



VANDERBILT UNIVERSITY
Office of the **UNIVERSITY REGISTRAR**

User Guide

Course and Teaching Evaluations

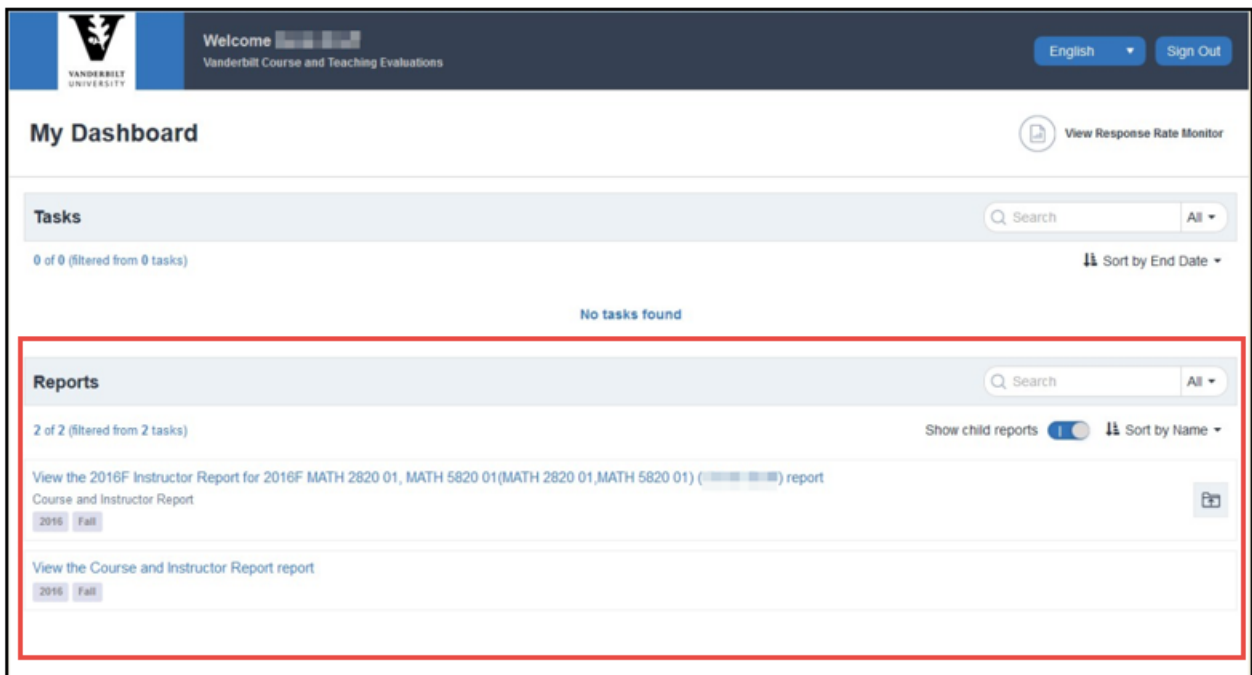
A step by step guide on Course and Teaching Evaluations, this User Guide shows faculty how they can take full advantage of their Course and Teaching Evaluation reports. Course and Teaching Evaluations are available through the Blue system at <https://vanderbilt.bluera.com/vanderbilt/>.

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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 Reports section, not the Tasks section.



The screenshot shows the Vanderbilt Course and Teaching Evaluations dashboard. At the top, there is a navigation bar with the Vanderbilt University logo, a welcome message, and options for language and sign out. Below this is the 'My Dashboard' section, which includes a 'View Response Rate Monitor' link. The main content area is divided into two sections: 'Tasks' and 'Reports'. The 'Tasks' section shows 0 tasks. The 'Reports' section is highlighted with a red box and shows 2 reports. The first report is titled 'View the 2016F Instructor Report for 2016F MATH 2820 01, MATH 5820 01(MATH 2820 01,MATH 5820 01) report' and the second is 'View the Course and Instructor Report report'. Both reports have a '2016 Fall' label and a 'View' icon.

2. If you have access to a large number of reports (multiple TAs, etc.), you can utilize the Search feature to narrow the results.



This is a close-up of the 'Reports' section search bar. The search bar is highlighted with a red box and contains the text 'Search' and a dropdown menu set to 'All'. Below the search bar, there is a 'Show child reports' toggle switch and a 'Sort by Name' dropdown menu.

3. Click on the hyperlink for the desired report.

- Each report begins with a summary page.

The screenshot shows the top portion of a course evaluation report. It features the Vanderbilt University logo and the following text:

2016F Instructor Report for 2016F MATH 2820 01, MATH 5820 01(MATH 2820 01,MATH 5820 01) ([REDACTED])

Vanderbilt University Course and Teaching Evaluations - 2016F

Project Audience 100
 Responses Received 67
 Response Ratio 67.00%

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 course_evaluations@vanderbilt.edu.

- 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 ([REDACTED]):

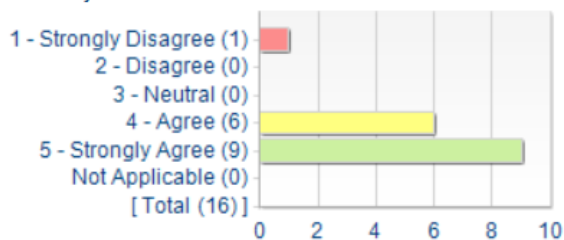
Question	This Class Section		Department ([REDACTED])		School ([REDACTED])	
	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation
This course helped me appreciate the significance of the subject matter.	4.38	1.02	4.47	0.80	4.18	1.00
The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.	4.31	1.20	4.56	0.71	4.29	0.90
The feedback I received during the course was helpful.	4.25	1.00	4.49	0.84	4.03	1.04
I felt comfortable asking questions in this course.	4.69	1.01	4.59	0.78	4.23	1.01

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

Examples of Responses with Graphics

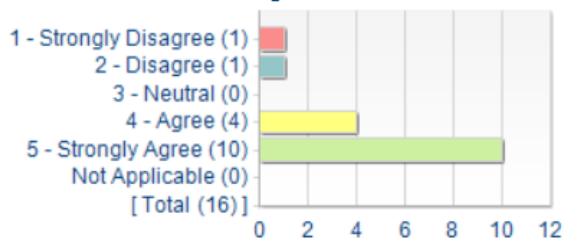
Questions About This Course ([Red] [Red] [Red])::

1. This course helped me appreciate the significance of the subject matter.



Statistics	Value
Response Count	16
Mean	4.38
Mode	5
Standard Deviation	1.02

2. The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.



Statistics	Value
Response Count	16
Mean	4.31
Mode	5
Standard Deviation	1.20

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

Comments

More time between teaching material and being quizzed on it.

none!

None

I would appreciate the homework being mandatory (for completion, not for accuracy) in order to add an incentive to complete it.

Do you have any other comments?

Comments

is AWESOME! Thanks for making math feel like less of a chore.

was fantastic! Favorite professor I have had so far

N/A

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 course.evaluations@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.