On Campus Course Evaluations

Qualtrics Faculty Dashboard
User Guide

THOMPSON RIVERS UNIVERSITY

Integrated Planning & Effectiveness

Integrated Planning and Effectiveness

July 2023

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How do I log into Qualtrics to view course evaluation dashboard results?

Log into TRUemployee with your TRU Network credentials:

https://truemployee.tru.ca

Once you are logged in, click on 'Your Course Evaluation Dashboard Reports' under the Course Evaluation header.

If you do not see this link in you TRUemployee profile, please contact crsevaladmin@tru.ca. If you teach both on campus and Open Learning (OL) courses, you can access both course evaluation results through the same link. Once you are logged into the Qualtrics tool you will see at least two different dashboards: one for courses taught and evaluated on campus (e.g. General: Faculty Report) and another for courses taught and evaluated through OL (OLFM Evaluation Report).

## What is a dashboard and how do I switch between dashboards?

A dashboard is a data visualization tool that visually tracks, analyzes and displays course evaluation results. After logging into Qualtrics, your homepage with all of your available dashboards will open up.

Available dashboards may include: General, Law, Nursing, English as a Second Language (ESAL), or Education and Skills Training Program (ESTR) dashboards. You will only have access to the dashboards that contain student responses for the courses that you taught that used survey questions that belong in those dashboards.

- If you taught Law courses, you will have access to the Law: Faculty Report
- If you taught Nursing courses, you will have access to the Nursing: Faculty Report
- If you taught ESAL courses, you will have access to the ESAL: Faculty Report
- If you taught ESTR courses, you will have access to the ESTR: Faculty Report
- If you taught Science courses, you will have access to the Science: Faculty Report
- For all other courses, you will have access to the General: Faculty Report

When you select a dashboard, Qualtrics takes you to the first page called 'Notes'. On the left of the dashboard you can see the title 'Notes' and a down arrow. Clicking on this will show you all the pages that are available to view. If you want to always show the menu with pages, click on the three-dots next to 'Pages', and choose 'Always show pages'.

Below is an example of the pages available in the General: Faculty Report Dashboard.
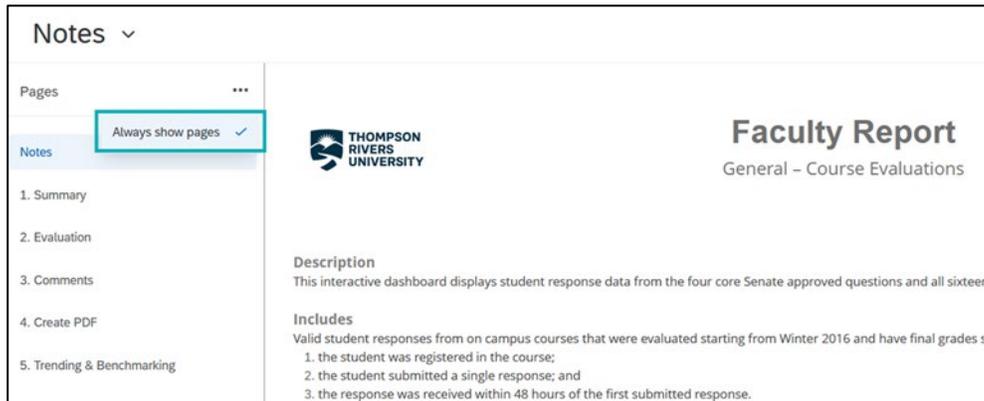
You can move through pages by clicking on each one. On each page you will need to set your filters in order to obtain response data for a specific filter.

To switch to another dashboard, click on the arrow next to the dashboard name at the top of the page. The pop-up menu will display the dashboards which you have access to.
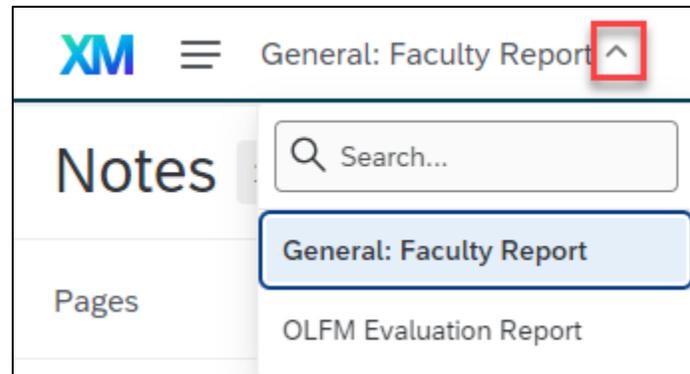
What are dashboard 'pages' and how do I move through them?

Most dashboards consist of the same six pages which are located on the left side of the page and are the following:

a. **Notes** - This page includes a dashboard description, contact information, dashboard feedback survey and instructions on how to download a PDF report of course evaluation results.

b. **Summary** - This page includes a summary table of all of your courses evaluated since the centralized "every course every time" course evaluations started in Winter 2016. If you do not see one of your courses in this list, the reason could be one of the following:

    i. The course was evaluated but there were no valid responses.

    ii. The course was not evaluated because it was excluded.

    iii. The final grades for the course were not found in Banner, therefore results were not imported into your dashboard.

c. **Evaluation** - This page includes averages and frequency distributions to all multiple-choice questions (Senate and Rating of Instruction questions).
d. **Comments** - This page includes student comments to all open-ended questions.
e. **Create PDF** - The purpose of this page is to be a one-time stop to export your course evaluation results as a PDF report.
f. **Trending and Benchmarking** - This page offers institutional, departmental, and course level benchmarking and trending over each semester.

What 'filters' are available to me?

Filters in each page are located at the top of the page. These filters will allow you to drill down or view your response data rolled up. By default they will be set to 'All'. Faculty Email, Faculty TID, and Custom Survey filters are locked to your personal data and cannot be changed.

The following filters can be changed:

- **Course Term** – the term when the course took place
- **Department** – the department that the course belongs to
- **Course Level** – the level of the course, e.g. courses that start with a '1' are level 1000, etc.
- **Course Code** – the course code, e.g. BIOL_1000
- **Course Code Section** – the unique section for the course (lowest level of filtering), e.g. BIOL_1000_01_CRN
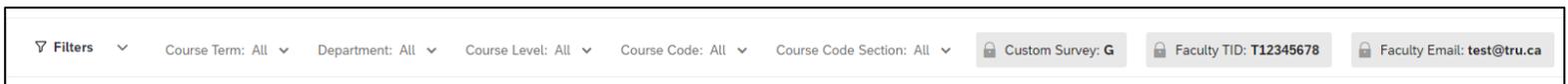
## What does it mean to 'Hide Filters' and 'Reset to Default'?

There are two options that are located next to the filters: 'hide filters' and 'reset to default'. The 'hide filters' option will hide filters from the page. The 'reset to default' button resets all filters to 'All'. For example, if after viewing results to one course, and you wish to switch to another course, you can click 'reset to default' and search for another course without having to deselect the course you were just looking at.
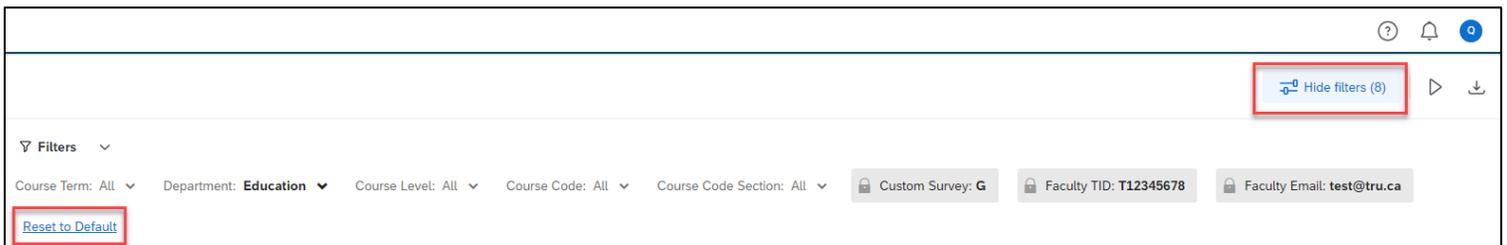
Note: Selected filters will not carry over to each page; you will need to recreate your filters when you move to a new page.

What does 'No data found – your filters may be too exclusive!' mean?

The 'No data found – your filters may be too exclusive!' message may mean that you have filtered to a section that has less than 5 valid student responses.

No data found - your filters may be too exclusive!
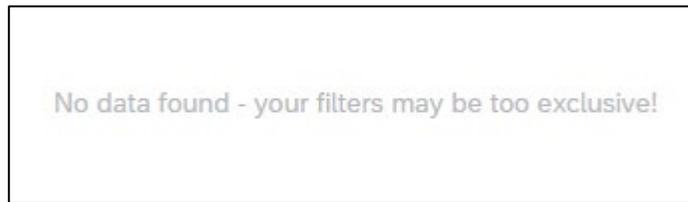
How do I see response data if less than 5 students responded to a course evaluation?

When filtered to one course section that has less than five responses, the dashboards will show the following message: No data found – your filters may be too exclusive!

You can combine (aggregate) these responses with another course evaluation to view the combined responses, as long as the combined responses are equal to five or more responses.

In order to create an aggregate (combined) report, follow the instructions below:

1. In the Course Code Section filter, select a course that has less than five responses.
2. Then select another course code section in the same filter.
3. The aggregate results are ready to be viewed as long as there are more than four valid student responses.

Why do I see an alert symbol next to a graph?

The alert symbol means that some responses are hidden due to a minimum response count threshold set to five. You will see this alert next to a graph if you filter to a course code section that has less than five responses.

A1. The course was a valuable learning experience for me
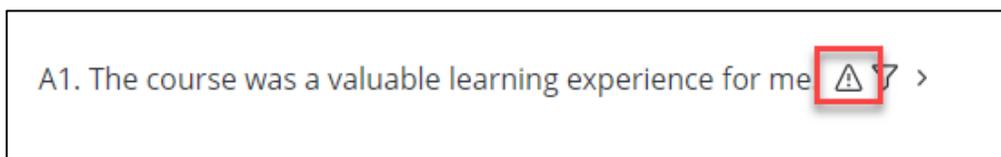
An alert symbol may be visible on the 'Trends & Benchmarking' graphs. If a faculty member has not taught for one (or more) semesters, Qualtrics counts the number of responses as zero, therefore the alert symbol will show because the threshold of five responses was not met. This graph will never actually hide responses. If you click on the alert, this message will appear:
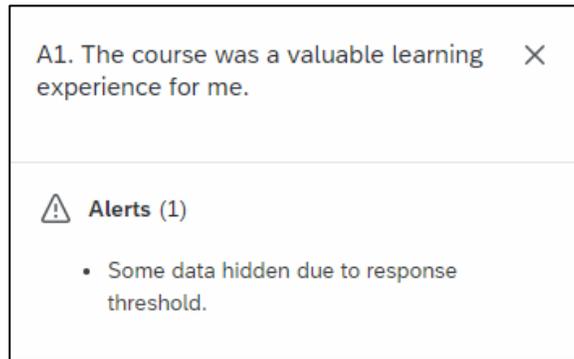
How do I view Institutional/Departmental/Course level benchmarks and trends in the Trending & Benchmarking page?
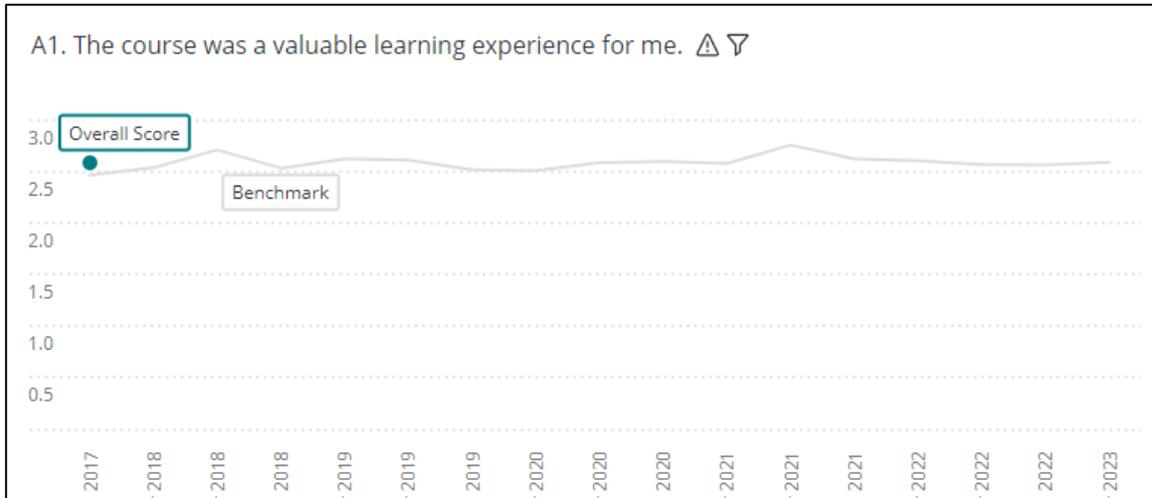
In order to see an **institutional benchmark**, select the 'Department' filter to 'All'. The horizontal line graph will show your cumulative score against the institutional benchmark.

The figure below shows an example of trending over time and an institutional benchmarking. The blue is your overall score (average), the grey is the institutional benchmark (when department is filtered to all).
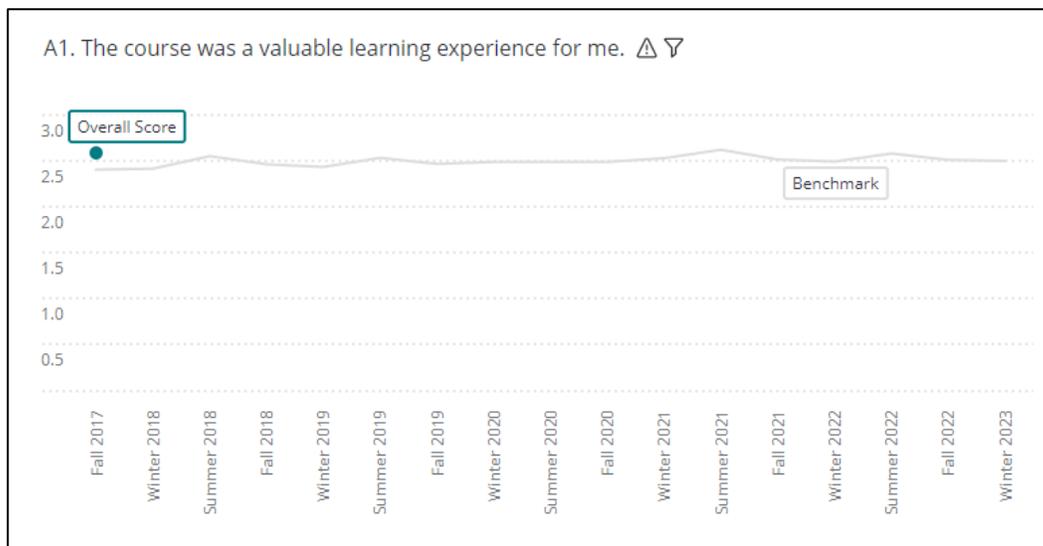
In order to see a **departmental benchmark**, select a department in the 'Department' filter. The horizontal line graph will show your cumulative score against the department benchmark.

In order to see a **course level benchmark**, select the specific course level of interest. To see an **institutional course level benchmark**, select the 'Department' filter to 'All'. To see an **departmental course level benchmark**, select the 'Department' filter to the specific department you would like. Courses of the selected course level will be displayed on the charts. The horizontal line graph will show your cumulative score against the department benchmark.


In order to see the overall score (your average) and benchmark, hover over the blue and grey circles. The Benchmark is the average and number of responses in the institution. The Overall Score is the average and number of responses for you specifically.

How to download a PDF report for a Course Code Section Evaluation

In order to export a course evaluation report for a selected course code section (specific section of a course), select the 'Create PDF' sheet in your dashboard. This sheet consists of overall scores and response distributions to all multiple-choice questions and all open-ended responses.
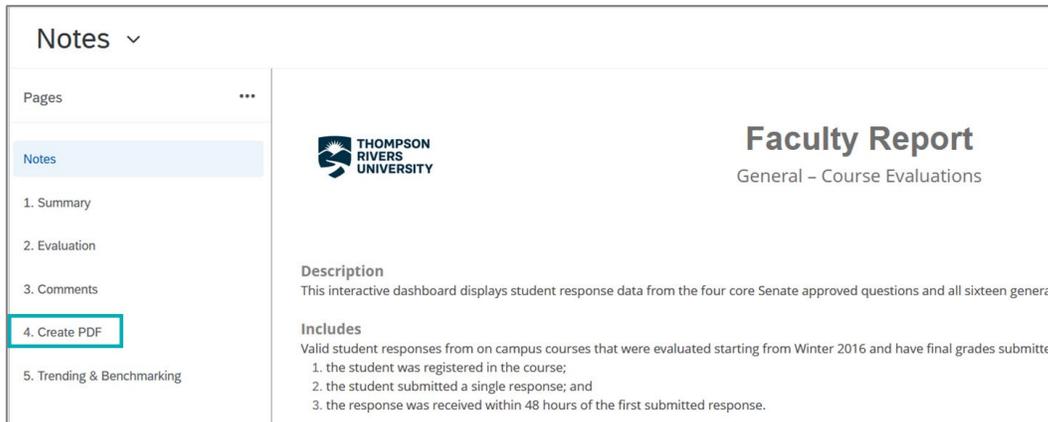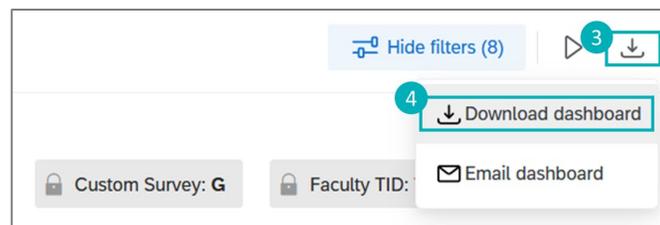

To export a course code section report on the 'Create PDF' sheet, follow the instructions below:

1. Select the course code section by setting your filters at the top of the page.
2. Choose the course code section you would like to create a PDF report for.
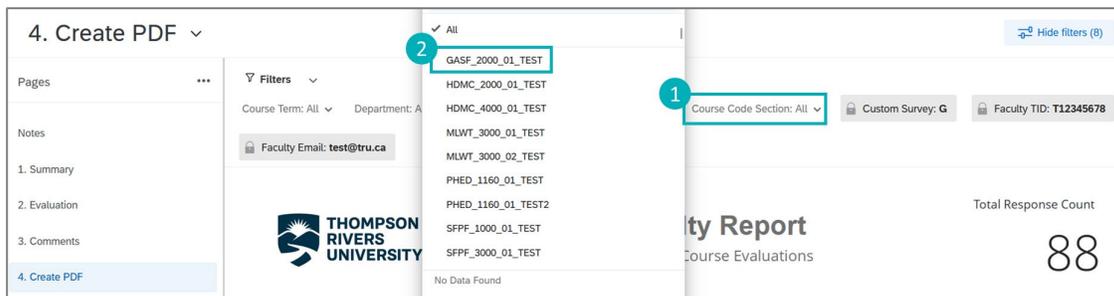
3. In the top right corner, select the 'Export' icon/ button.
4. Choose 'Download Dashboard'.

5. Choose the PDF file type to export.
6. Check the box "include all widgets content".
7. Select either the option "Automatically download file" or "Retrieve file in the notification center".
8. Click on "Export" to generate the PDF report.
    *   With "Automatically download file", you will get your file in your computer's "Downloads" or from the "Display the progress of ongoing download" icon at the top right.
    *   With "Retrieve file in the notification center", when you export is ready to download, you will be notified in the top right corner with a red number located on the notification bell icon. Once you see the red number, click on the notification bell and you can see all your notifications and that your dashboard is ready for download, click on 'Dashboard ready for download', then "See more" and the PDF will appear in the next tab of your window or be saved to your 'Downloads' folder on your computer.
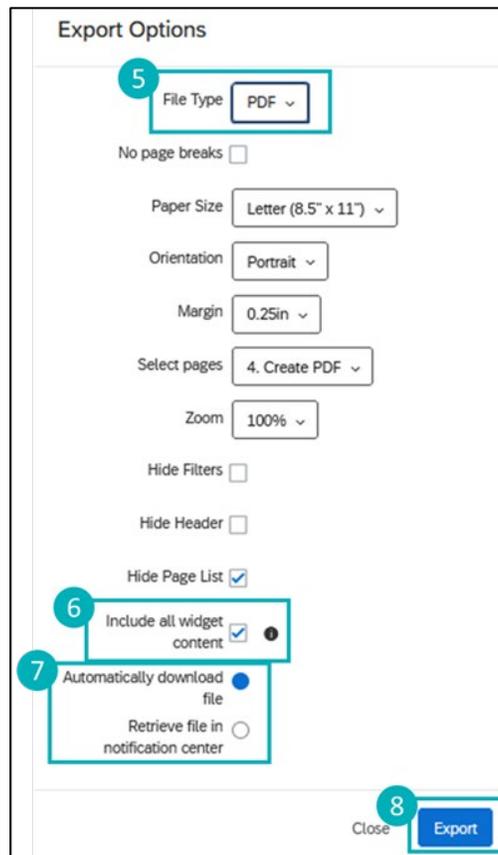
9. The Generating Export window will appear to let you know your PDF report is being generated. You can click on close and then you will be notified once the file is ready for download.

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.

⑨ Close

How to download a PDF of individual figures

Individual graphs and tables can also be exported by clicking on the 'Export' icon at the top right corner of each figure.
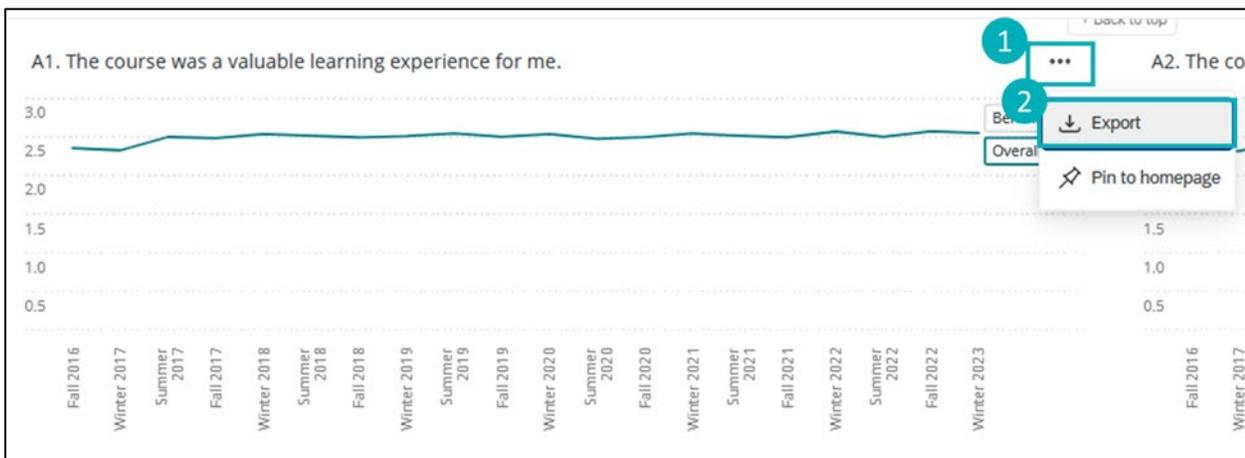
Is my information secure? Who has access to my dashboards?

IPE has worked with IT to ensure that you have safe, secure access through TRU's system. The dashboard software (Qualtrics) has been vetted by IPE, IT, and the Privacy Office.

Qualtrics is fully compliant with all privacy and information security requirements, and the data is stored on a secure Canadian server.

Only you (the faculty member) and the Chair of your department can view your own course evaluation results.

Who can I contact regarding my dashboard reports?

For dashboard technical support and user account management, contact crsevaladmin@tru.ca.

For inquiries with regards to course evaluation process, survey design, interpreting your results, teaching workshops and resources, contact CELT@tru.ca.

If a Chair of a department has changed, please notify IPE or Course Evaluation Administration of this change, so Chair access can be updated. IPE will confirm Chair assignments with each Dean's office.

The Course Evaluation page and FAQs can be found here: https://www.tru.ca/celt/faculty-development-and-feedback/course-evaluations.html

How do I log out of Qualtrics?

After you are finished using a dashboard, click on the blue circle next to the bell icon in the top right corner. In the pop-up menu select 'Logout'.