

INSTRUCTIONS FOR FCEs

I. ACCESSING YOUR RESULTS	1
II. VIEWING YOUR RESULTS	1
III. CUSTOMIZING YOUR RESULTS	2
IV. NAVIGATING THE SYSTEM	3
V. EXPORTING YOUR DATA	5
VI. SEARCHING FOR OTHER COURSE RESULTS	5
VII. HELP	6

I. ACCESSING YOUR RESULTS

To access your evaluations, go to: <http://www.cmu.edu/fce> and click on "View FCE Results." After you login you will be taken to a page with your list of courses. Click on the "View Results" next to the course name to see the results. To view results of courses taught by other instructors, see section V. SEARCHING FOR OTHER COURSE RESULTS

II. VIEWING YOUR RESULTS

When you login, the default view is a summary of the results for each section, as shown in Figure 1 below. The ratings are the average ratings for each of the sections in the evaluation. Click on "Show all Questions" to view all questions or click on the **+** beside a section to view individual items in that section. To return to the summary view of a section, click on the **-** beside the section heading or on the **-** beside "Show All Questions". You can also see the distribution of responses for each question by using the "Options" button, located below the course name, or send your data to a file by clicking on "Export".


The screenshot shows the 'Summary Results' page for a course. The course name is 'F04-85211-C COGNITIVE PSYCHOLOGY' with an enrollment of 48 and 28 responses. The page is divided into several sections:

- Navigation:** Summary Results, Demographics, Student Comments, Individual Responses.
- Summary Report:** Department, College, University filters.
- Questions and Statistics:**

Question	Key	Mean	Med	SD
In this course, to what degree have you...	[0 - Not Relevant to Course] [1 - None/Not at all] [2 - A Little] [3 - Some] [4 - A Lot] [5 - An Exceptional Amount]	3.59	4	1.14
Rate the performance level of your instructor on each of the following teaching procedures or behaviors.	[0 - Not relevant in this course] [1 - R-Poor] [2 - D-Fair] [3 - C-Good] [4 - B-Very Good] [5 - A-Excellent]	4.46	5	0.72
Overall, how would you rate this instructor's teaching?	[1 - R=Poor] [2 - D=Fair] [3 - C=Good] [4 - B=Very Good] [5 - A=Excellent]	4.52	5	0.51
Rate each of the following resources or activities in terms of their usefulness to your learning in this course.	[0 - Not part of course/I didn't use it/them] [1 - Not at all Useful] [2 - Slightly Useful] [3 - Somewhat Useful] [4 - Very Useful] [5 - Extremely Useful]	3.76	4	1
How would you rate the overall quality of this course?	[1 - Poor] [2 - Fair] [3 - Good] [4 - Very Good] [5 - Excellent]	4.3	4	0.72

Red annotations highlight the 'OPTIONS Button' and 'EXPORT Button' located below the course name.

Figure 1. Summary Results Page

Viewing Department, College & University Ratings. To compare your ratings to the department, college, or the university, click on the labeled links at the top-left of your results page. You can view all of the comparisons or select just one. To delete a column, click on the  located in the top-right corner of the column.

III. CUSTOMIZING YOUR RESULTS.

A. The OPTIONS Function

Below your Course Title there is an "Options" button (See Figure 1). Selecting "Options" will take you to a page where you can customize your report. After selecting an option, click "Update Column" at the bottom of the page to save your changes.

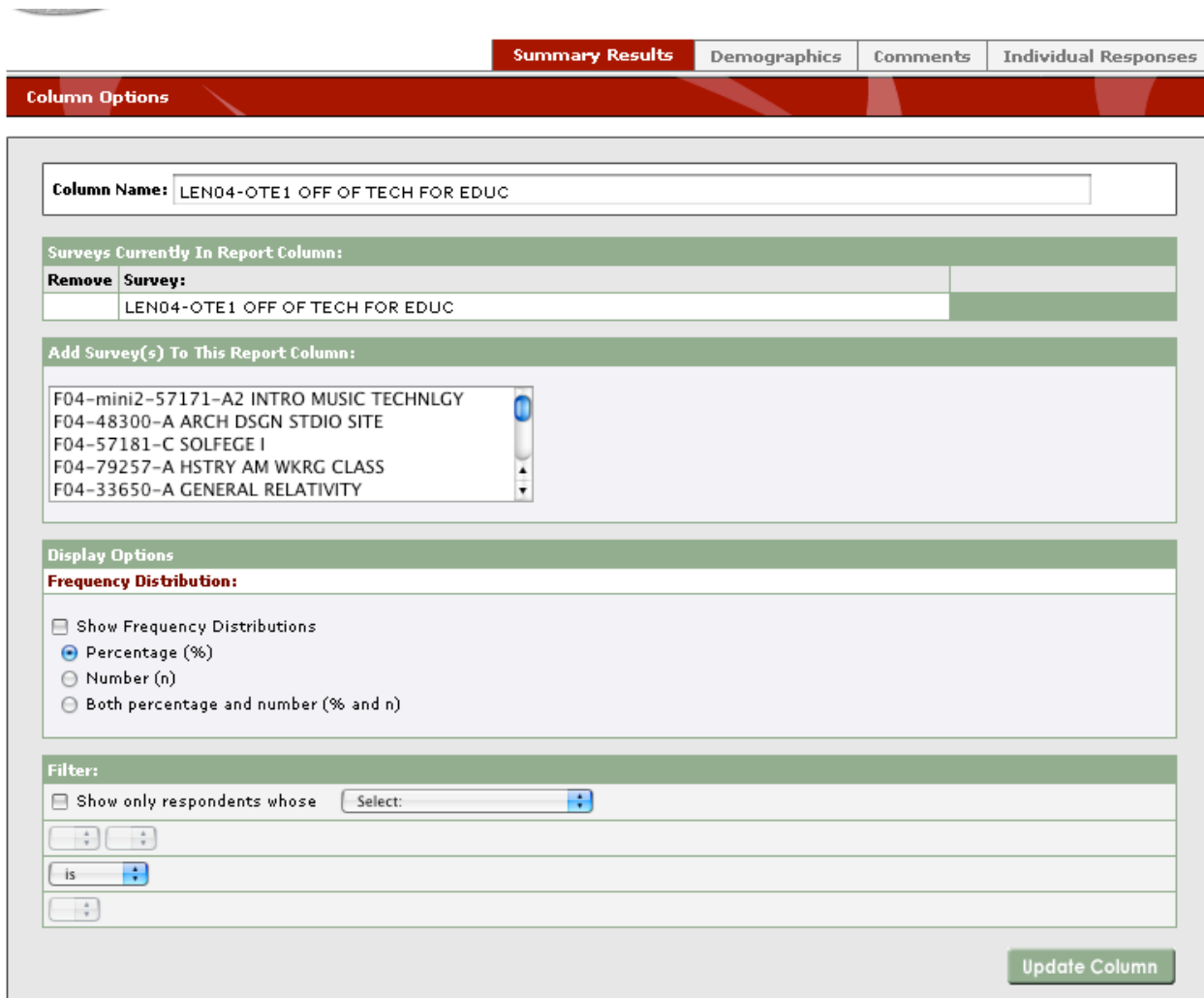


Figure 2. Sample Editor Page

- a) *Add Survey(s) to This Report Column:* If you have multiple course evaluations (e.g., multiple sections of a course, multiple semesters of the same course), you can use this function to aggregate the results into a single report. Click on

the courses you want to add to your results and then select "Update Column" at the bottom of the page.

- b) *Display Options*: Use this option to include the frequency distribution of question ratings, and to view the distributions by either percentage of respondents, number of respondents, or both.
- c) *Filter*: This function allows you to view the results for specific groups of responders, based on demographics (e.g., freshmen only) or on a response to a specific question (e.g., Those who selected "Never" for the question about class attendance.). To set a filter, click in the box beside "Show only respondents whose". All subsequent analyses and results will be based on the respondents selected by the filter. To remove a filter, go to the Editor and uncheck the box.

IV. NAVIGATING IN THE SYSTEM

You can easily navigate between Reports, Demographics, Comments and Relationships/Correlations by using the tabs at the top of the page. The Editor can only be accessed from the "Options" button on the Results page. If you have more than one evaluation, click on the MyFCE tab to return you to your course list.

A. Demographics

Clicking on the Demographics tab will show you the demographics of the students who responded or did not respond to the evaluation (See Figure 3). For example, you can see how many freshmen, sophomores, etc. responded or the number of respondents and non-respondents by college. To protect students' anonymity, any category with 5 or fewer students will only show the total participants.

	Responders	Non-Responders	Total Participants
Total	28	20	48
class			
Soph	19	14	33
Junior	6	4	10
Other	3	2	5
college			
Carnegie Institute of Technology	5	3	8
Carnegie Mellon University	4	1	5
College of Humanities and Social Sciences	6	9	15
Mellon College of Science	3	2	5
School of Computer Science	6	5	11
Other			4
department			
Computer Science	6	5	11
General HSS	1	4	5
Other	21	11	32

Figure 3. Sample Demographics page.

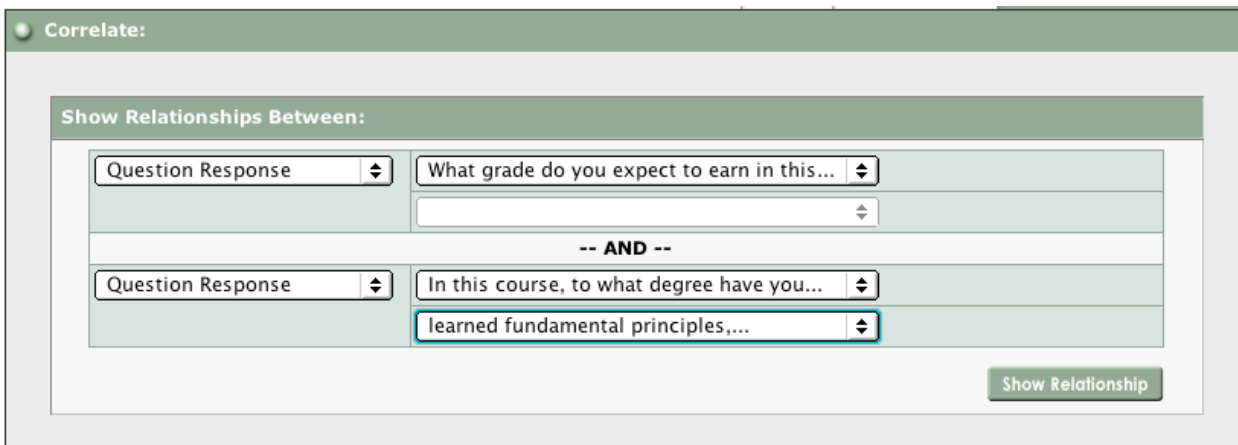
B. Relationships/Correlations:

This tab will take you to a page that will allow you to examine relationships between demographic properties or question responses.

For example, if you wanted to see if there was a relationship between students' anticipated grade in the course and how much they think they learned about the general principles and theories, you could select these two questions and view a table showing the frequencies for each response option on one question by the response option chosen on the other question.

To examine a relationship: Choose Question Response or Demographic information from the "Select" menus and then select the specific question or demographic that you want from the active menu bars on the right. If the question you select has multiple parts (e.g., "In this course to what degree did you ..."), then the menu below the question will be activated and you can select the specific question item you want to examine. Then click on the "Show Relationship" button.

In Figure 4, a relationship between the questions "What grade do you expect to earn" and the item "learned fundamental principles" from the multiple part question "In this course, to what degree have you", have been selected for analysis.



The screenshot shows a web interface titled "Correlate:". Below the title is a section labeled "Show Relationships Between:". This section contains two rows of selection options. The first row has a dropdown menu set to "Question Response" and a text box containing "What grade do you expect to earn in this...". Below this text box is another dropdown menu. The second row has a dropdown menu set to "Question Response" and a text box containing "In this course, to what degree have you...". Below this text box is another dropdown menu containing "learned fundamental principles,...". Between the two rows is a separator line with "-- AND --" centered on it. At the bottom right of the selection area is a green button labeled "Show Relationship".

Figure 4. Relationship/Correlation page

The results of the analysis are shown graphically and as either a chi-square or a correlation statistic (r), or both, depending on the type of data. Figure 5 shows the results of a relationship between the demographic "College" and the Question, "Overall how would you rate this instructor's teaching?"

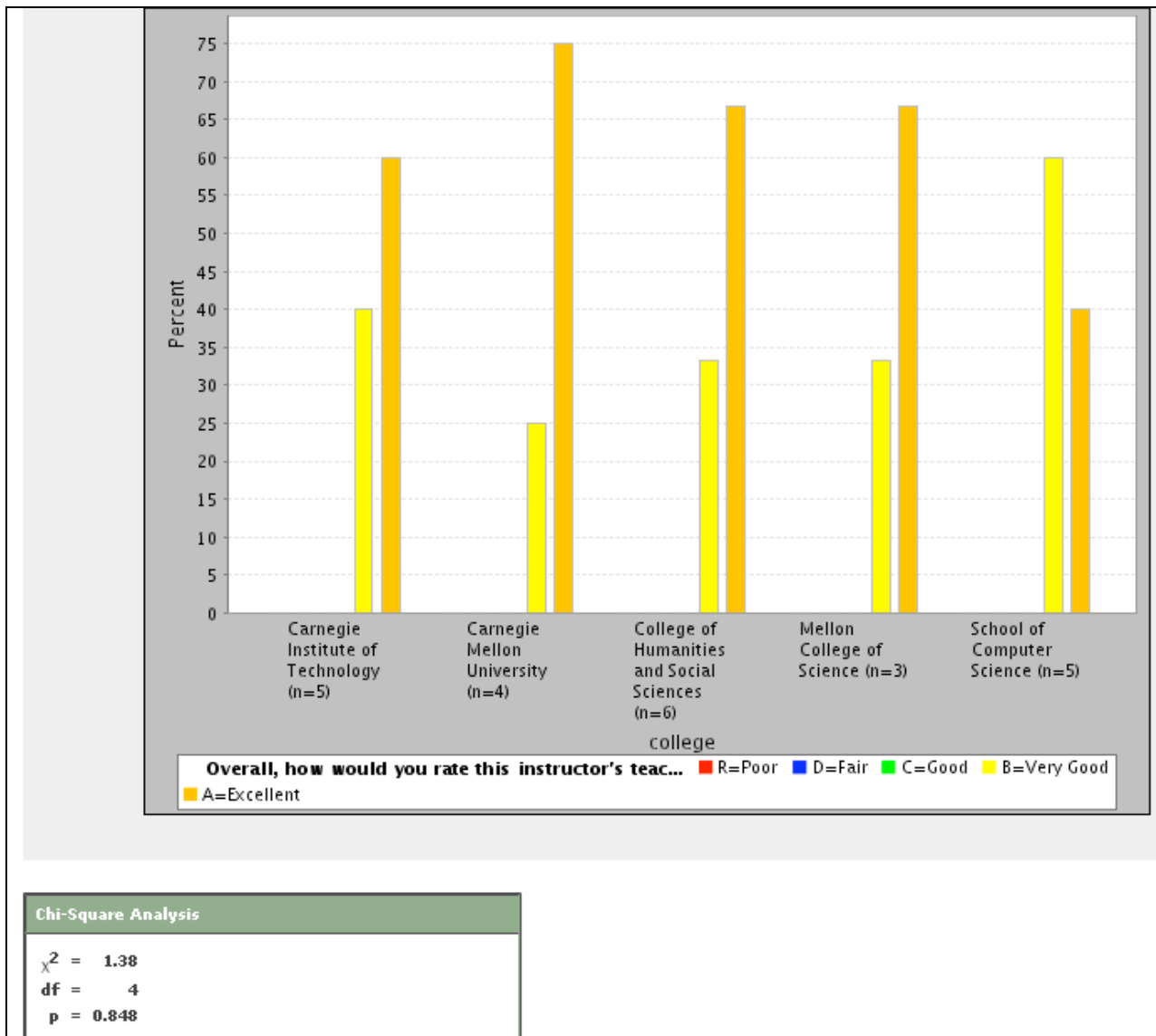


Figure 5. Output from Conducting a Relationship

V. EXPORTING YOUR DATA

You can export your results using the Export button that is located above your data columns. Data can be exported as a Microsoft excel file (.xls) or as a comma-separated values file (.csv). A variable that could uniquely identify a student (e.g., the variable "Class Level" if you only have one freshmen in the class) will not be exported in order to protect students' anonymity.

VI. SEARCHING FOR OTHER COURSE RESULTS

You can view the numerical results of any other evaluated course by selecting the "SEARCH FCES" located at the top right of your FCE homepage or from within your FCE results. The search function allows you to search for a single course or instructor, or a set of courses by filling in the appropriate values for Semester, College, Department, Course id, Instructor name or Andrew id. For example, to see a listing of all the courses in a department, you would select the college and then the department from the menus. To view all the courses taught in Fall '04 by

Professor Ote Eberly, you would select F04 for semester, and enter "Eberly" in the instructor field. All courses taught by Eberly in Fall '04 would then be listed.

Sorting your search results: You can sort the results of your search by clicking on the column label. For example, if your results for Semester = Fall04, Instructor name = Eberly, gave you the listing of courses for three professors named Eberly (Ote, Tom & Zee), clicking on the "Instructor" heading of the search results would sort the list so that all of Ote Eberly courses were listed together, followed by courses for Tom Eberly and Zee Eberly. Sorting can be based on any of the columns, allowing you to sort by course number, semester, department, etc.

VII. HELP

If you experience any technical difficulties with the system (e.g., problems logging in, surveys not appearing, error messages, etc), please contact Len Lanphar (jl8z+@andrew.cmu.edu). If you have questions about using the survey tool or comments about the system or the survey questions, please contact Anne Fay (af25@andrew.cmu.edu)