Open Learning Course Evaluation: *OLFM Dashboard User Guide*

August 2019

Table of Contents

How do I log into Qualtrics to view Open Learning (OL) course evaluation dashboard results?

Log in to 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 your TRUemployee profile, contact olcrseval@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 Open Learning and On Campus dashboards?

A dashboard is a data visualization tool that visually tracks, analyzes and displays course evaluation results. After logging into Qualtrics, the window with the available dashboards opens up. 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. Course Evaluation results for courses taught through OL and on campus are displayed in two different dashboards. If you teach both on campus and OL courses, you will have access to both dashboards in this menu.

To switch to another dashboard, click on the arrow right next to the dashboard name. The pop-up menu will display the dashboards to which you have access to.
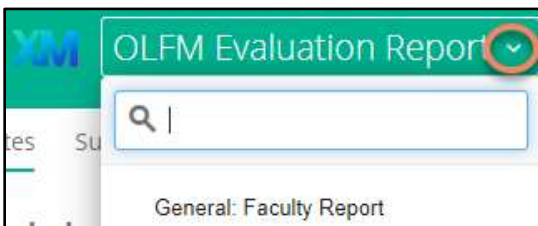
What results are displayed in the new Open Learning Faculty Member (OLFM) Evaluation Report dashboard and how are they different from the old OLFM evaluation PDF reports?

The OLFM Evaluation Report dashboard displays real-time student response data from the updated TRU-OL Course Evaluation survey in the following areas:

- Senate Questions – TRU's core course evaluation questions approved by Senate
- OLFM Evaluation – evaluation of the OLFM
- Course Design and Content – questions around course design and content, learning activities, and assignments
- Open Ended Comments – overall open ended responses

Starting on August 30th, 2019, OLFMs can access their results through the TRUemployee portal and see real-time responses which include responses from students who completed an OL course on January 28, 2019 or later. More notes about the OLFM Evaluation Report are provided on the first page of the dashboard ('Notes').

What are dashboard 'Pages' and how do I move through them?

Your dashboard consists of seven pages which are located in the top left corner and they are the following:

1. Notes
2. Summary
3. Senate Questions
4. OLFM Evaluation
5. Course Design and Content
6. Comments
7. Create PDF
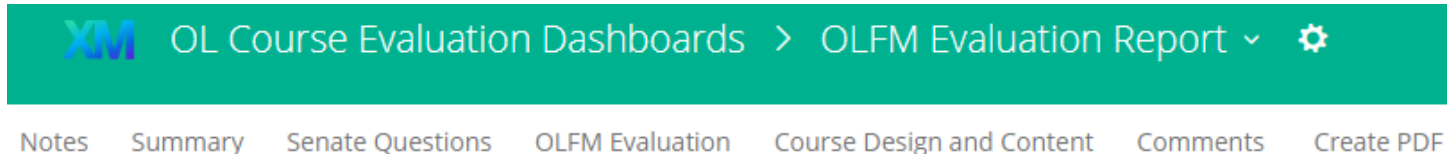
You can move through pages by clicking on each one. In each page you will need to set your filters in order to drill down into your response data.

What 'Filters' are available to me?

Filters in each page are located in the top left corner, just below the page names. These filters will allow you to drill down or view your response data rolled up. By default they will be set to 'All'.

- OLFM Email – this is locked to your TRU email (cannot be filtered)
- OLFM TID – this is locked to your TRU ID (cannot be filtered)
- Course Term – the term when the student registered for their course
- 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 – the course code, e.g. BIOL 1000
- Section – the section number for the course (lowest level of filtering)

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 (not recommended). The 'reset to default' button resets all filters to 'all' (very helpful). For example, if after viewing results to one course, and you wish to switch to another course, you can click 'reset to default' and easily start your search for another course. 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 two things:

1. You have filtered to a course section that has less than 5 valid student responses. (*Most likely*)

2. If either your OLFM TID or TRU email address is incorrect then no student response data will show in the dashboard and you will receive this message. Contact olcrseval@tru.ca. (*Least likely*)

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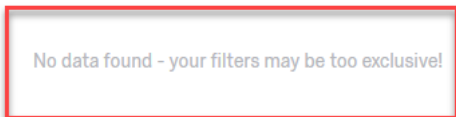
You can combine these responses with another course evaluation to view the combined responses, as long as the combined responses are equal to five or more responses.

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

1. In the course and section filters, select an evaluation that has less than five responses.

2. Then select another course and/or section.

3. The aggregate results are ready to be viewed as long as there are more than four valid student responses.

How do I export a course evaluation PDF report?

Each page of your dashboard (Summary, Senate Questions, OLFM Evaluation, Course Design and Content, and Comments) can be exported one at a time in PDF format, however, we have created the **'Create PDF'** page for the purpose of creating a PDF report in one export which includes all of your responses.

Follow the below instructions if you have <u>25 or less responses</u> for any of the open-ended questions (question 25, 31, and 59).
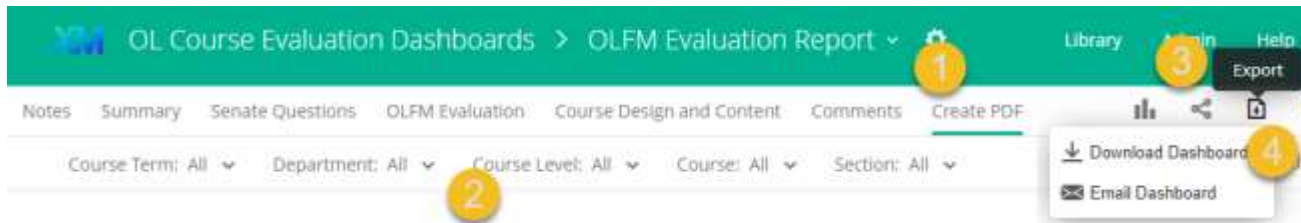
The below steps will create a PDF report (screen shot) of all of questions in one PDF (download the whole page), therefore since only 25 open ended responses will show per page, this method of taking a screen shot will capture all of the responses.

If you have more than 25 responses to any open ended question, you need to export each question separately and then combine the PDFs using Adobe Acrobat. You will know if there are more than 25 responses because you will have more than 1 page listed and will see "Page 1 of X". Only 25 responses can be shown per page.

< **Page 1 of 5** ∨ >
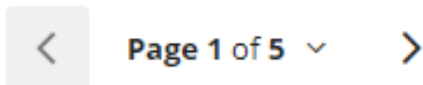
To export a <u>course code section</u>[1] PDF report with 25 or less comments click on the Create PDF page and follow the instructions below:

1. Select the 'Create PDF' page

2. Then set your filters (select the Course and Section you would like to create a PDF report for)

3. In the top right corner, select the **Export** button

4. Choose 'Download Dashboard'

For the best formatted PDF report follow these Export Option steps:

1. Choose PDF file type

2. Select 'Portrait' orientation

3. Set your margin to '0in'

4. Click on Export

If you have more than 25 responses to any open ended question, you need to export each question separately. You will know if there are more than 25 responses because you will have more than 1 page listed and will see "Page 1 of X". Only 25 responses can be shown per page.

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[1] Course code section consists of a course code and section selected.

A. How to create a PDF report for a course code section that has <mark>more than 25 open-ended responses for any open-ended question.</mark>

If there are more than 25 open ended responses for an open ended question, you will need to create a separate PDF report for each open ended question. The question will only display 25 responses per page and you can tell if a question has more than 25 responses because you will see 'Page 1 of X' at the bottom of the widget.

< **Page 1** of **5** ⌄ >

Please follow the steps below to create a PDF report for your open ended responses.

Follow these instructions if you have <u>more than 25 responses</u> for open ended question.

To export a PDF report for any open ended questions (questions 25, 31, and 59) follow the instructions below:

1. Select the Create PDF page

2. At the top of the page set your filters

3. Select the Export button in the corner of the first open ended question
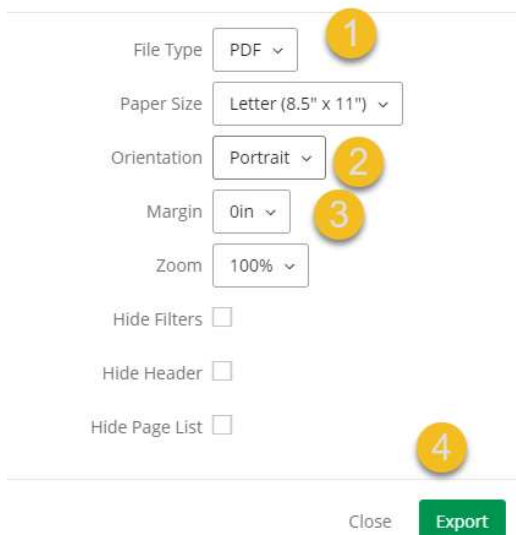
25. Please share any additional comments related to the course design and content:

For the best formatted PDF report follow these Export Option steps:

1. Choose PDF file type

2. Select 'Portrait' orientation

3. Set your margin to '0in'

4. Click on Export

Export Options

|	
File Type	PDF ⌄
Paper Size	Letter (8.5" x 11") ⌄
Orientation	Portrait ⌄
Margin	0in ⌄
Zoom	100% ⌄
Hide Filters	☐
Hide Header	☐
Hide Page List	☐

Close   **Export**

Once you have saved each of the exported files separately as a PDF document, you will need to use Adobe Acrobat to combine all PDFs. Instructions on how to combine PDFs using Adobe Acrobat are provided below.

**B. How to combine your pdf reports using Adobe Acrobat**

You will need to have Adobe Acrobat installed on your computer, you can download Adobe Acrobat Reader for free from TRU IT Services website.

Once you have downloaded and saved each of your PDF reports, you can combine them using Adobe Acrobat following these steps below.

1. Highlight the PDF reports you would like to combine.

2. Right click and Select Combine files in Acrobat…
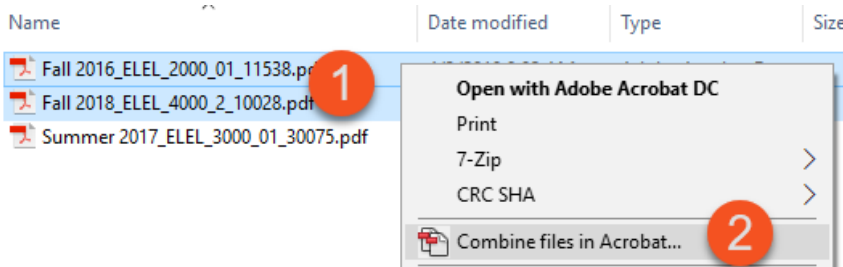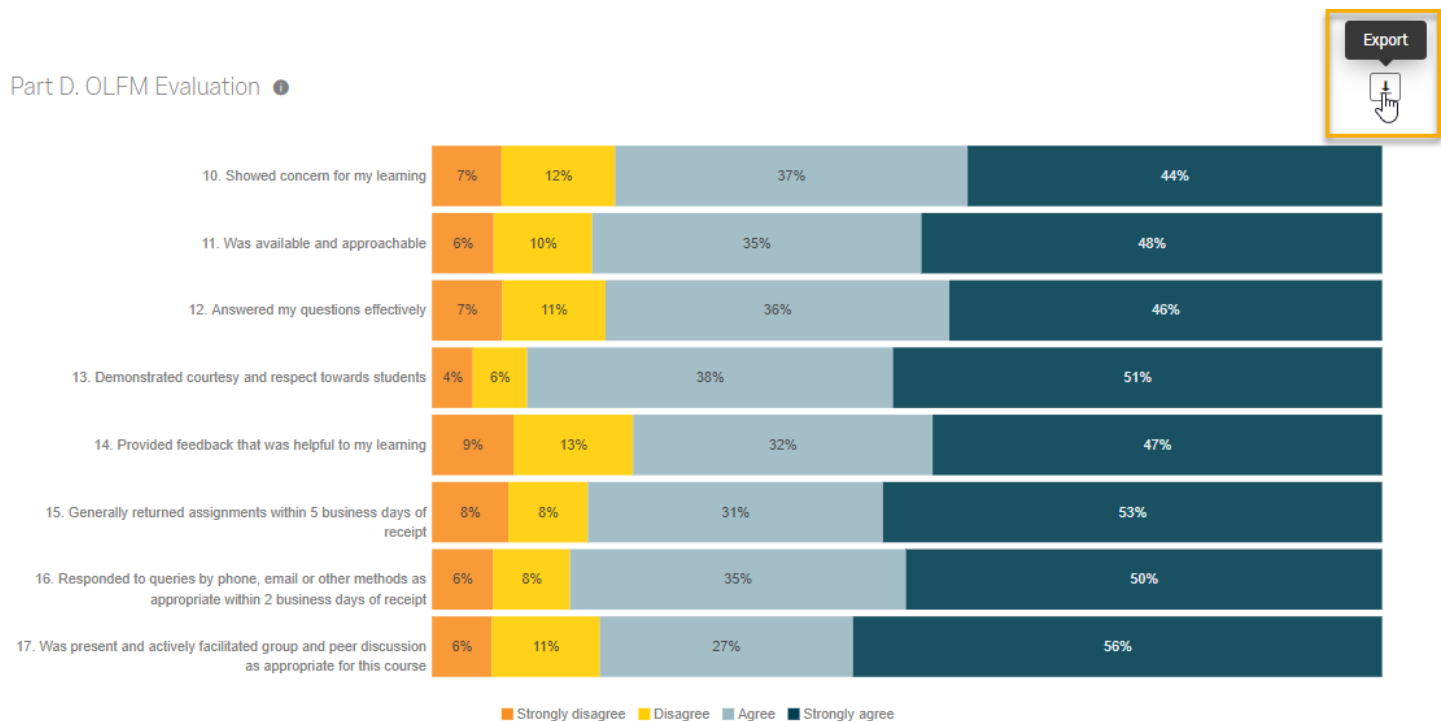

3. The Acrobat 'Combine Files' window will open up, here you can re-organize the page order or delete blank pages

4. Once you're done organizing pages, click on the 'Combine Files' button in the bottom right corner.

5. Save as a new PDF document.
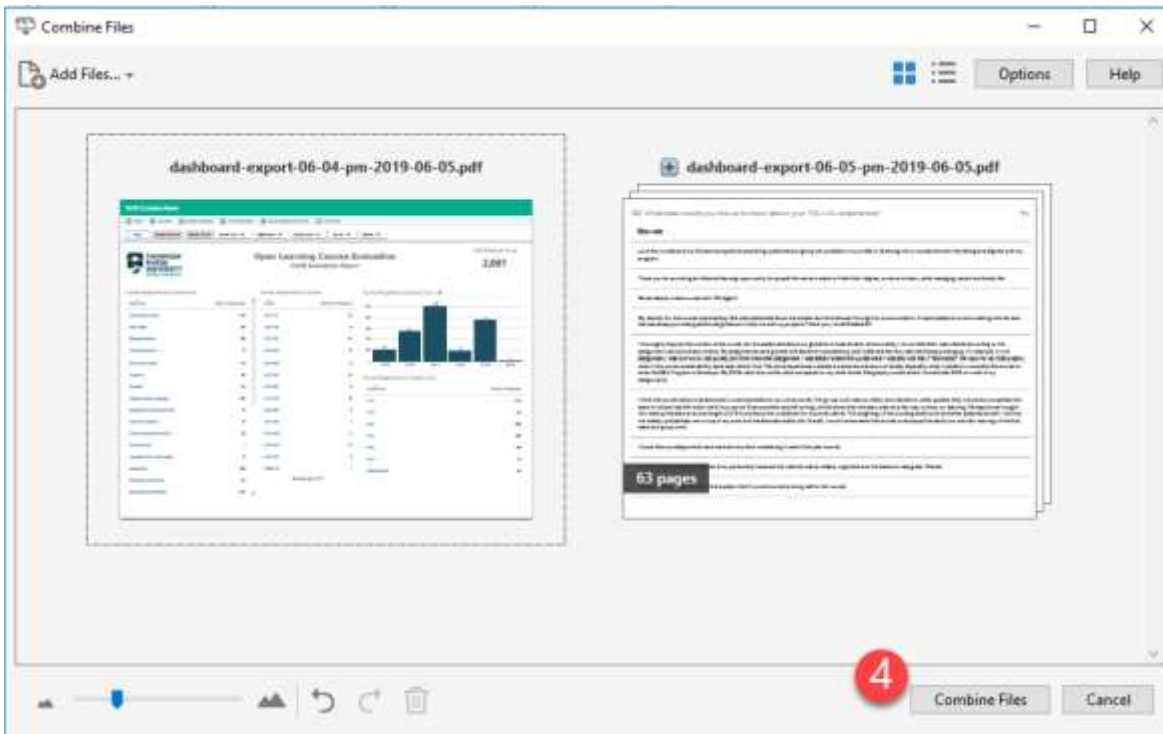
C. How to download and PDF individual figures

Individual graphs and tables can also be exported by clicking on the Export icon at the top right corner of each figure.

Part D. OLFM Evaluation ⓘ

Question	Strongly disagree	Disagree	Agree	Strongly agree
10. Showed concern for my learning	7%	12%	37%	44%
11. Was available and approachable	6%	10%	35%	48%
12. Answered my questions effectively	7%	11%	36%	46%
13. Demonstrated courtesy and respect towards students	4%	6%	38%	51%
14. Provided feedback that was helpful to my learning	9%	13%	32%	47%
15. Generally returned assignments within 5 business days of receipt	8%	8%	31%	53%
16. Responded to queries by phone, email or other methods as appropriate within 2 business days of receipt	6%	8%	35%	50%
17. Was present and actively facilitated group and peer discussion as appropriate for this course	6%	11%	27%	56%

■ Strongly disagree ■ Disagree ■ Agree ■ Strongly agree

Is my information secure and who has access to my dashboard results?

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 and the Director and Associate Director of Program Delivery can view your course evaluation results.
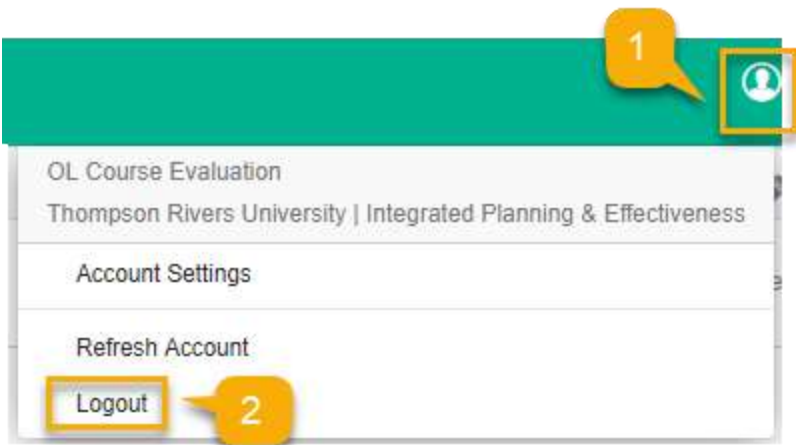
Who can I contact regarding my dashboard reports?

For dashboard technical support and user account management, contact olcrseval@tru.ca and for urgent technical inquiries call 250.852.7164.

If you have any questions about the reports themselves then please contact Sarah Langlois, Associate Director of Program Delivery at slanglois@tru.ca

How do I log out of Qualtrics?

After you are finished using your dashboard, click on the user account button next to 'Help' and select 'Logout'.

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Account Settings

Refresh Account

Logout