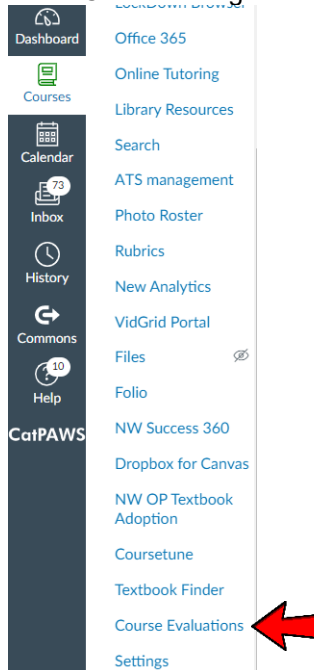# To Determine Your Instructor Mean Score for a Term

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.)

4. Click on the "Results" menu and then select "Report Builder 2.0"
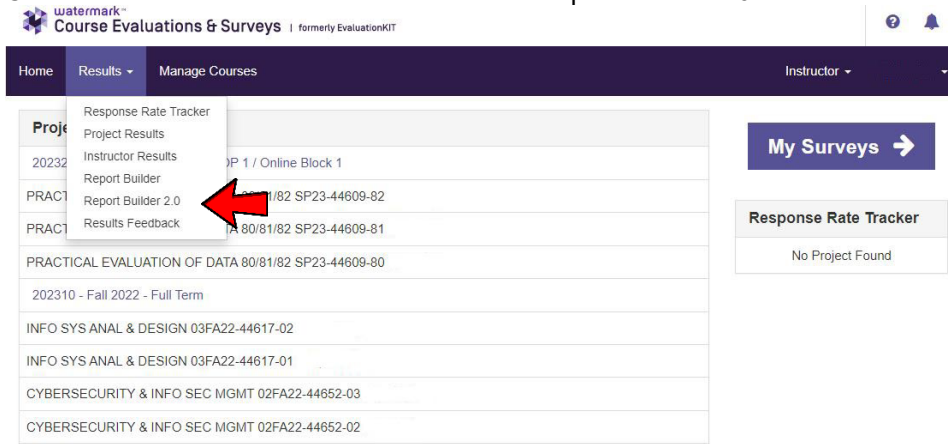
5. A page will open to Report Builder 2.0. Click on the middle menu item labeled "Projects"
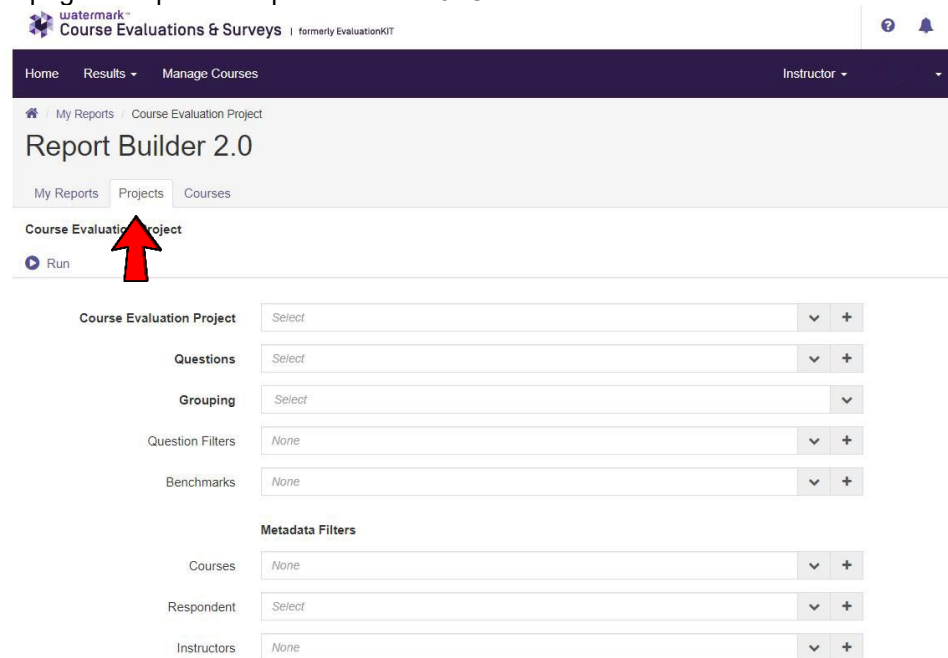
6. Click on the "v" drop down menu on the "Course Evaluation Projects" line.

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

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

☐	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
☐	202210 - Fall 2021 - Block 1 / OP 1 / Online Block 1
☐	202210 - Fall 2021 - Full Term
☐	202210 - Fall 2021 - OP2 / 7wk Online 2
☐	202220 - Spring 2022 - Block 2 / OP 2 / Online Block 2
☐	202220 - Spring 2022 - Full Term
☐	202230 - Summer 2022 - Block 1
☐	202230 - Summer 2022 - Block 1&2 and Block 2
☐	202230 - Summer 2022 - Full Term, Block 2&3 & Block 3
☐	202230 - Summer 2022 - OP1 / 7wk Online 1
☑	202310 - Fall 2022 - Block 2
☑	202310 - Fall 2022 - Full Term
☐	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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Course Evaluations & Surveys | formerly EvaluationKIT

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	✗	∨	+
Questions	Select		∨	
Grouping	Select			∨
Question Filters	None		∨	+
Benchmarks	None		∨	+
Metadata Filters				
Courses	None		∨	+
Respondent	Select		∨	+
Instructors	None		∨	+

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"

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

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

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.


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

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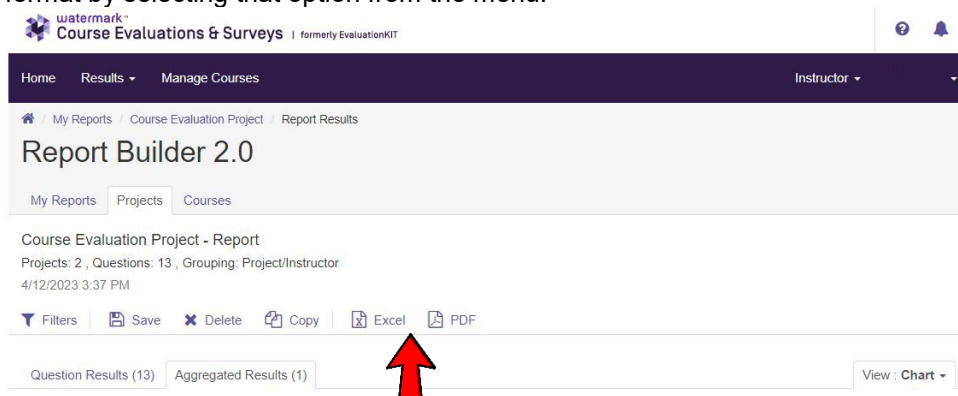
NOTE – selecting the "Save" option in the menu line above saves it within Report Builder 2.0 in your Course Evaluations account.