Course and Teaching Evaluations
User Guide

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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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 Reports section, not the Tasks section.
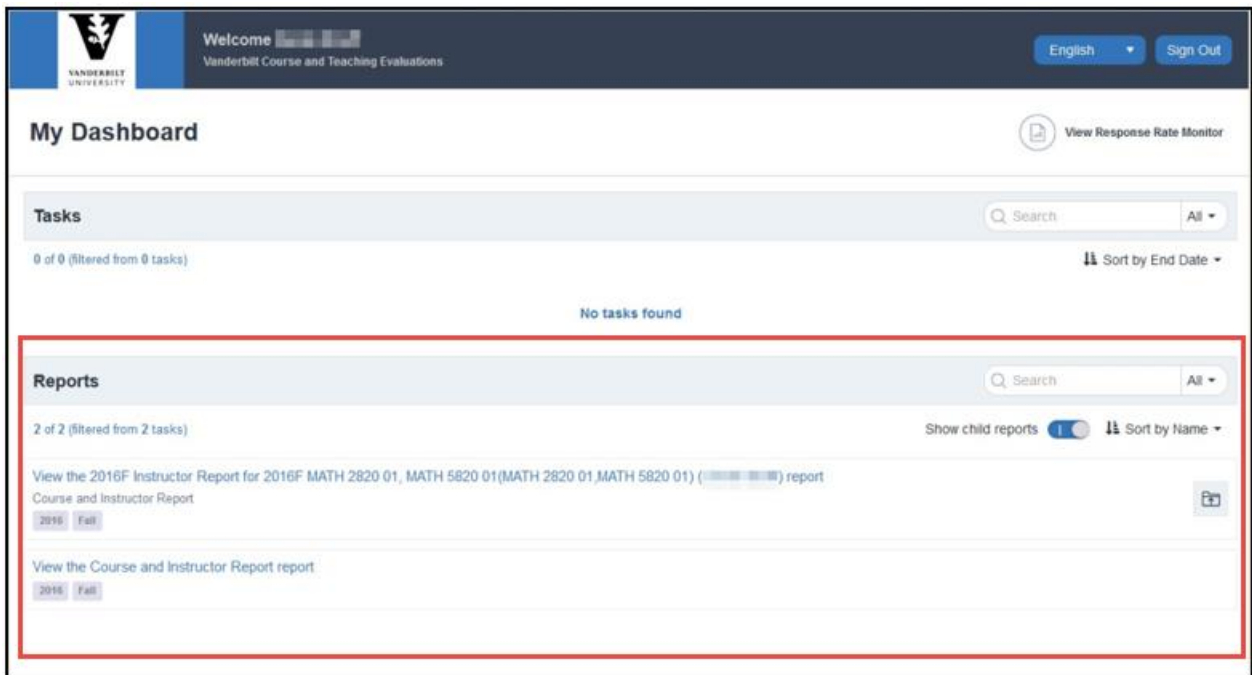
2. If you have access to a large number of reports (multiple TAs, etc.), you can utilize the Search feature to narrow the results.

3. Click on the hyperlink for the desired report.

4. Each report begins with a summary page.

5. 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.
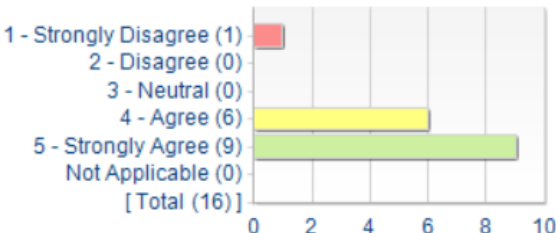

6. Open-ended questions and responses are listed at the bottom of the report.

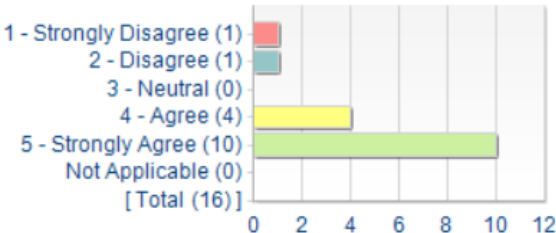# User Guide: Course and Teaching Evaluations

Examples of Responses with Graphics

Questions About This Course (▓▓▓ ▓▓▓ ▓):

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

- 1 - Strongly Disagree (1)
- 2 - Disagree (0)
- 3 - Neutral (0)
- 4 - Agree (6)
- 5 - Strongly Agree (9)
- Not Applicable (0)
- [Total (16)]

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.

- 1 - Strongly Disagree (1)
- 2 - Disagree (1)
- 3 - Neutral (0)
- 4 - Agree (4)
- 5 - Strongly Agree (10)
- Not Applicable (0)
- [Total (16)]

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

What improvements to the course (▓▓▓ ▓▓▓ ▓) 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

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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 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.