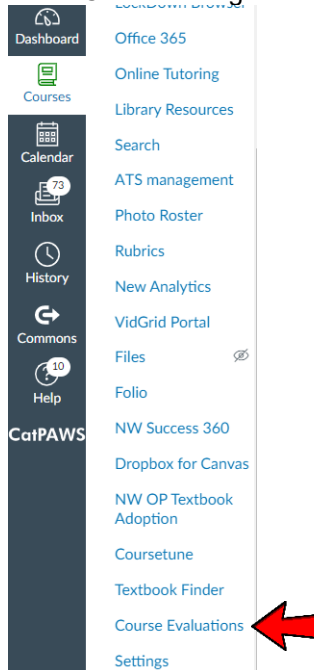


## To Determine Your Instructor Mean Score for a Term

1. Log into any course in Northwest Online in which you were evaluated. (Hint – You may need to look through the “All Courses” option “Past Enrollments” to find a course which was evaluated.)
2. In the Course Navigation Menu, there will be a menu item named “Course Evaluations”



3. Click on that link and the Course Evaluations window will open. You will see a listing of all courses in which you have evaluation results, separated by Term. (Hint – you may need to select “Instructor”- if “Student/Respondent” appears as your role at the top right.)

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Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Manage Courses Instructor

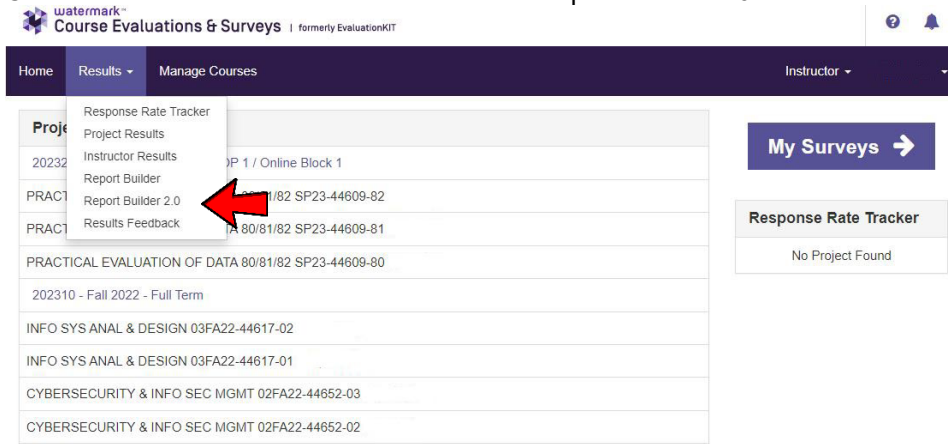
Project Results
202320 - Spring 2023 - Block 1 / OP 1 / Online Block 1
PRACTICAL EVALUATION OF DATA 80/81/82 SP23-44609-82
PRACTICAL EVALUATION OF DATA 80/81/82 SP23-44609-81
PRACTICAL EVALUATION OF DATA 80/81/82 SP23-44609-80
202310 - Fall 2022 - Full Term
INFO SYS ANAL & DESIGN 03FA22-44617-02
INFO SYS ANAL & DESIGN 03FA22-44617-01
CYBERSECURITY & INFO SEC MGMT 02FA22-44652-03
CYBERSECURITY & INFO SEC MGMT 02FA22-44652-02

**My Surveys** →

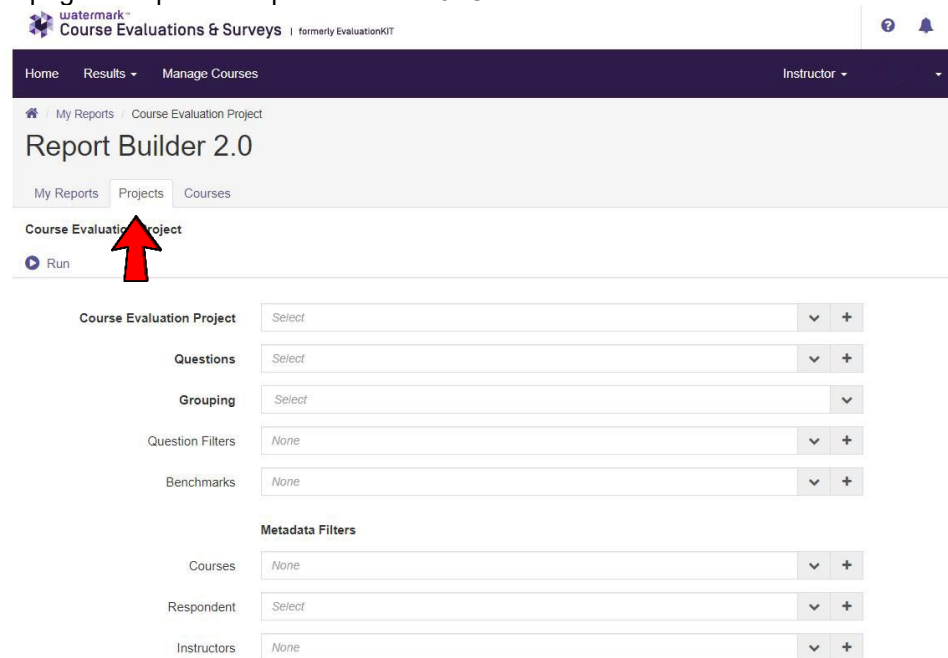
**Response Rate Tracker**

No Project Found

4. Click on the “Results” menu and then select “Report Builder 2.0”



5. A page will open to Report Builder 2.0. Click on the middle menu item labeled “Projects”



6. Click on the “v” drop down menu on the “Course Evaluation Project” line.

The screenshot shows the 'Report Builder 2.0' interface. At the top, there's a navigation bar with 'Home', 'Results', and 'Manage Courses'. Below it, a breadcrumb trail shows 'My Reports / Course Evaluation Project'. The main title is 'Report Builder 2.0'. There are tabs for 'My Reports', 'Projects', and 'Courses'. Under 'Course Evaluation Project', there's a 'Run' button. Below that, there's a form with several dropdown menus: 'Course Evaluation Project' (highlighted with a red arrow), 'Questions', 'Grouping', 'Question Filters', 'Benchmarks', 'Metadata Filters' (which includes 'Courses', 'Respondent', and 'Instructors'). Each dropdown menu has a 'v' icon and a '+' icon.

7. A page showing all of the terms in which you have evaluations will appear.

The screenshot shows a modal window titled 'Projects - Select'. It has a search bar with a 'Keywords' placeholder and a 'Search' button. Below the search bar, there's a list of 25 results, each with a checkbox and a term. The terms are: 201830 - Summer 2018 - Off Session - All, 201910 - Fall 2018 - Full Term, 201920 - Spring 2019 - Full Term, 201930 - Summer 2019 - Block 1, 202010 - Fall 2019 - Full Term, 202020 - Spring 2020 - Full Term, 202030 - Summer 2020 - Block 1, 202030 - Summer 2020 - Full Block, Block 2&3 & Block 3, 202110 - Fall 2020 - Full Term, 202120 - Spring 2021 - Block 1 / OP 1 / Online Block 1, 202120 - Spring 2021 - Full Term, 202120 - Spring 2021 - OP2 / 7wk Online 2, 202130 - Summer 2021 - Block 1, and 202210 - Fall 2021 - Block 1 / OP 1 / Online Block 1. There's a '25 Results' label and a '25' dropdown menu on the right side of the list.

8. Select the term(s) you want your Mean score (in this example 2 terms from Fall 2022 have been selected), then hit “Apply”

<input type="checkbox"/>	202020 - Spring 2020 - Full Term
<input type="checkbox"/>	202030 - Summer 2020 - Block 1
<input type="checkbox"/>	202030 - Summer 2020 - Full Block, Block 2&3 & Block 3
<input type="checkbox"/>	202110 - Fall 2020 - Full Term
<input type="checkbox"/>	202120 - Spring 2021 - Block 1 / OP 1 / Online Block 1
<input type="checkbox"/>	202120 - Spring 2021 - Full Term
<input type="checkbox"/>	202120 - Spring 2021 - OP2 / 7wk Online 2
<input type="checkbox"/>	202130 - Summer 2021 - Block 1
<input type="checkbox"/>	202210 - Fall 2021 - Block 1 / OP 1 / Online Block 1
<input type="checkbox"/>	202210 - Fall 2021 - Full Term
<input type="checkbox"/>	202210 - Fall 2021 - OP2 / 7wk Online 2
<input type="checkbox"/>	202220 - Spring 2022 - Block 2 / OP 2 / Online Block 2
<input type="checkbox"/>	202220 - Spring 2022 - Full Term
<input type="checkbox"/>	202230 - Summer 2022 - Block 1
<input type="checkbox"/>	202230 - Summer 2022 - Block 1&2 and Block 2
<input type="checkbox"/>	202230 - Summer 2022 - Full Term, Block 2&3 & Block 3
<input type="checkbox"/>	202230 - Summer 2022 - OP1 / 7wk Online 1
<input checked="" type="checkbox"/>	202310 - Fall 2022 - Block 2
<input checked="" type="checkbox"/>	202310 - Fall 2022 - Full Term
<input type="checkbox"/>	202320 - Spring 2023 - Block 1 / OP 1 / Online Block 1

Select Page Remove Page Cancel Apply

9. Go to the “Questions” line and select the “v” drop down menu

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Home Results Manage Courses Instructor

My Reports Course Evaluation Project

## Report Builder 2.0

My Reports Projects Courses

Course Evaluation Project

Run

Course Evaluation Project 2 Selected x v +

Questions Select v

Grouping Select v

Question Filters None v +

Benchmarks None v +

Metadata Filters

Courses None v +

Respondent Select v +

Instructors None v +

10. A listing of all questions within the survey are listed. Select questions 5-17 by putting a checkmark in front of them. Please do not select the first 4 categorical questions. If you include them they will NOT skew your overall Mean (as they are not included within the average) but by including them your final report will be a little more confusing to read. Hit “Apply”

Report Builder 2.0

My Reports Projects Courses

Course Evaluation Project

Run

2 Selected

Questions

13 Selected

☐ I would rate my personal effort to do well in this course as: Single Selection

☐ Very high

☐ Moderate

☐ Low

☐ Very Low

▼ Surveys (1)

☐ My current overall grade point average (GPA) is: Single Selection

☐ Above 3.5

☐ 3.0 - 3.5

☐ 2.0 - 3.0

☐ Below 2.0

▼ Surveys (1)

☐ My anticipated grade for this course is: Single Selection

☐ A

☐ B

☐ C

☐ D/F

▼ Surveys (1)

☒ Instructional Design Questions Matrix

The instructor required that students use course concepts to demonstrate understanding.

☐ Strongly Agree

☐ Agree

☐ Disagree

☐ Strongly Disagree

▼ Surveys (1)

☒ Instructional Design Questions Matrix

The instructor explained the objectives of the course.

Select Page Remove Page Cancel Apply

11. Go to the “Grouping” line and select the “v” drop down menu. Select the option “Project/Instructor”

Report Builder 2.0

My Reports Projects Courses

Course Evaluation Project

Run

2 Selected

Questions

13 Selected

☒ Instructional Design Questions Matrix

The instructor required that students use course concepts to demonstrate understanding.

☐ Strongly Agree

☐ Agree

☐ Disagree

☐ Strongly Disagree

▼ Surveys (1)

☒ Instructional Design Questions Matrix

The instructor explained the objectives of the course.

☐ Strongly Agree

13 Results 25

Grouping

Select

Project

Project/Instructor

Project/Course

Question Filters

Benchmarks

Metadata Filters

12. Scroll back to the top of the page and select the “Run” button.

The screenshot shows the 'Report Builder 2.0' interface. At the top, there is a navigation bar with 'Home', 'Results', and 'Manage Courses'. Below this, the breadcrumb path is 'My Reports / Course Evaluation Project'. The main title is 'Report Builder 2.0'. Underneath, there are tabs for 'My Reports', 'Projects', and 'Courses'. A red arrow points to the 'Run' button, which is located below the 'Course Evaluation Project' header. Below the 'Run' button, there are several configuration sections: 'Course Evaluation Project' (2 Selected), 'Questions' (13 Selected), 'Grouping' (Project/Instructor), 'Question Filters' (None), and 'Benchmarks' (None). The 'Questions' section shows two selected questions with radio button options for 'Strongly Agree', 'Agree', 'Disagree', and 'Strongly Disagree'.

13. The report will take several minutes to run (depending upon how many classes you are doing). It will eventually appear on the Report Builder 2.0 page under the “My Reports” tab.

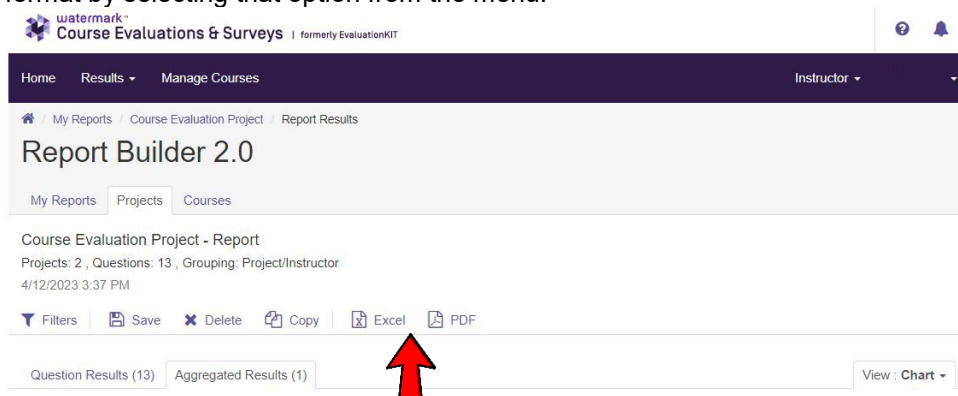
The screenshot shows the 'Report Builder 2.0' interface with the 'My Reports' tab selected. A red arrow points to the 'My Reports' tab. The main title is 'Report Builder 2.0'. Below the title, there are tabs for 'My Reports', 'Projects', and 'Courses'. The 'My Reports' tab is active, showing a list of reports. The first report is 'Course Evaluation Project - Report', which has 2 Projects, 13 Questions, and is grouped by Project/Instructor. It was created on 4/12/2023 at 3:37 PM. To the right of the report list, there are sections for 'Saved Reports' (No saved reports) and 'Shared with Me' (No shared reports).

14. Click on the link for the report, then click on “Aggregated Results”

The screenshot shows the 'Report Builder 2.0' interface with the 'Report Results' tab selected. The breadcrumb path is 'My Reports / Course Evaluation Project / Report Results'. The main title is 'Report Builder 2.0'. Below the title, there are tabs for 'My Reports', 'Projects', and 'Courses'. The 'My Reports' tab is active, showing the report 'Course Evaluation Project - Report'. Below the report title, there is a summary: 'Projects: 2, Questions: 13, Grouping: Project/Instructor' and the date '4/12/2023 3:37 PM'. At the bottom, there are links for 'Filters', 'Save', 'Delete', 'Copy', 'Excel', and 'PDF'. A red arrow points to the 'Aggregated Results (1)' link, which is located next to 'Question Results (13)'. To the right of the links, there is a 'View: Chart' dropdown menu.

Due to confidentiality, I cannot show the results, but there will be a Mean score listed for each Term, and then at the bottom the combined Mean score for all Terms selected.

15. If you want to save this information to your computer, you can download it in either Excel or PDF format by selecting that option from the menu.



NOTE – selecting the “Save” option in the menu line above saves it within Report Builder 2.0 in your Course Evaluations account.