



Course and Teaching Evaluations

User Guide

A user guide for faculty and staff on viewing Course and Teaching Evaluation reports. Course and Teaching Evaluations are available through the Blue system at <https://my-vanderbilt.bluera.com/>.



VANDERBILT
Office of the
University Registrar

User Guide: Course and Teaching Evaluations

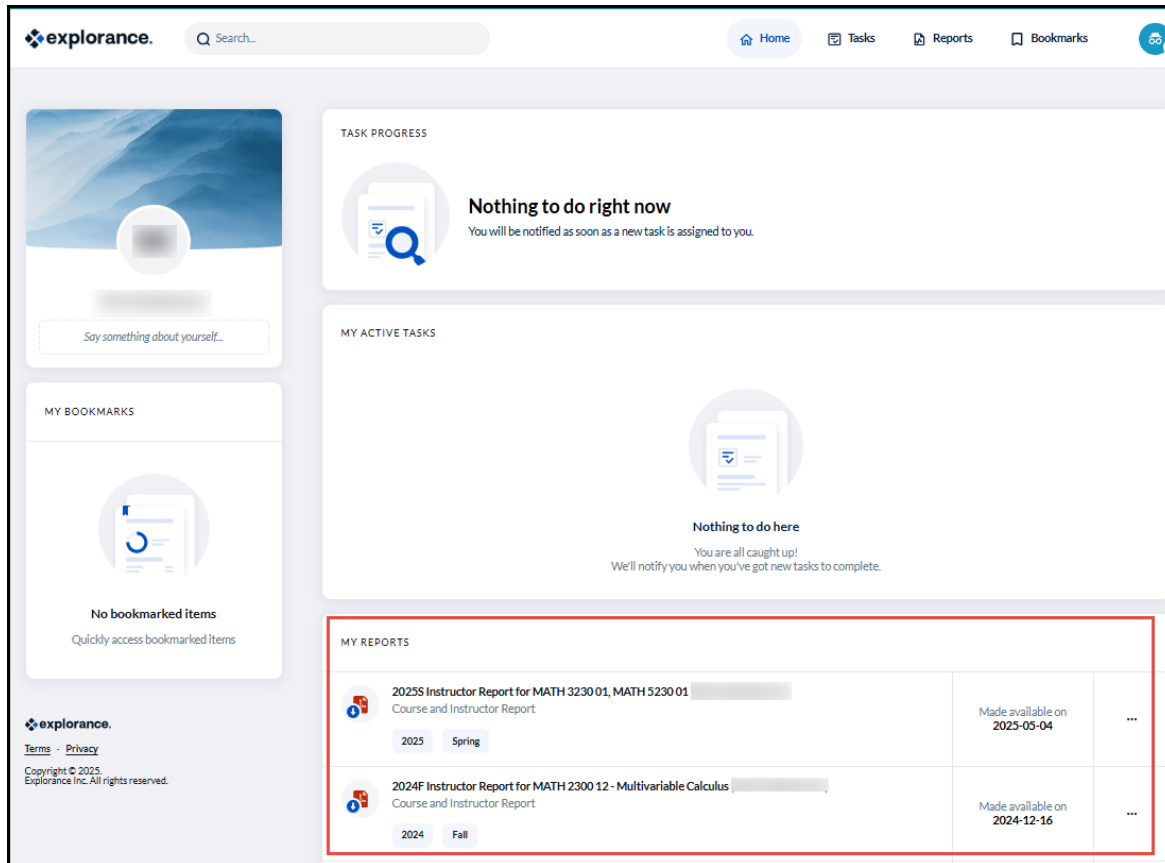
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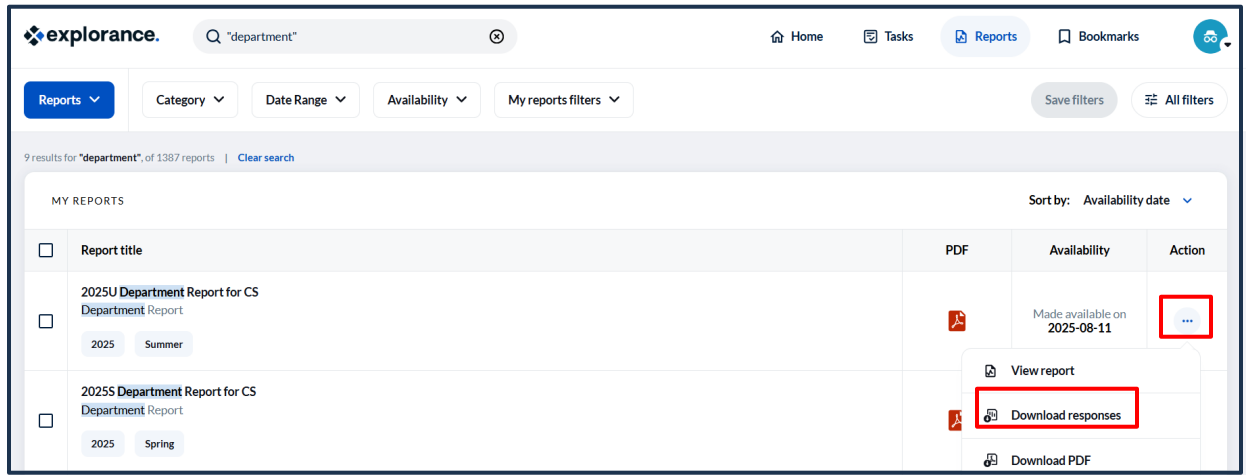
Viewing Reports

1. You will receive a message when your reports are available. The message will include a link to your dashboard, which contains a list of your reports.
 - NOTE: Please be sure to look in the My Reports section, not the My Active Tasks section.

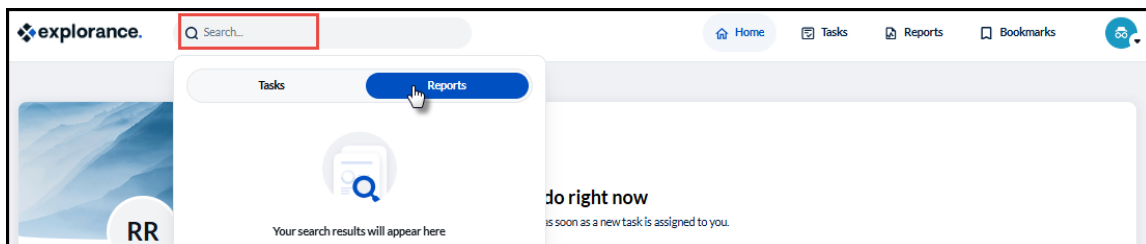


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2. You can download an Excel file of your report by clicking on the three dots under “Action” and then “download responses.” This feature is available for reports Fall 2024 and beyond.



3. If you have access to a large number of reports (multiple TAs, etc.), you can utilize the Search feature to narrow the results. Click on the search box and select reports. You can also use quotation marks to further streamline your reporting search.



4. Click on the hyperlink for the desired report.
5. Each report begins with a summary page.

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VANDERBILT UNIVERSITY 2024F Instructor Report for MATH 2300 - Multivariable Calculus ()

Project Title: Vanderbilt University Course and Teaching Evaluations

Course Audience: 23
 Responses Received: 22
 Response Ratio: 95.65%

Report Comments

The following is a report for an individual section of a class. Please do not distribute, print, or share this report except for administrative purposes.

Project Audience - Total number of students enrolled
 Responses Received - Number of evaluations submitted by students
 Response Ratio - Percent of enrolled students who submitted evaluations

If you have any questions about the evaluation system please contact courseevaluations@vanderbilt.edu.

6. Reports are divided into Instructor Questions and Course Questions. Where applicable, comparative information is provided for courses in the same department and in the same school.

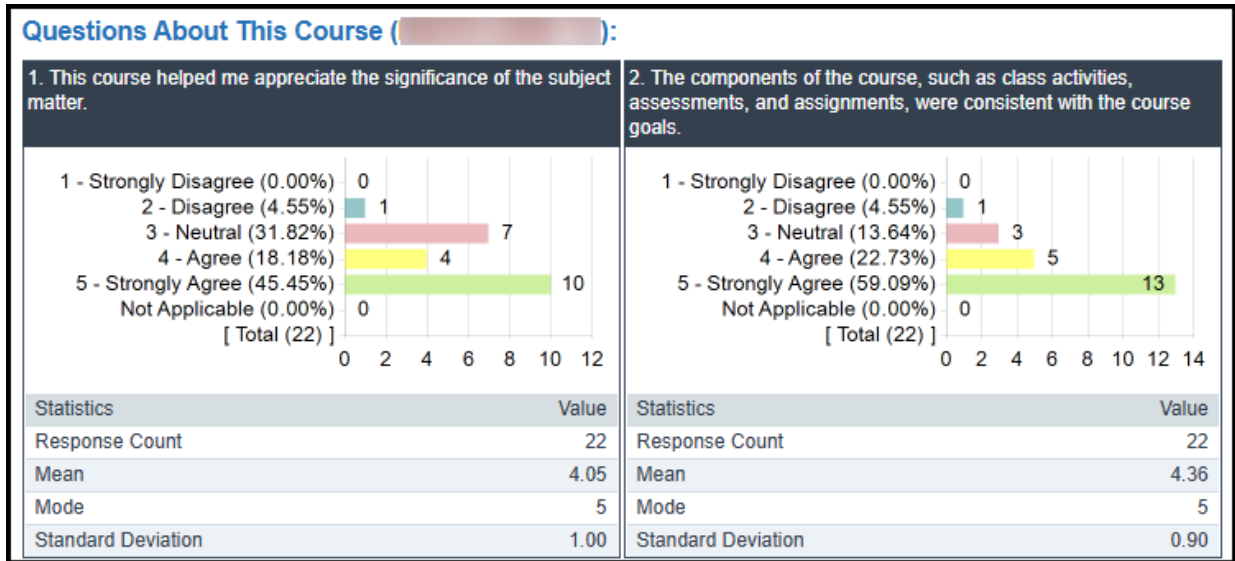
Questions about this Course ():

Question	This Class Section		Department (MATH)		School (A&S)	
	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation
This course helped me appreciate the significance of the subject matter.	4.05	1.00	4.03	1.07	4.32	0.96
The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.	4.36	0.90	4.36	0.89	4.42	0.89
The feedback I received during the course was helpful.	4.45	0.80	4.19	1.02	4.23	1.05
I felt comfortable asking questions in this course.	4.18	0.91	4.35	0.94	4.39	0.97
This course helped me consider connections between course material and other areas of my personal, academic, or professional life.	3.86	1.13	3.93	1.15	4.29	1.00
Overall, the course () was:	3.36	0.90	3.82	1.06	4.03	1.04
Compared to other classes, the amount I learned in this course was:	3.82	1.01	3.77	0.96	3.69	1.02
Compared to requirements in other classes, the workload assigned in this class was:	4.05	0.86	3.66	0.88	3.33	1.02

7. Open-ended questions and responses are listed at the bottom of the report.

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Examples of Responses with Graphics



What improvements to the course ([redacted]) would you recommend?

Comments

I think the class should not be so fast paced and there should be more time when doing difficult chapters.

I preferred [redacted] where we took four tests and dropped one for me personally.

Maybe weekly quiz

Long term problem sets are much more time consuming, more than necessary.

More practice in class or review quizzes.

Do you have any other comments?

Comments

N/A

[redacted] is a kind professor and great at lecturer. Hope to take his courses in the future.

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Types of Reports

The following types of reports are available in the Course and Teaching Evaluations system. Not all users will have access to all reports.

Course and Instructor Report: Available to all primary and secondary instructors (not TAs), this report lists the course and instructor questions in table and graph format, as well as the aggregated comments. This report is not available if fewer than five students submitted evaluations.

Course and Instructor Report for Administrators: Available to department- and school-level administrators, this reports lists course, instructor, and TA questions in table and graph format, as well as the aggregated comments. This report is available for all classes that were evaluated.

Course and TA Report: Available to the primary and secondary instructors and TAs, this report lists the course and TA questions in table and graph format. Aggregated comments are for TA questions only. This report is not available if fewer than five students submitted evaluations.

Department Report: Available to department- and school-level administrators, this report lists the overall scores for the department and school on all questions asked in the course and teaching evaluations. Aggregated comments are not included.

School Report: Available to school-level administrators, this report lists the overall scores for the school on all questions asked in the course and teaching evaluations. Aggregated comments are not included.

Additional Information

Course and Teaching Evaluations at Vanderbilt: <http://www.vanderbilt.edu/course-teaching-evaluations/faculty.php>

Center for Teaching: <https://cft.vanderbilt.edu/courseevals/>

User Guide for Students:

https://registrar.vanderbilt.edu/documents/UserGuideCourseandTeachingEvaluations_student.pdf

Please contact courseevaluations@vanderbilt.edu if you have questions or need assistance with your

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.