

## Compiling Course Evaluation Results with Respondus

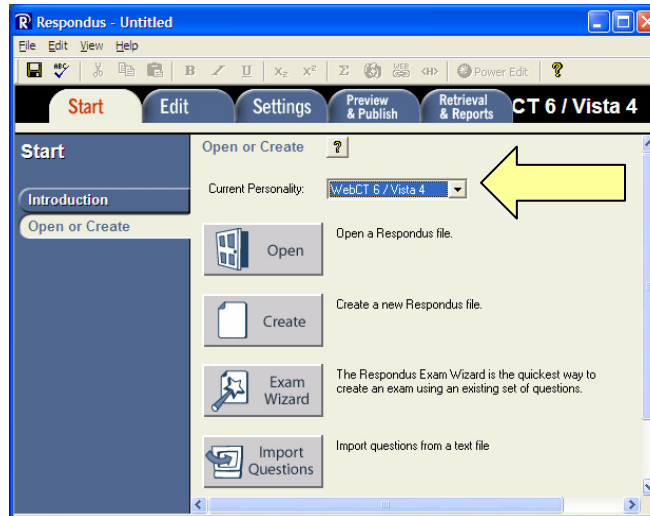
Please follow these steps to prepare course evaluation results for your department. You must have Respondus *version 3.5 or later* installed on your computer in order to compile the results. Detailed instructions for installing Respondus may be found in the WebCT course “Faculty Resources 3 – WebCT for Course Designers.”

### Overview

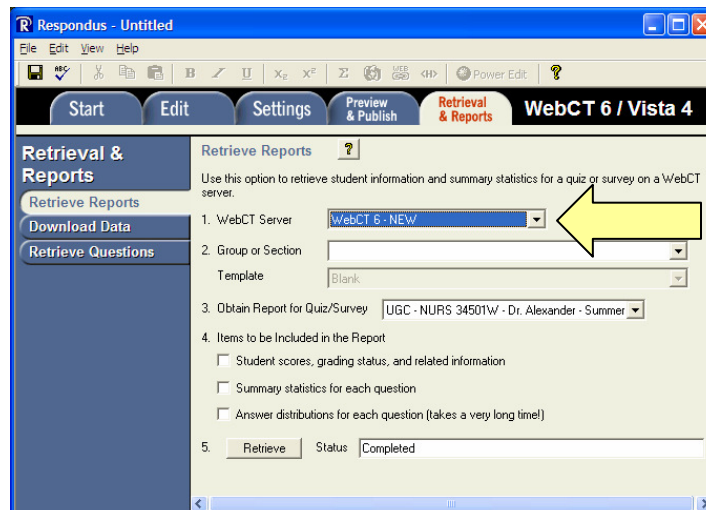
1. Use Respondus to collect the responses from multiple-choice questions.
2. Download responses from text-based/paragraph questions.
3. Combine, save, and print the results.

### Detailed steps

1. **Open Respondus.**
  - a. Click **Start**.
  - b. Select **WebCT6/Vista 4** as the current personality.

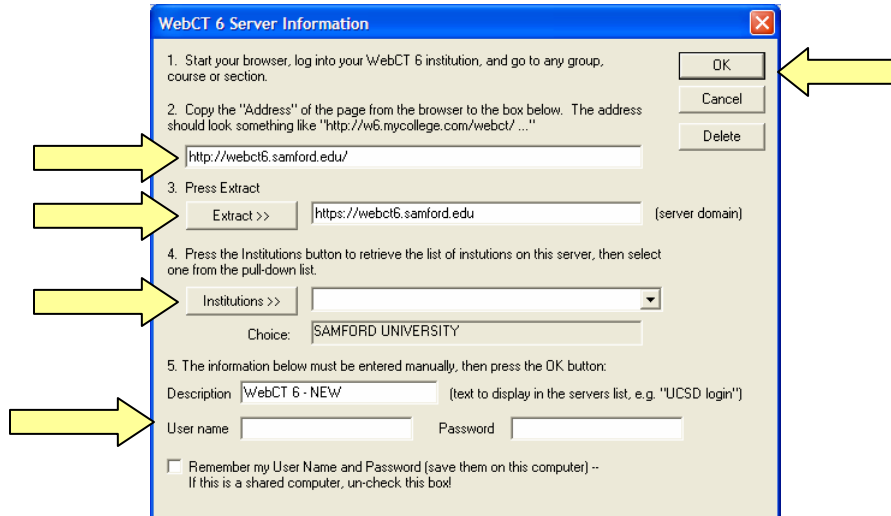


- c. Click on **Retrieval & Reports**.
- d. Select **WebCT 6** as the WebCT Server.

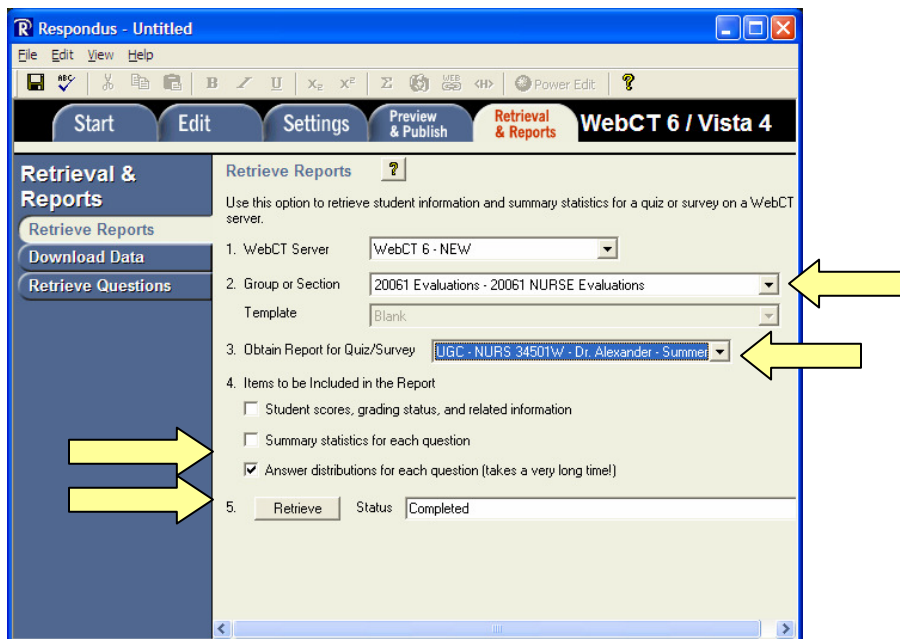


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- e. Type **http://webct6.samford.edu/** and then click **Extract**.
- f. Click **Institutions** and select **Samford University**.
- g. Type your **User Name** and **Password** and click **OK**.



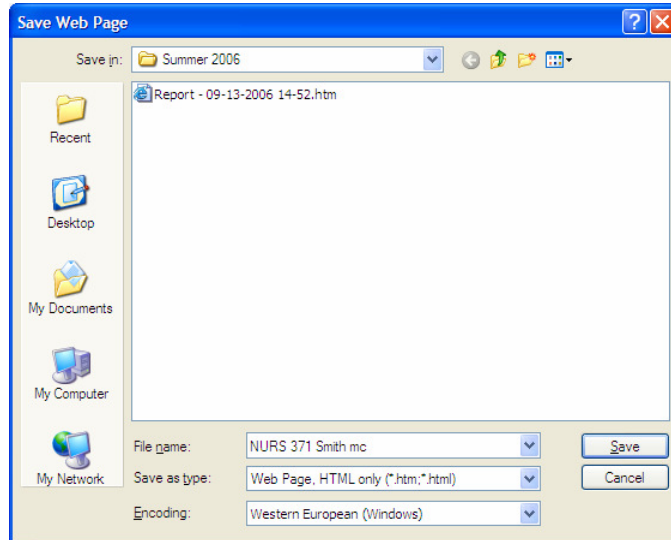
- h. Click on the pull-down menu beside **Group or Section** and select the name of your evaluation course (e.g., 20061 Evaluations – 20061 NURSE Evaluations).
- i. Click on the pull-down menu beside **Obtain Report for Quiz/Survey** and select the first course.
- j. Put a check by **Answer distributions for each question**.
- k. Click **Retrieve**.



- l. The report will appear in a new browser window. Click **File** → **Save As**.


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- m. Create a new folder and name it appropriately (e.g., “Evaluations – Summer 2006”). Save all the files for this term in this folder.
- n. Change the file name to the following format: **NURS 371 Smith mc.**
- o. Use the pull-down menu beside **Save as type** to select **Web Page, HTML Only.**
- p. Click **Save.**



- q. Repeat this process for each course.
- r. Click the red x in the upper right-hand corner of the report to close Respondus.

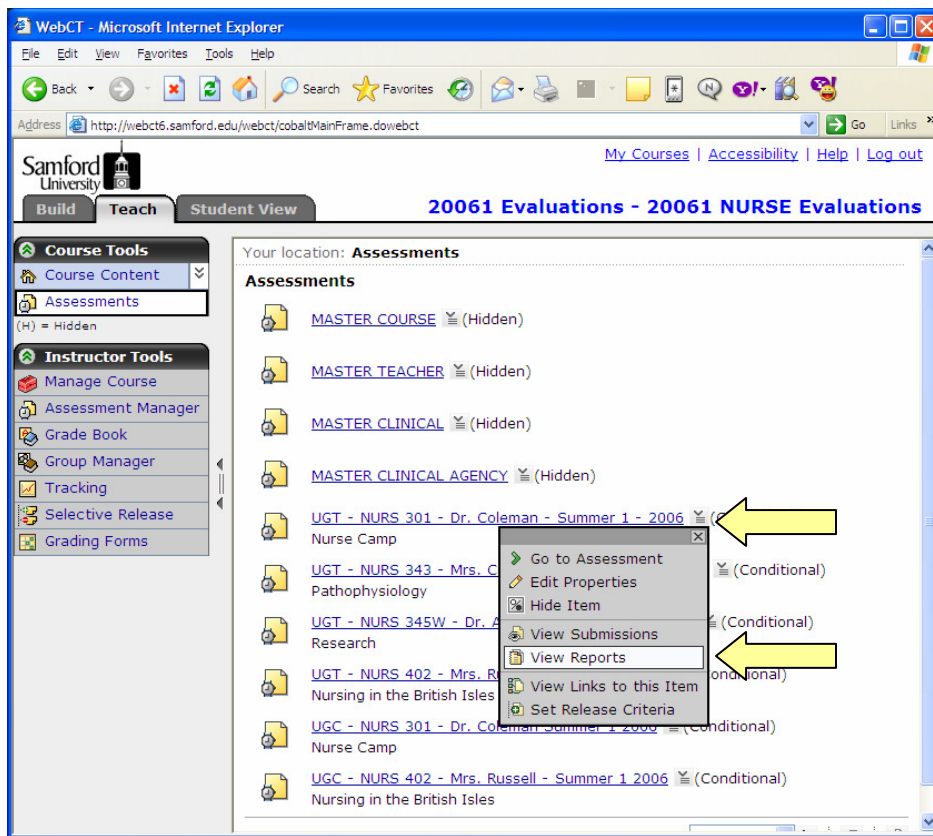
**2. Log on to WebCT.**

- a. Click the name of your department’s evaluation course.
- b. Click the **Teach** tab.
- c. Click **Assessments.**
- d. Go to the first course, then click the grey ActionLink icon. 

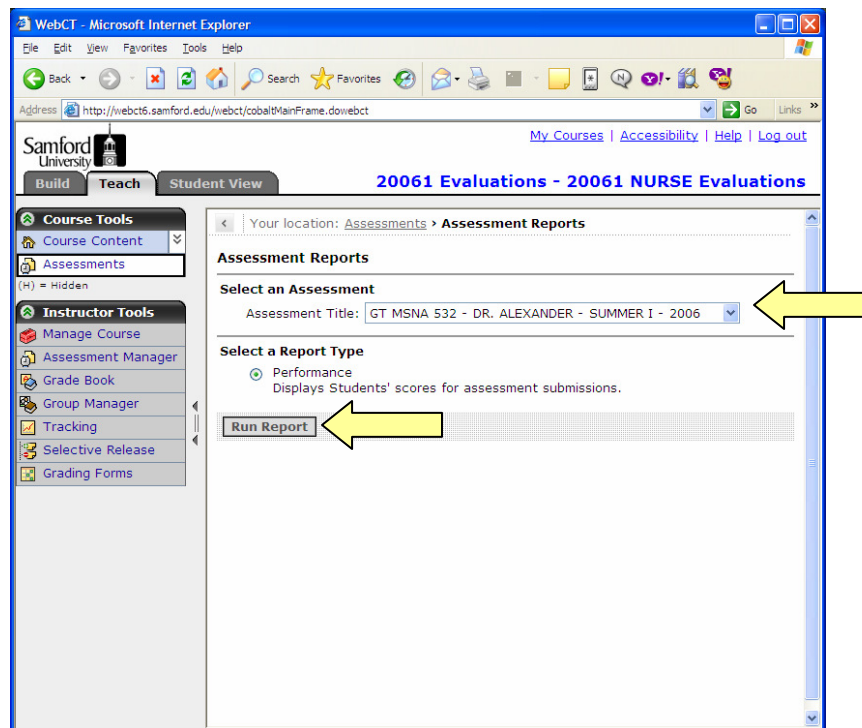
*Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.*

- e. Click **View Reports.**

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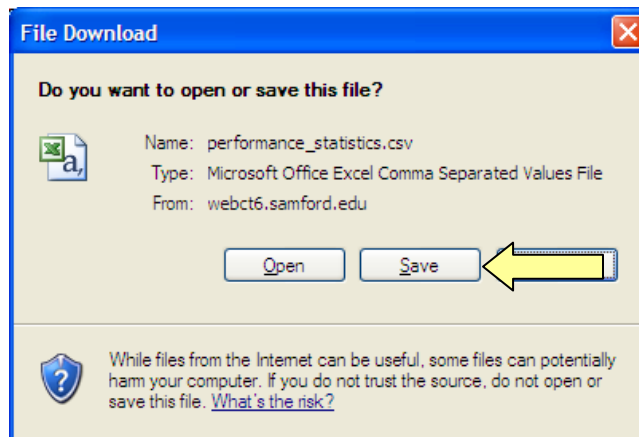
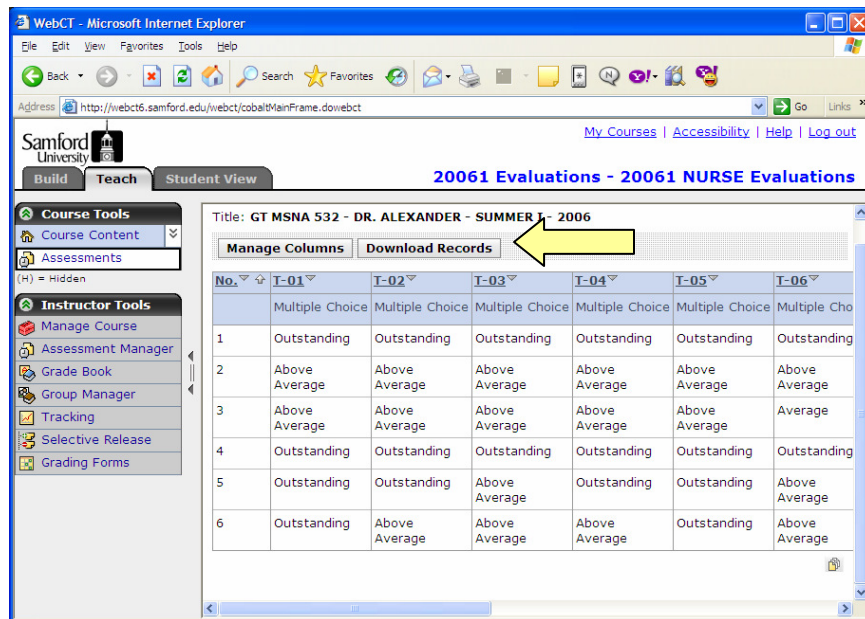


- f. Use the pull-down menu to select the course.
- g. Click **Run Report**.



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h. Click **Download Records** and click **Save**.

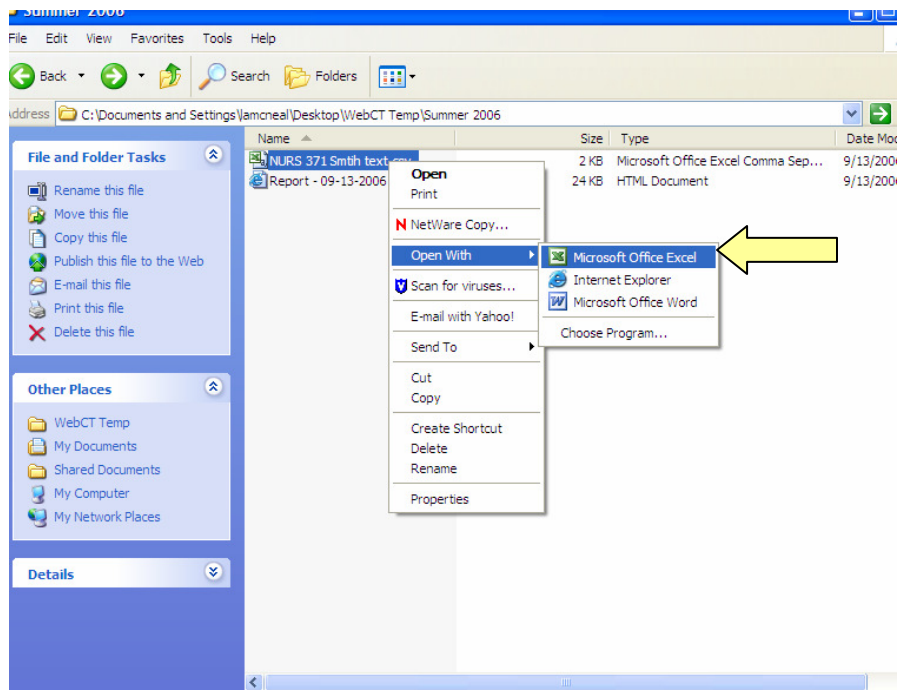


- i. Save the file in the folder you created for course evaluations and use the following naming convention: **NURS 317 Smith text**.
- j. Click **Log out** in the upper right-hand corner to exit WebCT.

**3. Combine, save, and print the results.**

- a. Open the folder where the files are saved.
- b. Right-click on the CSV file for the first course and select **Open With Microsoft Office Excel**.

## Handout 5: Compiling Course Evaluation Results with Respondus



c. Copy the responses to the paragraph questions.

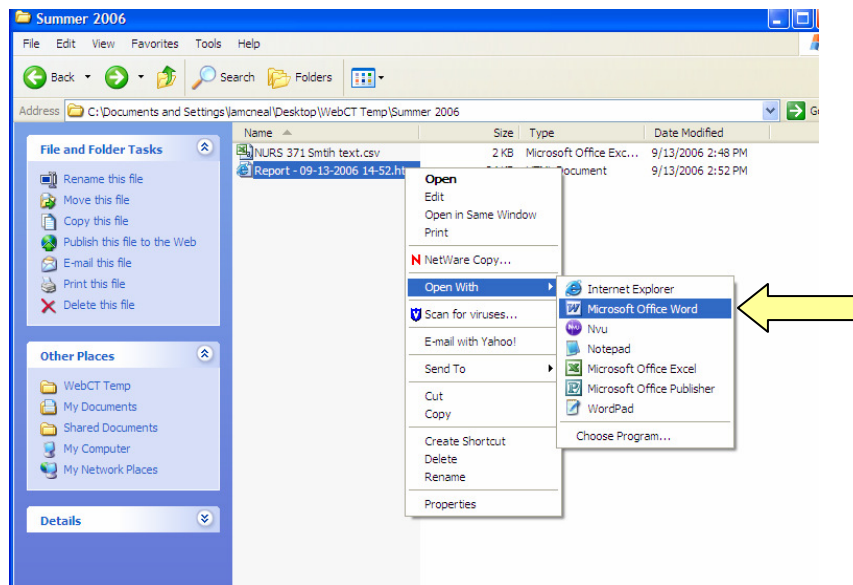
The screenshot shows Microsoft Excel with a spreadsheet titled 'NURS 371 Smith text.csv'. The spreadsheet has columns J, K, L, and M. Row 1 is a header for 'T-91-Strengths (Paragraph)'. Rows 2-7 contain student feedback comments.

	J	K	L	M
1	T-09 (Multi T-10 (Multi T-90-Over			T-91-Strengths (Paragraph)
2	Outstandi	Outstandi	Outstandi	not answered
3	Outstandi	Outstandi	Above Ave	not answered
4	Above Ave	Average	Above Ave	no comment
5	Outstandi	Outstandi	Outstandi	Great professor!!! Very respectful and reasonable. We appreciate her flexibility with our fluatating schedules. I really enjoyed her teaching!
6	Outstandi	Outstandi	Outstandi	She is great!
7	Above Ave	Above Ave	Above Ave	She was available to help with concepts and paper writing. She shares her extensive knowledge with ease and makes a difficult class as interesting as possible.
8				
9				
10				
11				
12				
13				
14				
15				
16				

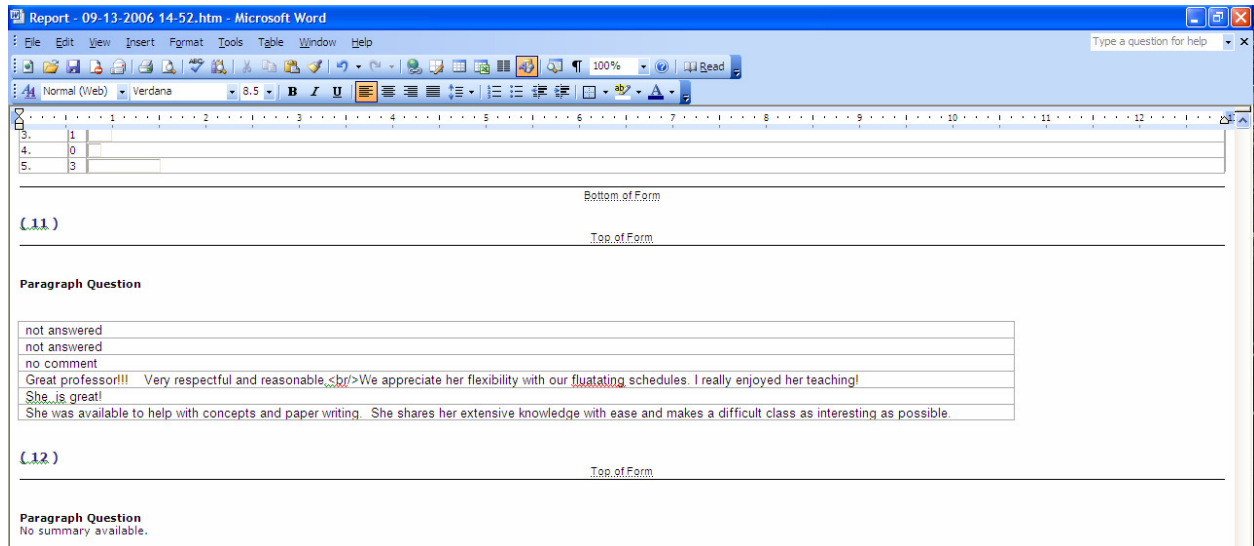
d. Close Excel.

e. Right-click on the HTML file for the first course and select **Open with Microsoft Office Word**.

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- f. Go to the end of the report and paste the text from Excel.



- g. Save the file as a Word document. Use the following naming convention: **NURS 371 Smith FINAL**.
- h. Go back to the folder where the course evaluation files are saved and the repeat the process for the next course.

### Need more help?

For additional assistance with WebCT, please contact Lisa McNeal or Joe Zellner:

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