

## Viewing FCE Results for Courses from Fall 2004 – Present

Go to <a href="http://www.cmu.edu/fce/">http://www.cmu.edu/fce/</a>		
Click on “View FCE Results”. You will need to authenticate with your Andrew ID.		
Choose the type of results you would like to view:		
<p><b>Course Results:</b> To list all sections of a course:</p> <ol style="list-style-type: none"> <li>1. Click on the “Search FCEs” tab.</li> <li>2. Type in Course ID (xxxxx).</li> <li>3. Check that the College and Department are correct for that course, or leave blank.</li> <li>4. Make sure Semester is blank.</li> <li>5. Click on Search</li> </ol>	<p><b>Instructor’s Results:</b> To list all courses for one instructor :</p> <ol style="list-style-type: none"> <li>1. Click on the “Search FCEs” tab.</li> <li>2. Type in Instructor’s Andrew ID for an exact match; using part or all of their Last Name will bring up all matches on that text.</li> <li>3. Make sure College, Department and Semester are blank; Otherwise, cross-listed courses will NOT be found.</li> <li>4. Click on Search.</li> </ol>	<p><b>Department Results:</b> To list all courses in one department for one semester:</p> <ol style="list-style-type: none"> <li>1. Click on the “Department Summaries” tab (If not visible, click on “Home<sup>1</sup>” tab first).</li> <li>2. Select College, Department and Semester<sup>2</sup>.</li> <li>3. Click on Search.</li> </ol>
<p><b>Search Results:</b></p> <p>List of courses with:</p> <ul style="list-style-type: none"> <li>• Semester</li> <li>• Course ID</li> <li>• Course Title</li> <li>• Instructor</li> <li>• Enrollment</li> <li>• Response Rate</li> <li>• Average Rating of Learning Outcomes*</li> <li>• Average Rating of Course Activities*</li> <li>• Average Rating of Instructor Behaviors*</li> <li>• Overall Instructor Rating</li> <li>• Overall Course Rating</li> </ul> <p>Table can be exported as an Excel file by clicking on Export Summary button at the bottom of the page. After downloading the file, click on the “Home” tab to return to the results.</p> <p style="text-align: center;">*Average score of all questions within the matrix</p>		
<p><b>Course or Instructor Search Results:</b></p> <p>Department, College and University averages are not available on this view.</p>	<p><b>Department Summary Results:</b></p> <p>Department, College and University averages appear at the bottom of the list .</p>	
From the list of courses, you can choose to look at:		
<p><b>Full Results for One Course:</b></p> <ol style="list-style-type: none"> <li>1. Click on Course Title for results for each section of the course.</li> <li>2. Click on Show All Questions<sup>3</sup>.</li> </ol> <p>Instructors, Department Heads and Deans have access to Student Comments and report functionality.</p> <p>Beginning with end-of-semester evaluations in Fall 2005 (F05-mini2 and F05 courses) Department, College and University averages are available by clicking on tabs at the top of the results.</p>	<p><b>Full Results for Multiple Courses:</b></p> <ol style="list-style-type: none"> <li>1. Click on the box in the View Multiple column on the left for each course that you would like to see.</li> <li>2. Click on Submit at the bottom of the list.</li> <li>3. Click on Show All Questions<sup>3</sup>.</li> </ol> <p>Student comments and report functionality are not accessible from this view.</p> <p>Beginning with end-of-semester evaluations in Fall 2005 (F05-mini2 and F05 courses) Department, College and University averages are available by clicking on tabs at the top of the results. The Dept. and College averages will be displayed for the course in the left-most column.</p>	

<sup>1</sup> “Home” tab: This tab will take you back to the area where you can choose from Searching FCEs, Department Summaries and Courses I Have Taught.

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### <sup>2</sup> Semester Definitions:

- Su06-All: Summer 06 All summer session
- Su06-2: Summer 06 2<sup>nd</sup> session
- Su06-1: Summer 06 1<sup>st</sup> session
- S06: Spring 06
- S06-mini4: Spring 06 mini-4
- S06-mini3: Spring 06 mini-3
- F05: Fall 05
- F05-mini2: Fall 05 mini-2
- F05-mini1: Fall 05 mini-1
- Su05-All: Summer 05 All summer session
- Su05-2: Summer 05 2<sup>nd</sup> session
- Su05-1: Summer 05 1<sup>st</sup> session
- S05: Spring 05
- S05-mini4: Spring 05 mini-4
- S05-mini3: Spring 05 mini-3
- F04: Fall 04
- F04-mini2: Fall 04 mini-2
- F04-mini1: Fall 04 mini-1
- N04: Summer 04 All summer session and Summer 2004 2<sup>nd</sup> session
- M04: Summer 04 1<sup>st</sup> session

### <sup>3</sup> Show All Questions: Shows every question

**Show Default Questions:** Shows the five default questions:

- Average Rating of Learning Outcomes\*
- Average Rating of Course Activities\*
- Average Rating of Instructor Behaviors\*
- Overall Instructor Rating
- Overall Course Rating

\*Average score of all questions within the matrix