

Instructor Reference

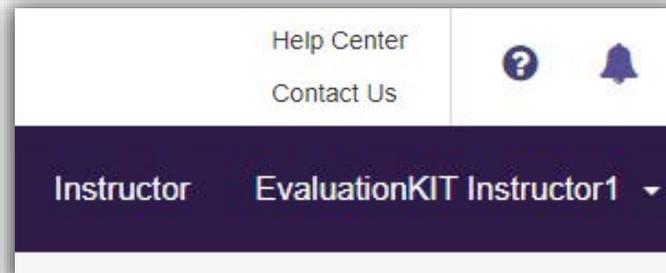
Course Feedback System

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Preface

This is a reference for instructors to easily navigate the course feedback system tools available to them. For more details on any of the tools described in this guide, we encourage you to utilize the Help Center. Access the Help Center by logging into your account at <http://coursefeedback.syr.edu/> and clicking the question mark icon in the top-right corner of the webpage, then clicking “Help Center.”



You can also contact Institutional Effectiveness and Assessment for support anytime by emailing coursefeedback@syr.edu.

System Dashboard

The dashboard includes widgets for features to which instructors have access. These widgets provide overview information and allow you to click directly into a given project and access additional details. Click any of the hyperlinks to open a new page.

Home Results ▾ Custom Question Surveys Attach Surveys to Projects Manage Courses Instructor EvaluationKIT Instructor1 ▾

Response Rate Tracker

2022 Spring | Course Feedback | Test Project

Responses/Enrollments Daily Responses

100.00% 9 / 9

Project Results

2022 Spring | Course Feedback | Test Project

14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222
17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222

Custom Questions

2022 Spring | Course Feedback | Test Project

Status: Closed Access From: 1/11/2022 12:00 AM Access Until: 2/1/2022 12:00 AM Delivery Date: 2/26/2022 1:00 AM

Custom Questions Training Project

Status: Closed Access From: 6/18/2020 12:00 AM Access Until: 12/15/2020 12:00 AM Delivery Date: 7/13/2020 12:00 AM

Manage Courses

2022 Spring | Course Feedback | Test Project

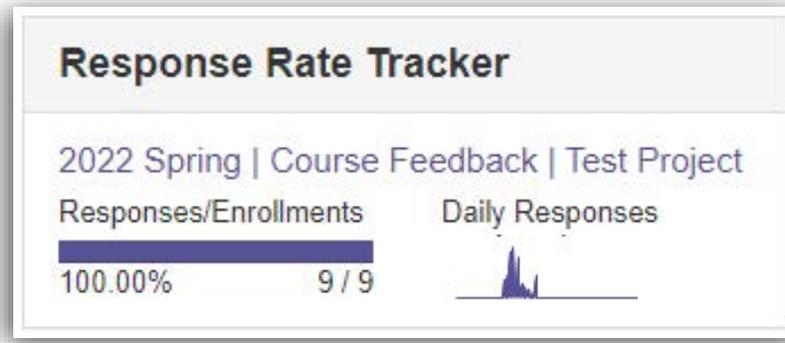
Access From: 1/24/2022 12:00 AM Access Until: 6/30/2022 11:59 PM

Results Feedback

2022 Spring | Course Feedback | Test Project **1**

Response Rate Tracker

The Response Rate Tracker allows you to view how many students have responded with feedback. This is a live view and instantly updates while the feedback period is open. Once the feedback period ends, this widget will display the final response rates.



Response Rate Tracker Course View

Clicking the project (i.e., term) link will show the course title, course ID, instructor, number of enrollments, number of respondents, and course response rate.

Courses							
Level	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	View
	BIO.121.M001.SPRING22.General Biology I	17389.1222	EvaluationKIT Instructor1	5	5	100%	
	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	EvaluationKIT Instructor1	4	4	100%	
Total 2							

Records per page: 50

Page 1 of 1

Manage Courses

You can view your courses gathering feedback by clicking on the project (i.e., term) link in the Manage Courses widget.

Manage Courses

2022 Spring | Course Feedback | Test Project
Access From: 1/24/2022 12:00 AM Access Until:
6/30/2022 11:59 PM

Here you can see the survey start/end dates for each course. If you click the numbers in students or teaching assistant columns you will be able to see the names of those assigned to the course.

Project Courses										
Code	Title▲	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Preview	
17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node	2/1/2022 12:00 AM	2/7/2022 12:00 AM	5	1	0		
14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing Node	2/1/2022 12:00 AM	2/7/2022 12:00 AM	4	1	0		
Total 2										

Records per page 100
Page 1 of 1

Project Results

This widget shows the list of projects (i.e., term) for which you are able to view and download reports. Click on the project link to open a new page.

Project Results		
2022 Spring Course Feedback Test Project		
14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222
17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222

Course Section

Within the Project Results page, click on the icon in the “Report” column to download the type of report you would like. You can also batch multiple reports together in the same download by clicking the “Batch Report” button found above the “Course Results” table.

Project Results 2022 Spring | Course Feedback | Test Project

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

[Batch Report](#)

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> 17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	
<input type="checkbox"/> 14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	
Total 2		Records per page 1000	

- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Raw Data
- Feedback

Note: Click “Feedback” to initiate or review any comments associated with a particular report. For more information on this feature, continue to the next section, [Results Feedback](#).

Results Feedback

The course feedback system supports the ability for instructors to engage in a dialogue with administrators in the Results Feedback feature. This widget displays any feedback entered within the platform about a specific course report. The total number of comments will appear next to the project link in the widget.

Results Feedback

2022 Spring | Course Feedback | Test Project 1

Clicking the project link will bring you to more details showing the user, reply, timestamp, and more. To reply to the comment, click the “Reply” link located on the right-hand side of the comment.

Results Feedback										
	Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply
New	IEA Admin	paschnob@syr.edu	2/1/2022 9:29 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.SPRING22.General Biology I		The students appeared to have found lectures aligned greatly with the readings and exams. Great work!	Reply
New	EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:12 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.SPRING22.General Biology I	EvaluationKIT Instructor1	The attendance requirement for students increased the amount of participation during lectures.	Reply
New	EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:13 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	EvaluationKIT Instructor1	Exam content was heavily focused on key terms and formulas directly from the readings and lectures.	Reply

Total 3 Records per page: 100 Page 1 of 1

Reply

To reply to feedback, type your response into the text box and click the “Reply” button to submit. **Note:** Replying here does not send notification to users.

Results Feedback Reply

Were the assigned readings this semester discussed directly during the lectures or used as supporting information for students in addition to other coursework?

Cancel Reply

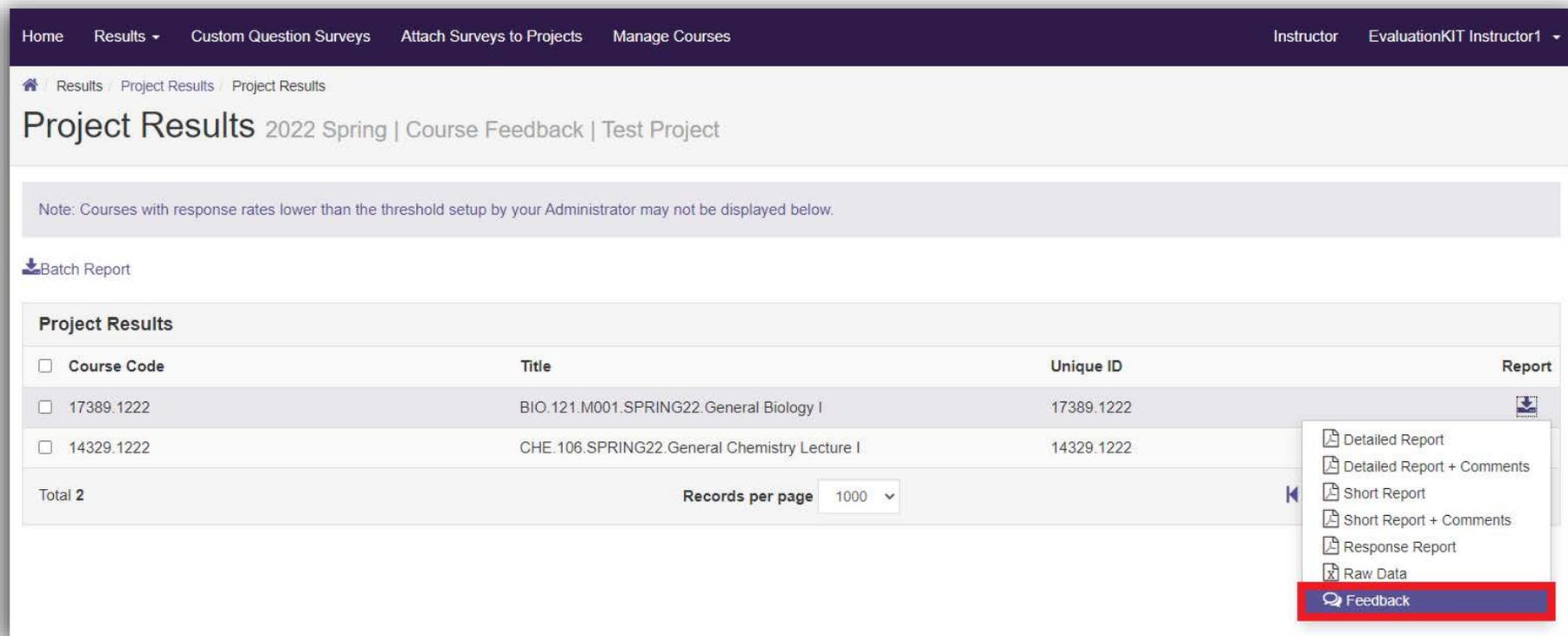
Export to PDF

On the Results Feedback main page you can click the “Export to PDF” hyperlink to download this information. **Note:** Make sure to filter by the specific course or hierarchy level first as the visible information is what will be exported to PDF.

Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text
IEA Admin	paschnob@syr.edu	2/1/2022 9:29 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.S PRING22.General Biology I		The students appeared to have found lectures aligned greatly with the readings and exams. Great work!
EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:12 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.S PRING22.General Biology I	EvaluationKIT Instructor1	The attendance requirement for students increased the amount of participation during lectures.
EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:13 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	EvaluationKIT Instructor1	Exam content was heavily focused on key terms and formulas directly from the readings and lectures.

How to Input Feedback

If you are initiating feedback, search for the course report using the [Project Results](#) function. Click the “Report” icon to bring up the menu box and click on “Feedback” to add your input.



The screenshot shows the 'Project Results' page for the 2022 Spring semester. The page includes a navigation bar with 'Home', 'Results', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Manage Courses'. The user is logged in as 'Instructor' for 'EvaluationKIT Instructor1'. The page title is 'Project Results 2022 Spring | Course Feedback | Test Project'. A note states: 'Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.' Below the note is a 'Batch Report' link. The main content is a table with the following data:

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> 17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	
<input type="checkbox"/> 14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	
Total 2		Records per page 1000	

A dropdown menu is open from the 'Report' icon of the first row, showing the following options: Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Response Report, Raw Data, and Feedback. The 'Feedback' option is highlighted with a red border.

Once you type your input, click “Submit.” Your response will be maintained in your Results Feedback panel. Notification can be sent to other users in the system by clicking the “Change” hyperlink located above the “Submit” button. **Note:** You can only select users within the course feedback system or enter the email address associated with their ‘syr.edu’ account for the user to be notified.

You can also click “Export PDF” to download the Results Feedback communication

Results Feedback



Project 2022 Spring | Course Feedback | Test Project
Course 17389.1222 - BIO.121.M001.SPRING22.General Biology I
Instructor(s) EvaluationKIT Instructor1

Export PDF

Feedback (0)

There is not any feedback at this time

Add Feedback

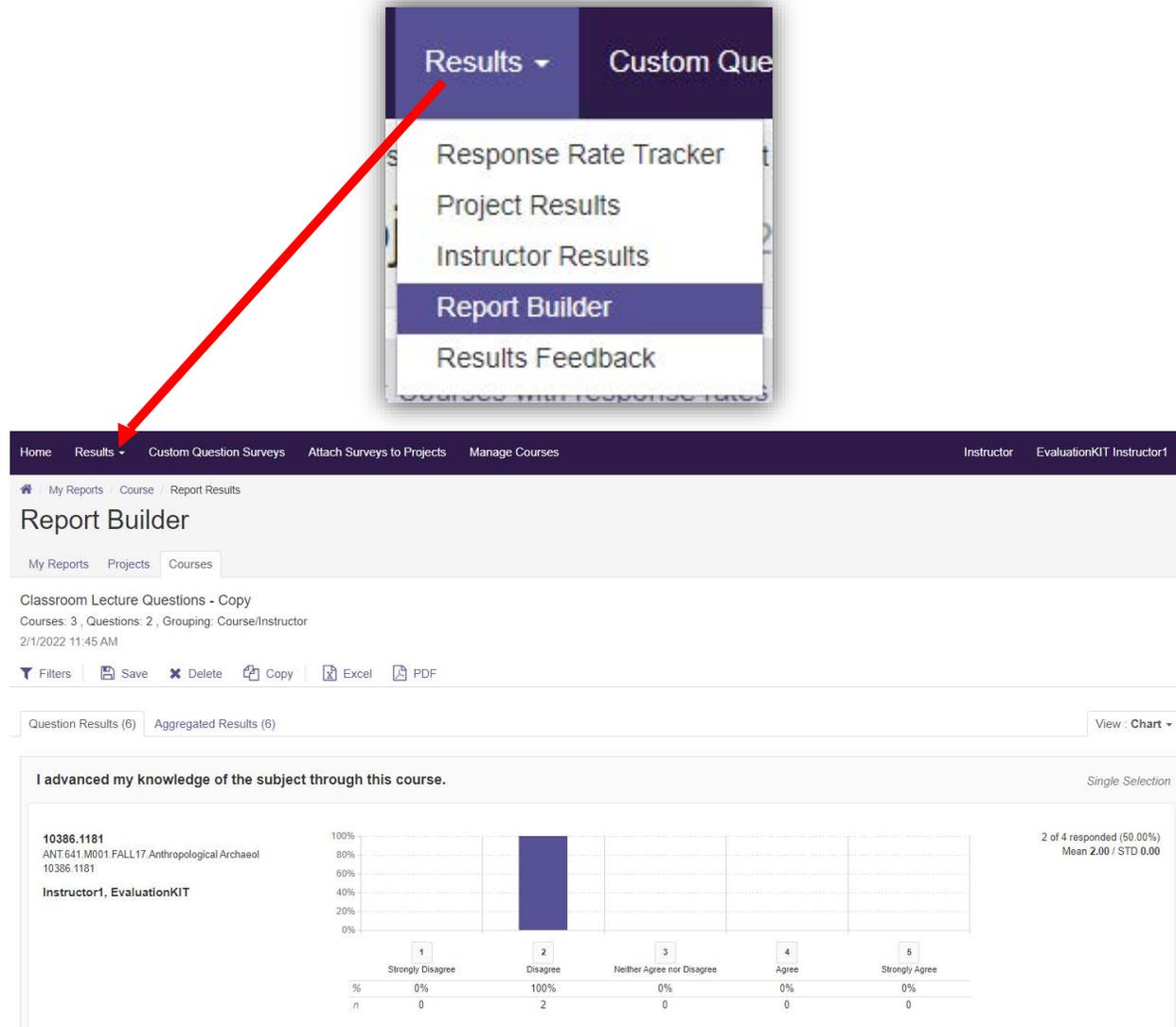
You had exceptional scores relating to the syllabus of this course. Great job!

Send to users: 0 ([Change](#))

Submit

Report Builder

Report Builder allows you to make custom reports from the course feedback data collected. You can even share your reports with others. Access the Report Builder by clicking the “Results” button on the top banner of the website, then select “Report Builder”.



The image shows a screenshot of the Report Builder interface. At the top, a dark blue navigation bar contains the 'Results' dropdown menu, which is open to show options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (highlighted in dark blue), and 'Results Feedback'. A red arrow points from the 'Report Builder' option in the dropdown to the 'Results' button in the navigation bar. Below the navigation bar, the 'Report Builder' dashboard is visible. It includes a breadcrumb trail 'My Reports > Course > Report Results', a title 'Report Builder', and tabs for 'My Reports', 'Projects', and 'Courses'. The main content area displays a report titled 'Classroom Lecture Questions - Copy' for 'Courses: 3, Questions: 2, Grouping: Course/Instructor' on '2/1/2022 11:45 AM'. It features a toolbar with 'Filters', 'Save', 'Delete', 'Copy', 'Excel', and 'PDF' options. Below the toolbar, there are tabs for 'Question Results (6)' and 'Aggregated Results (6)', and a 'View: Chart' dropdown. The main report area shows a bar chart for the statement 'I advanced my knowledge of the subject through this course.' The chart displays a single bar for 'Disagree' at 100%. The data table below the chart is as follows:

	1	2	3	4	5
	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
%	0%	100%	0%	0%	0%
n	0	2	0	0	0

Additional information on the right side of the chart area includes '2 of 4 responded (50.00%)' and 'Mean 2.00 / STD 0.00'.

The Report Builder dashboard will display all of your recent, saved, and shared reports under the My Reports tab. Each category described below will list the most recent five reports, or click “View All” to view the full list for each category.

My Reports

Recent

This window will display any of the recent reports you ran or any that you copied.

Saved Reports

This window will hold all of your saved reports so that you can run them again at any time.

Shared with Me

This window will display all of the custom reports that other users have created and shared with you.

The screenshot shows the 'Report Builder' interface. At the top, there is a navigation bar with links for Home, Results, Custom Question Surveys, Attach Surveys to Projects, and Manage Courses. On the right side of the navigation bar, it shows 'Instructor' and 'EvaluationKIT Instructor1'. Below the navigation bar, there is a breadcrumb trail: 'My Reports'. The main heading is 'Report Builder'. Below the heading, there are three tabs: 'My Reports' (selected), 'Projects', and 'Courses'. A notice box states: 'Data in this feature is updated nightly, so data in any open projects will be included on the following day.' Below the notice, there are three columns of report cards. The 'Recent' column has one card: 'Classroom Lecture Questions - Copy' with details '3 Courses, 2 Questions, Grouping: Course/Instructor' and timestamp '2/1/2022 11:45 AM'. The 'Saved Reports' column has two cards: 'Knowledge Questions' (3 Courses, 2 Questions, Grouping: Course/Instructor, 2/20/2020 3:00 PM) and 'Course Content Questions' (5 Courses, 4 Questions, Grouping: Course/Instructor, 2/20/2020 2:48 PM). The 'Shared with Me' column has one card: 'Course Information' (69 Courses, 23 Questions, Grouping: Course/Instructor, 1/26/2022 10:14 AM). Each column has a 'View All' link.

Create a Custom Report

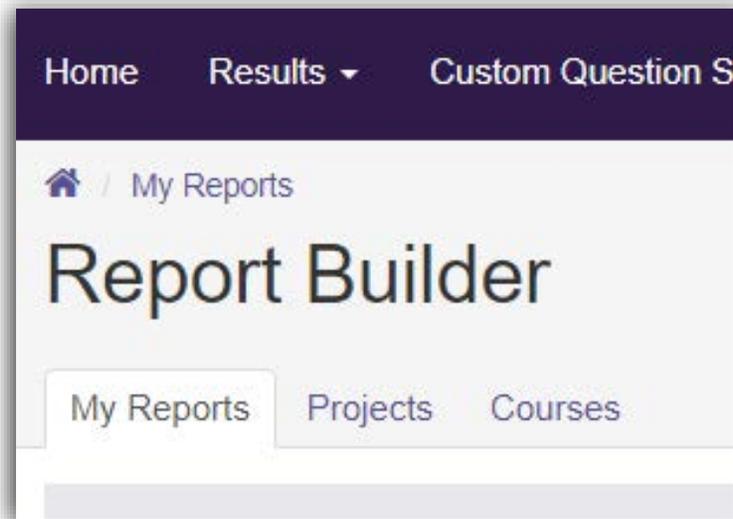
When creating a new report, select one of the following tabs depending on the perspective.

Projects

This tab lets you filter criteria from the perspective of all your project(s) or semesters.

Courses

This tab lets you filter criteria from all the courses for which you instruct.



For this example, we will create a report using the course criteria. Click the “+” sign to the right of each field to select your desired criteria. **Note: The items in bold font are required fields.**

My Reports / Course

Report Builder

My Reports Projects **Courses**

Knowledge Questions
Courses: 3 , Questions: 2 , Grouping: Course/Instructor
2/20/2020 3:00 PM

Results Run Properties Delete Copy

Course	3 Selected	x	v	+
Questions	2 Selected	x	v	+
Grouping	Course/Instructor	x	v	
Question Filters	None		v	+
Benchmarks	None		v	+

Once you start selecting your criteria, you will be able to make multiple selections.

<input type="checkbox"/>	10384.1181 - ANT.325.M001.FALL17.Anthrop of American Life 2019 Fall Course Feedback Test Project 01	Anthropology
<input checked="" type="checkbox"/>	10386.1181 - ANT.641.M001.FALL17.Anthropological Archaeol 2019 Fall Course Feedback Test Project 01	Anthropology
<input type="checkbox"/>	10381.1181c - ANT/AAS.112.Merged. FALL17.Intro African American Studies 2019 Fall Course Feedback Test Project 01	Anthropology

Once all criteria are selected, click “Run” to generate your report.

The report you generated appears on the screen within the “Question Results” tab. You can also toggle to the “Aggregated Results” tab to compile an overall scale. After the report has been generated, additional options will become available.

Properties

Click this to edit the name of your report.

Shared

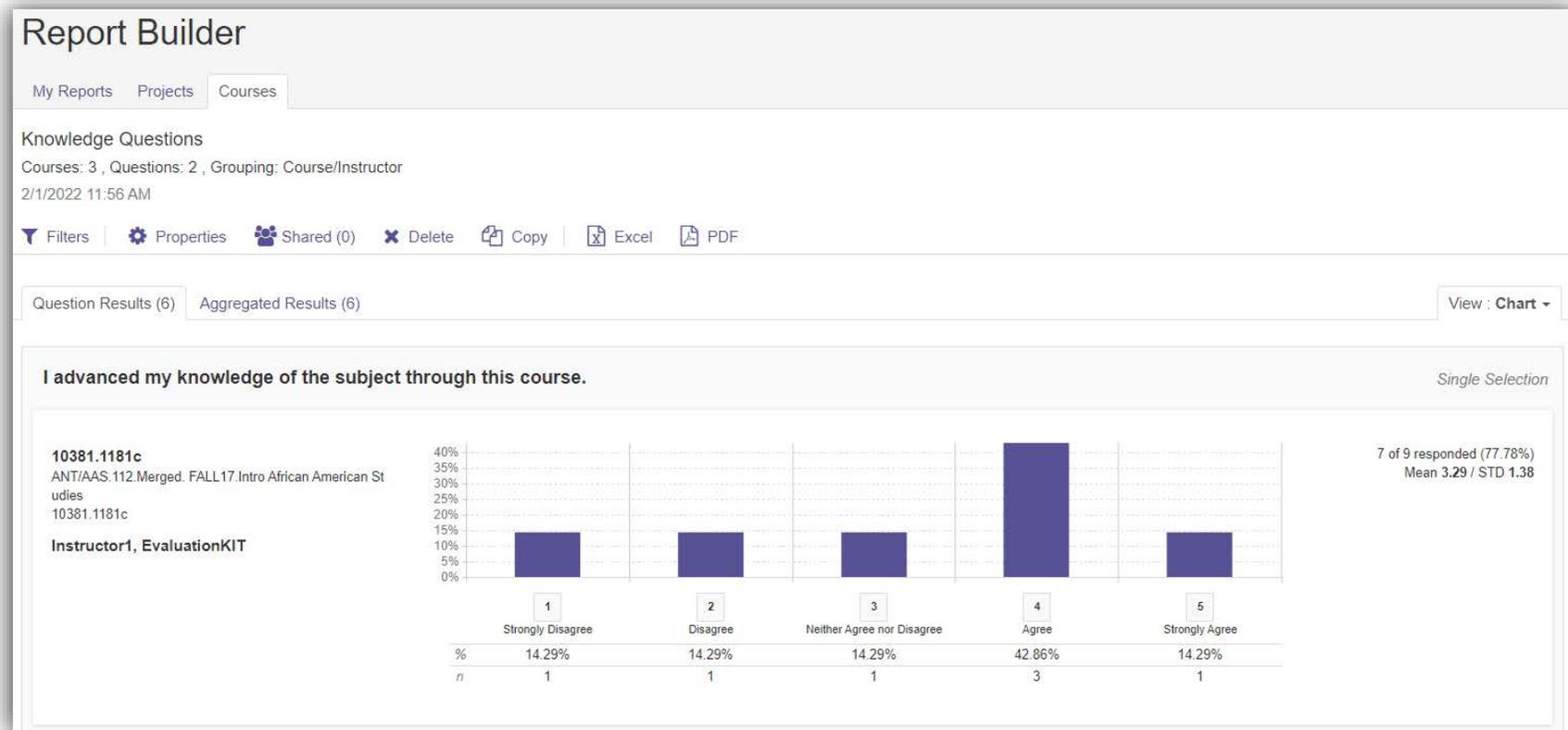
Click this to share the report with other users.

Copy

Click this to copy your report if you wish to make changes and run as a new report.

Excel/PDF

Click this to download the report in various formats.



Adding Custom (Instructor Selected) Questions

If instructor level questions are used in your school/college, you are able to add questions to the feedback form for your course(s). These questions can be selected from the item banks in the system. If a preferred item is not included in the item banks, instructors can create their own questions. More information can be found in a video guide on our website: <https://effectiveness.syr.edu/course-feedback/coursefeedbacksystem/for-instructors/>

Create a Custom Question Survey

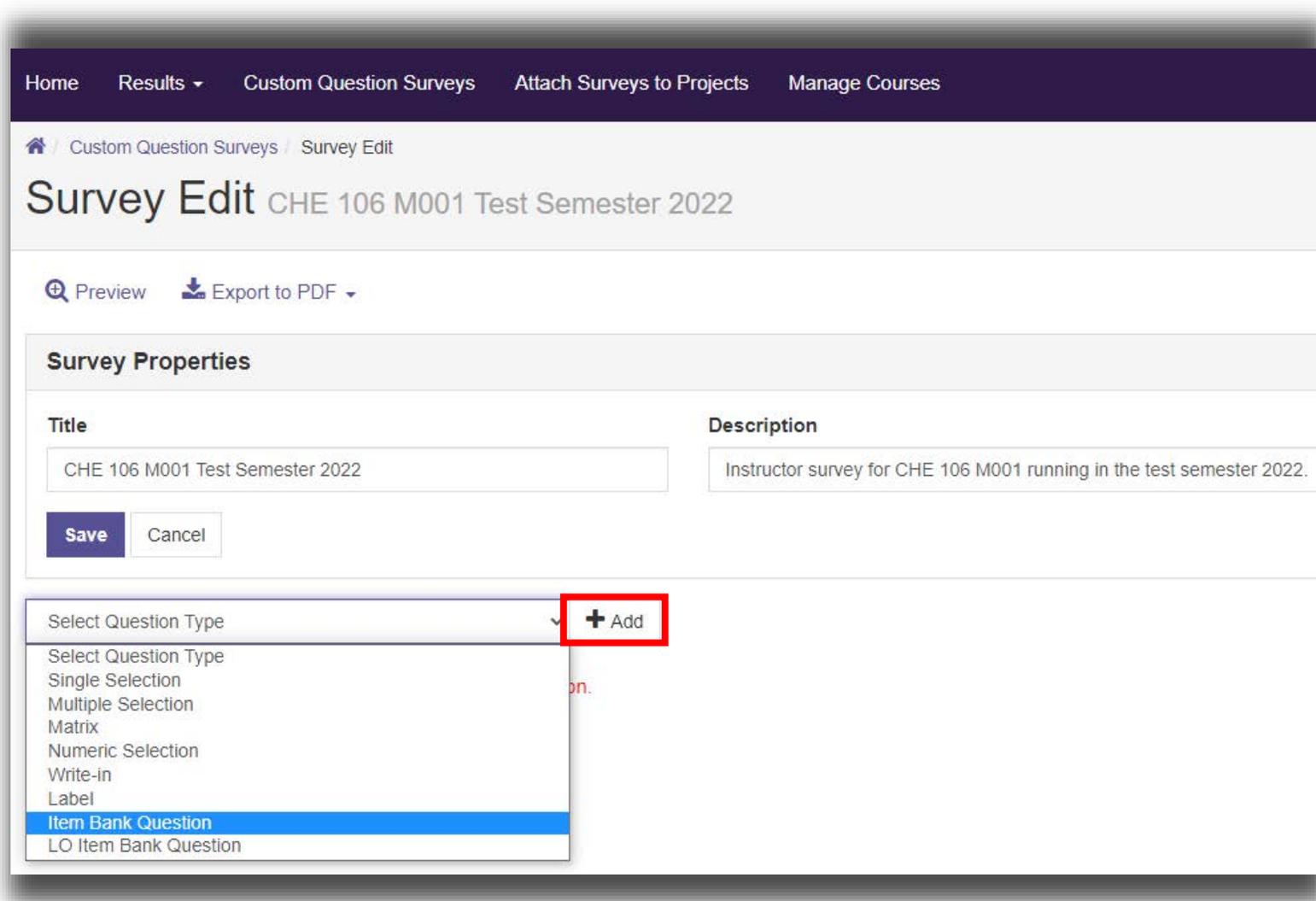
1. Click the “Custom Question Surveys” link on the top banner of the webpage.
2. Click “Create New Custom Question Survey” hyperlink.

The screenshot shows the 'Custom Question Surveys' page. At the top, a navigation bar contains 'Home', 'Results', 'Custom Question Surveys' (highlighted in red), 'Attach Surveys to Projects', and 'Manage Courses'. On the right, it shows 'Instructor' and 'EvaluationKIT Instructor1'. Below the navigation bar, the page title is 'Custom Question Surveys'. A red box highlights the '+ Create New Custom Question Survey' button. Below this is a search section with a 'Search Surveys' header and three input fields: 'Title Contains', 'Start Date', and 'End Date'. A 'Search' button is located below these fields. The main content area is titled 'Surveys' and contains a table with the following data:

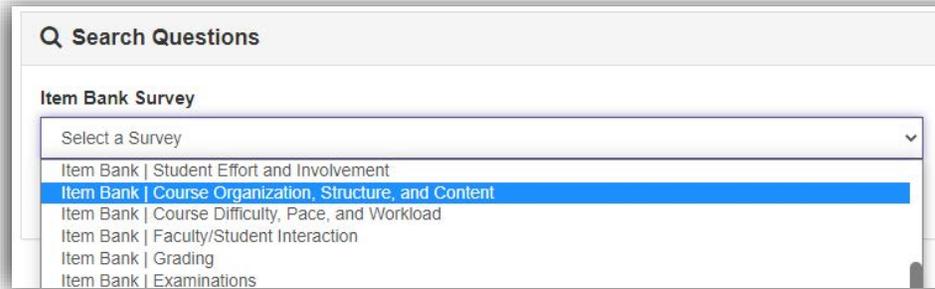
Title	Date Created	Author	Type	Projects	Preview	Copy	Edit	Delete	Lock
test issue	7/16/2020 4:25 AM	EvaluationKIT Instructor1	Course Custom Question	0					
(EK) Demographic Info	7/15/2020 2:36 PM	EvaluationKIT Instructor1	Course Custom Question	0					
Demographic	7/15/2020 2:01 PM	EvaluationKIT Instructor1	Course Custom Question	0					
BIO 350 M005 Spring 2020	1/15/2020 12:48 PM	EvaluationKIT Instructor1	Course Custom Question	1					

At the bottom of the table, it shows 'Total 4' records. There is a 'Records per page' dropdown set to 25 and a pagination control showing 'Page 1 of 1'.

3. Give the survey a title and description. We recommend including the course and semester to track easier.
4. Click the dropdown box and select 'Item Bank Questions,' then click "Add."



The next page will prompt a search for questions by selecting any of the available item banks. Click the dropdown box and select an item bank.



Select the questions to include and click the “Add Selected” button when done. **Note:** To request an item be added to the item banks, the question can be emailed to coursefeedback@syr.edu.

Add Item Bank Question

Add Selected

Select All (Note, any edits to a Linked Question will impact all instances of that survey question.)

Question 1

As the course progressed, I could see how each of the topics fit into a whole.

(1) Strongly Disagree

(2) Disagree

(3) Somewhat Disagree

(4) Somewhat Agree

(5) Agree

(6) Strongly Agree

Question 2

Class discussions were productive.

(1) Strongly Disagree

(2) Disagree

The final step is to review the additional questions, then click “Save” when done.

Custom Question Surveys / Survey Edit

Survey Edit CHE 106 M001 Test Semester 2022

Preview Export to PDF

Survey Properties

Title	Description
<input type="text" value="CHE 106 M001 Test Semester 2022"/>	<input type="text" value="Instructor survey for CHE 106 M001 running in the test semester 2022."/>

Select Question Type

Question 1

As the course progressed, I could see how each of the topics fit into a whole.

(1) Strongly Disagree

(2) Disagree

Now that the survey is created, it can be attached it to a course.

Attach a Custom Question Survey

1. Click the “Attach Surveys to Projects” link on the top banner of the course feedback system webpage.
2. On the next screen, in the "Projects with Custom Question Survey Access" table, select the current project.
3. On the next screen, click the "+Add Custom Question Survey" hyperlink, then click the checkmark in the “Select” column of the survey you want to use and then click the “Select Courses” button.
4. On the next screen, the survey can be attached to an entire hierarchy node or click the “Select Specific Courses” tab.
5. Click the “Add Courses” button to begin searching.

Custom Question Surveys Attach Surveys to Projects Add Custom Question Survey

Add Custom Question Survey 2022 Spring | Course Feedback | Test Project

Q Search Projects

Title Date Created From Date Created To

Search

Question Source: Select From Item Bank and Your Own Questions Question Limit: 255

Title	Description	Date Created	Preview	Select
BIO 350 M005 Spring 2020	BIO 350 M005 Spring 2020	1/15/2020	Q	✓
CHE 106 M001 Test Semester 2022	Instructor survey for CHE 106 M001 running in the test semester 2022.	2/1/2022	Q	✓

Total 2 Records per page: 25 Page 1 of 1

Select Courses Quit

Custom Question Surveys Attach Surveys to Projects Add Custom Question Survey Select Courses for Custom Question Survey

Select Courses for Custom Question Survey 2022 Spring | Course Feedback | Test Project

Selected Survey: CHE 106 M001 Test Semester 2022

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select Specific Courses Current Selected Courses

No Courses Selected.

Total 0 Records per page: 50

Finish : Save Custom Question Survey Add Courses Cancel

Select all the courses to which the survey should be attached and then click the “Add Selected Courses” button.

Add Courses ✕

Q Search Courses

Code Title Unique ID

Search

Projects

<input type="checkbox"/> Course Code	Title▲	Unique ID	Hierarchy Level
<input type="checkbox"/> 17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node
<input type="checkbox"/> 14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing Node

Total 2 Records per page 50 ▼ Page 1 ▼ of 1 ▶▶

Add Selected Courses

Home Results Custom Question Surveys Attach Surveys to Projects Manage Courses Instructor EvaluationKIT Instructor1

Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey 2022 Spring | Course Feedback | Test Project

+ Add Custom Question Survey + Create New Survey View Main Survey for this Project

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
CHE 106 M001 Test Semester 2022	EvaluationKIT Instructor1	EvaluationKIT Instructor1	2/1/2022 12:23 PM	1		

Total 1 Records per page 50 Page 1 of 1

Verify the courses to which custom question surveys are applied by clicking the hyperlink under the ‘Courses’ column of the table. Click “View Main Survey for this Project” to view the University’s core questions.

If you have any questions or comments, please contact Institutional Effectiveness and Assessment by emailing coursefeedback@syr.edu.

For up-to-date information and resources on the course feedback process, visit our website at <https://effectiveness.syr.edu/course-feedback/>.