concept mapping ***

Discussions and writing assignments. I like the reading assignments and text in this course too. ***

Assignments, discussions, lectures helped a lot during the course. ***

I think the writing in the fictional writing test course was the most helpful. It helped me learn how to express my amazing ideas. The discussions and lectures were great. ***

No more results to show

What activities of the course were most helpful for you, and why? 8 ▾

Student Information

My class year is: 8

Class Year	Percentage
First Year	13%
Junior	25%
Other	25%
Sophomore	38%

Why did you take this class? 8

Reason	Percentage
Non-major requirement for graduation (e.g. core course, HSA requirement)	25%
Other	38%
Recommended to me by someone else	38%
Requirement for major	50%
Topic interests me	25%

I filled out this form without the instructor present. 8

Response	Percentage	Count
Yes	87.50%	7
No	12.50%	1

I expect my grade to be approximately: 8

Grade	Percentage
A (HP)	63%
B	13%
Unsure	13%
F (NC)	13%

I am: 8

Status	Percentage	Count
HMC	87.50%	7
Non-HMC	12.50%	1

I filled out this form during dedicated class time. 8

Response	Percentage	Count
Yes	62.50%	5
No	37.50%	3

Major: 8

Major	Percentage
Eng	10%
Chem	10%
Math	5%
CS	10%
Chem-Bio	10%
MCB	10%
CS-Math	5%
Phys	5%
Math-Phys	5%
Bio	5%
CS-Phys	5%
Other	14%
Undecided	10%


- The part of the dashboard shows you the demographic make-up of respondents to the evaluation, including class year, reason they took the course for, their expected grade, whether they are Mudders or not, their intended Major(s) and the average time they spend working on the course.
- Demographics will come in handy if you want to filter respondents’ feedback based on a demographic group, e.g., what all the juniors or engineering majors thought of the course.

3. Exporting the pdf report

- Your course evaluations will remain in Qualtrics and available to you as long as you have valid HMC credentials. You can, however, export a PDF file of our evaluations for your own records.
- Before you export any course, it is important that you select the specific course you want to export. Make sure your name and the right course number you want to export is showing on the dashboard.

Filters

Date: All Time Department: All Course: All CourseId: ENGR072_1T Section: All Instructor Id: All Instructor Name: Htut Hide Filters



Harvey Mudd College

Course Evaluations

Courses Evaluated 1

Course Name	Course Id
Applied Math for Engineering	ENGR072_1T

- Once you have identified the right course, click on the “Export” icon on the top right corner of the screen and select “Download” from the drop-down menu.
- Select “PDF” from File Type and click on “Export”
- You should see a ready notification shortly after.

Settings Insights Mobile preview Edit Page Page Options Export

NGR072_1T Section: All Instructor Id: All Instructor Name: Htut Hide Filters Reset to Default

Harvey Mudd College Course Evaluations

Harvey Mudd College -Instructor Details

No data found - your filters may be too exclusive!

Export Options

File Type **PDF**

No page breaks

Paper Size Letter (8.5" x 11")

Orientation Portrait

Margin 0.25in

Select pages Instructor View

Zoom 100%

Hide Filters

Hide Header

Hide Page List

Delivery options
For larger exports, or if you have issues with automatic downloading, select **Retrieve file in notification center**

Automatically download file

Retrieve file in notification center

Close **Export**

	Count
	1

	Count
y and effectively	0
that is inclusive	0
ity	0
ey assessed my work	0
unicate directly with them about the course and my	0

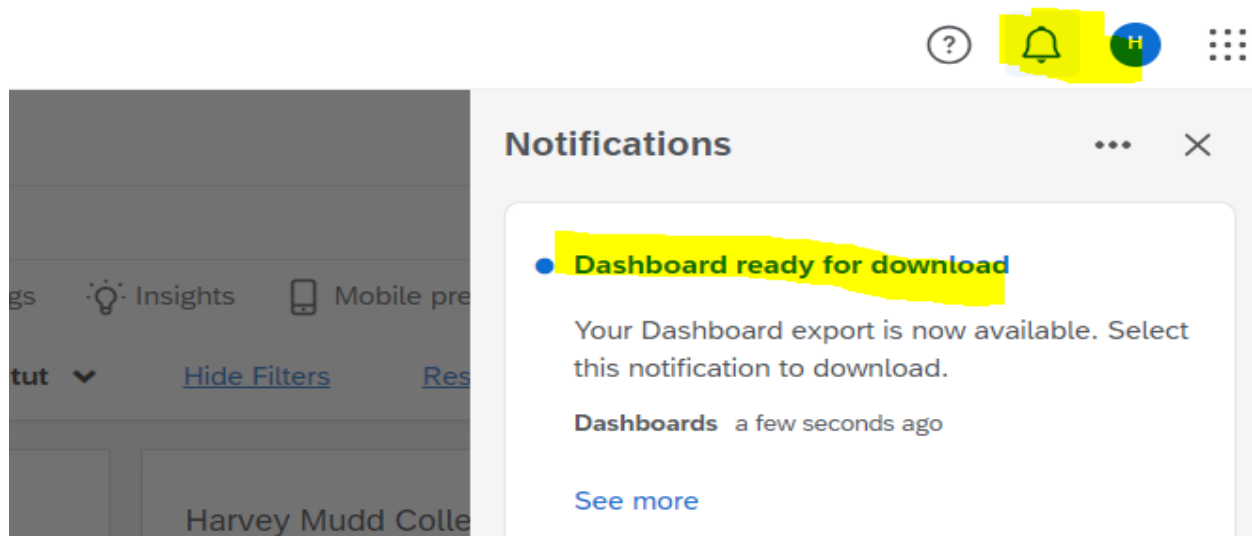
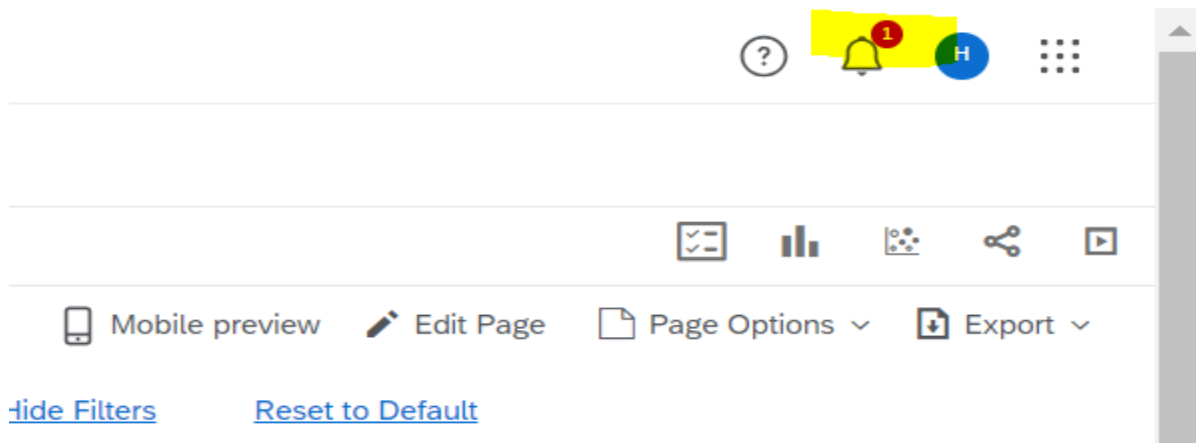
Generating Export

Your export is being generated and will be ready for download. Please visit the notification center to retrieve the file.

You can continue to use the dashboard while waiting for the download to complete.

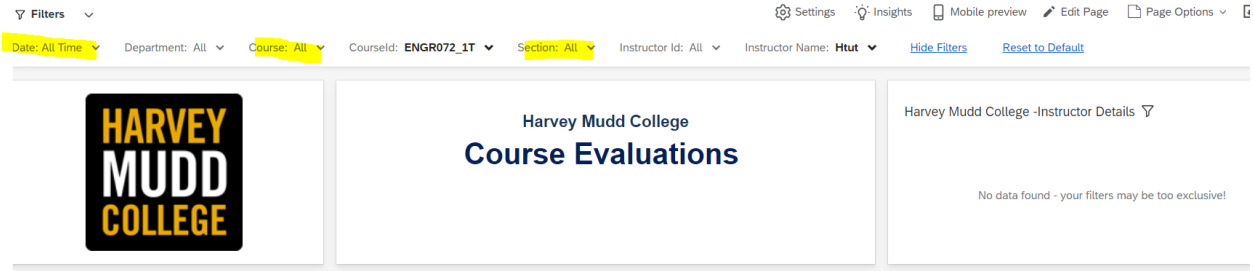
Close

- Once your report is ready, you will see a number shown next to the bell sign. It may take a few seconds. But if you do not see it shortly after, you may want to refresh your browser.
- Once you see the number, click on it and the dashboard is ready for you. You can select where you want to save the downloaded report. Recommended naming convention of the course evaluation report format: "SP23 HTUT_ROSALES WRIT123 Sect 5"

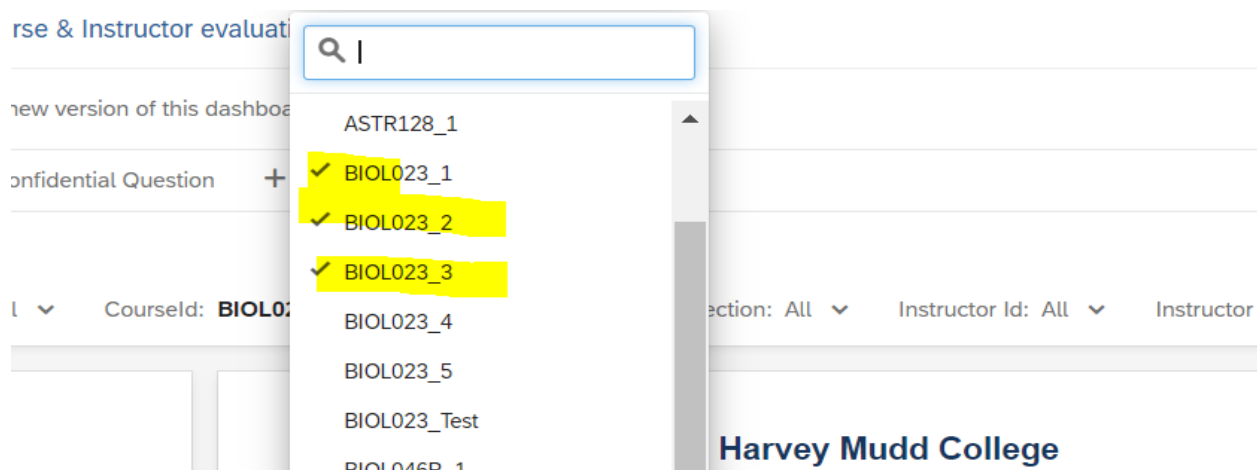


4. Filtering interactive Dashboards

- The interactive dashboards allow you to filter the results based on elected course(s), combine them, use a group of rating or demographic characteristic to analyse your responses.

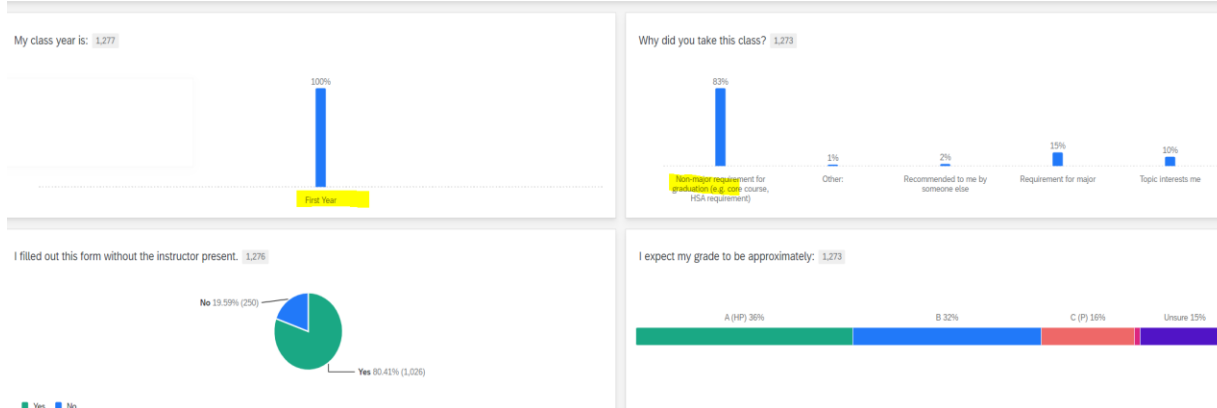


- There are multiple ways to do this. One of them is to use the drop-down menu at the top of the page and make your selection.
 - You could use multiple filters at the same time.
 - You could make multiple selections in each filter. For example, you can select all the sections of the same course and all the courses you teach in the same semester to get the overall average rating.



- Alternatively, you can filter is by clicking on the response options of a question. For example, you can click on “First year” column of the student information and it will filter the responses of what your first-year students have said.
- You can use “date” filter to select courses from different semesters. This will come in handy when you have multiple years of data and you wish to see the evaluations from the most recent semester.

Student Information



- You can always go back to the original view by clicking on “Reset to Default” link.

Settings Insights Mobile preview E

Action: All Instructor Id: All Instructor Name: All Q17 - My class year is: All Hide Filters **Reset to Default**

Harvey Mudd College
Course Evaluation

Harvey Mudd College -Instructor Details ▾

Instructor Name

Yong

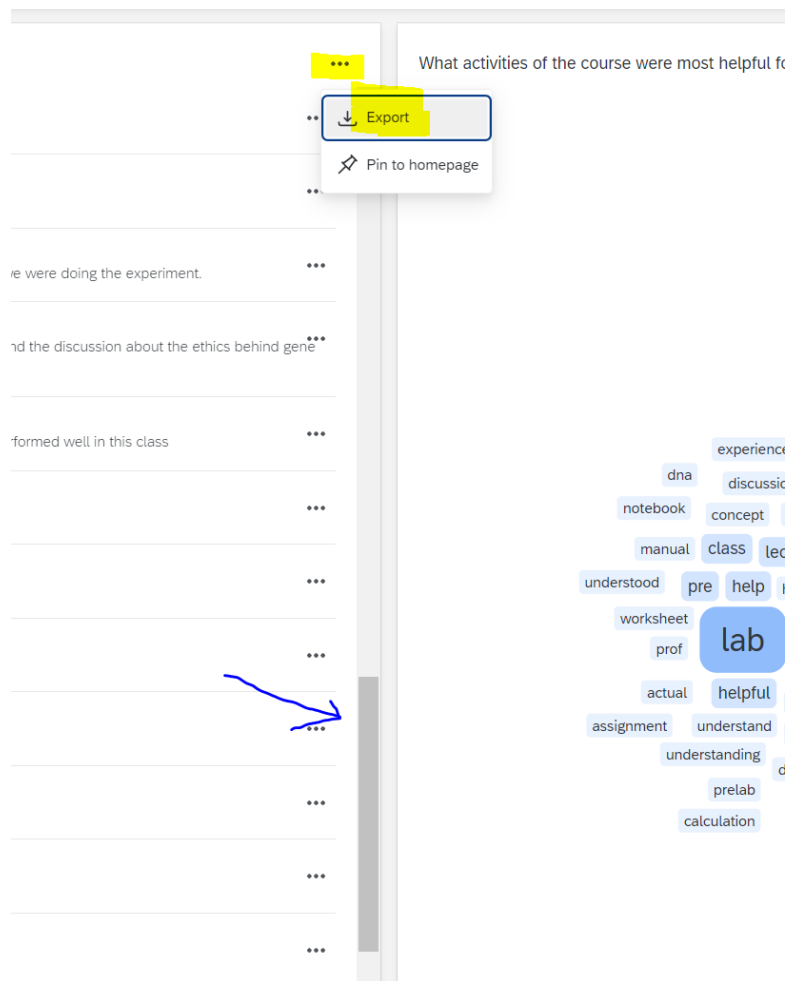
⋮

Search: |

- All
- First Year
- Junior
- Other
- Senior
- Sophomore

5. Expending the open-ended responses

- For large courses where students provide considerable open-ended responses, they will not all fit on the screen. In that case, you can scroll down the vertical slider to see all the open-ended responses.
- You can also click on the 3 dots next to the question and click on Export to see them in a Word document.



6. Accessing course evaluation files from previous semesters

- Previously, your course evaluation reports were available in a Sakai folder. Starting in Spring 2024, you will see course evaluation reports using the interactive dashboards. Reports prior to Spring 2024 are still available and are being moved to a google folder.
- OIRE will move all the Sakai archive course evaluation reports to google drive in the summer of 2024 and provide the information how to access them once they are ready.
- In the meantime, please contact OIRE if you need older folders during the transition.

More information on HMC Course Evaluation can be found on [our website](#). Please do not hesitate to contact us for any questions, concerns or feedback at ahutrosales@hmc.edu. Thank you.