



**THOMPSON
RIVERS
UNIVERSITY**

Integrated
Planning &
Effectiveness

Open Learning Course Evaluations

Qualtrics OLFM Dashboard
User Guide



Integrated Planning and Effectiveness

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How do I log into Qualtrics to view Open Learning (OL) 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.

TRU Employee

- Employment Details**
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 - [Student Communication](#)
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- Student Advisor**
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 - [Course Registration](#)
- Advancement**
 - [Prospect Search](#)
- TRU Alert System**

Register or update your **TRU Alerts** information here www.tru.ca/alerts. Everyone on campus in Williams Lake and Kamloops are required to participate in the emergency message notification system.
- Learning Systems**
 - [Moodle](#)
- Campus Faculty**
 - [Summary Class List](#)
 - [Summary Wait List](#)
 - [Final Grade Entry](#)
 - [Grade Changes](#)
 - [Week at a Glance](#)
 - [Office Hours](#)
 - [Active Assignments](#)
 - [Class Schedule](#)
 - [Course Catalog](#)
 - [Assignment History](#)
 - [Faculty Detail Schedule](#)
- Course Evaluation**
 - [Your Course Evaluation Dashboard Reports](#)

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

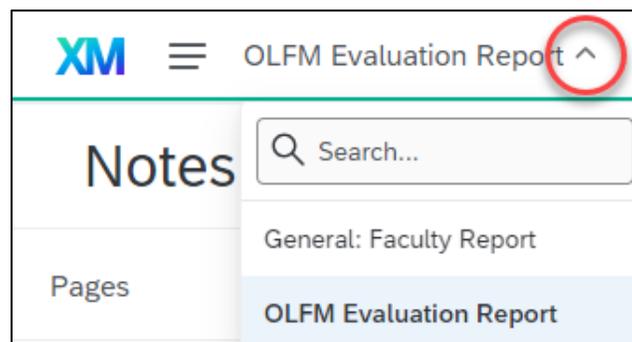


What is a dashboard and how do I switch between Open Learning and On Campus dashboards?

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 question that belong to 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 Open Learning Faculty Member (OLFM) Evaluation Report dashboard?

The OLFM Evaluation Report dashboard displays real-time student response data from the 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

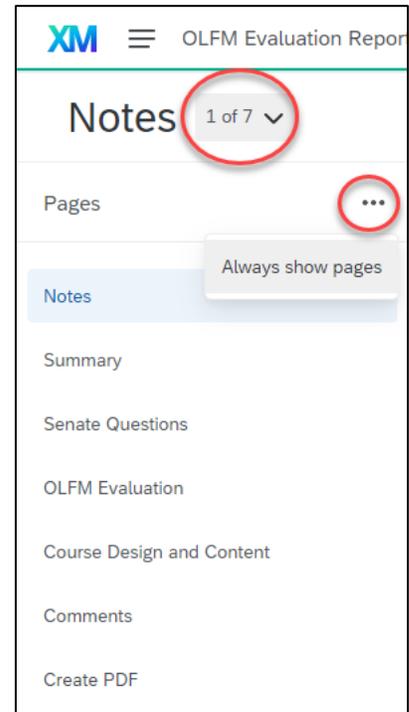
What are dashboard ‘Pages’ and how do I move through them?

Your dashboard consists of seven pages which are located on the left side of the menu 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 the arrow with ‘1 of 7’. In each page you will need to set your filters in order to drill down into your response data.

Note: If you want to always show the menu, click on the three-dots next to ‘Pages’ and choose ‘Always show pages’

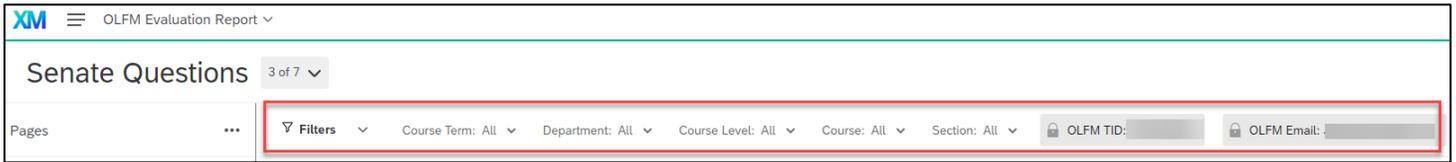


What ‘Filters’ are available to me?

Filters in each page are located at the top of the dashboard. These filters will allow you to drill down or view your responses data rolled up. By default, all unlocked filters will be set to ‘All’.

- 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., course 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)
- OLFM TID – this is locked to your TRU ID (cannot be filtered)

- OLFM Email – this is locked to your TRU email (cannot be filtered)



What does it mean to ‘hide filters’ and ‘reset to default’?

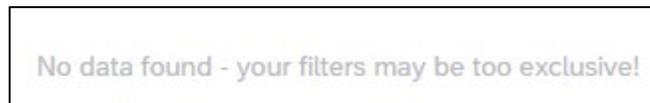
There are two options that are located next to the filters: ‘hide filters’ and ‘reset to default’. The ‘hide filters’ option will hide filters from the page (not recommended). The ‘reset to default’ button resets all filters to ‘all’, which can be very helpful. For example, if after viewing results to 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 most likely means that you have filtered to a course section that has less than 5 valid student responses.

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 5 responses, the dashboard will show the following message:



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.

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.

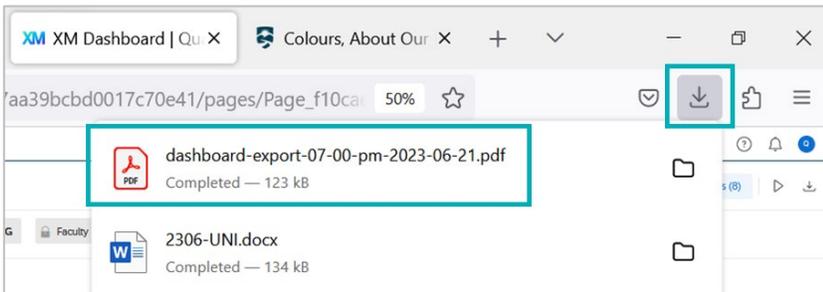
To export a course code section report on the 'Create PDF' sheet, follow the instructions below:

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.

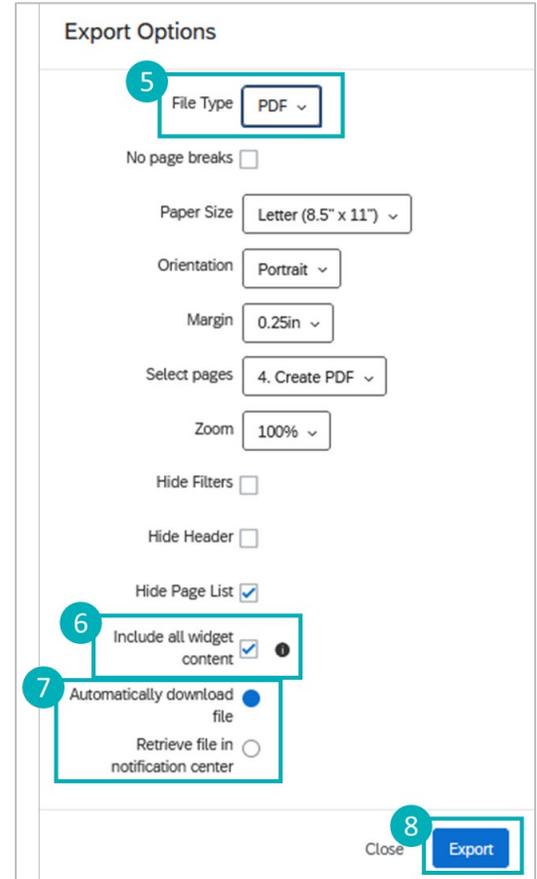
3. In the top right corner, select the 'Export' icon/ button.
4. Choose 'Download Dashboard'.

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.

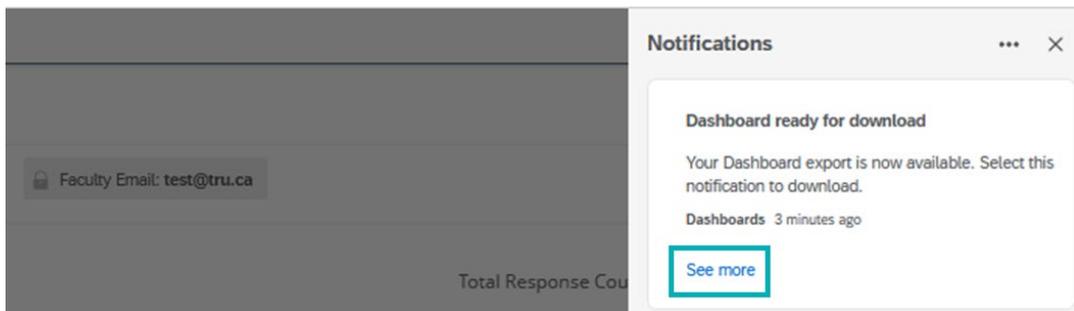
- With “Automatically download file”, you will get your file in your computer’s “Downloads” or from the “Display the progress of ongoing download” icon at the top right.



- 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

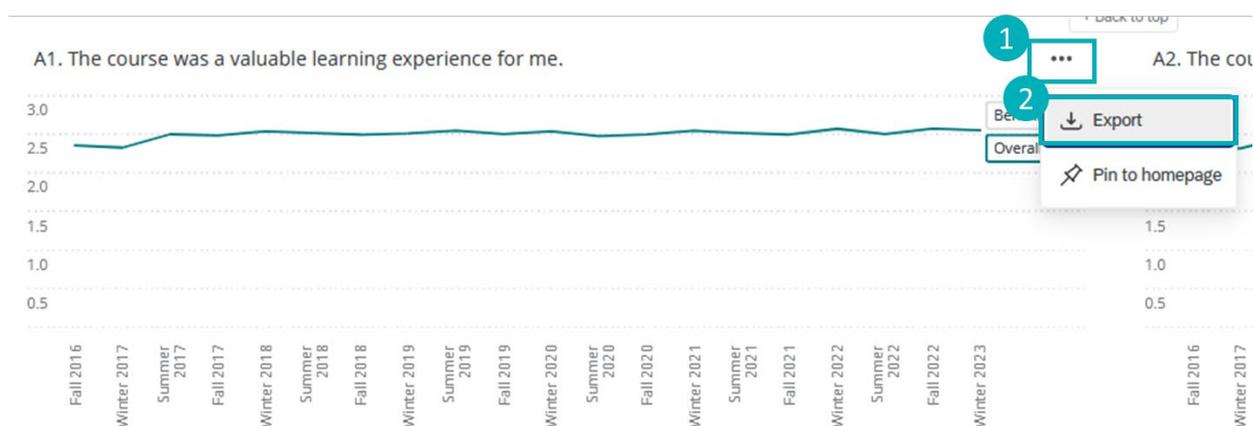
Your export is being generated and will be ready for download. Please visit the notification center to retrieve the file.

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.



For more assistance with downloading a PDF report, please contact crsevaladmin@tru.ca

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.

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, blue circle with your first initial in it, next to the bell icon and select 'Logout'.

