

Qualtrics Course Evaluation Platform

User Guide for Faculty

This guide explains how to access and interpret your course evaluation results through the Qualtrics Course Evaluation Platform. It covers everything from logging in to navigating your dashboard and downloading results. If you have questions at any point, contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.

Note: For information on how evaluations are administered and what your students experience, see the companion guide: *Understanding the Student Course Evaluation Experience: A Faculty Guide*.

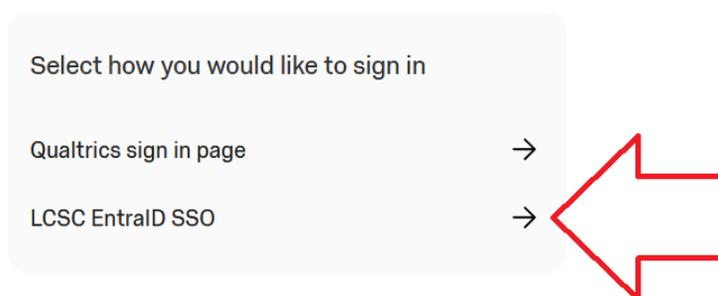
Contents

1. How do I log into the Qualtrics Course Evaluation Platform?	2
2. Is the Qualtrics Course Evaluation Platform the same as the Survey Platform?	3
3. What is a dashboard and how do I access it?	3
4. What are dashboard 'pages' and how do I move through them?	4
5. When is the dashboard updated with the most recent results?	4
6. What 'filters' are available to me?.....	5
7. What does it mean to 'Reset to Default'?	6
8. What does 'No Data Found – Your Filters May Be Too Exclusive!' mean?.....	6
9. How do I download a PDF of the dashboard results?	7
10. Who has access to my dashboard?	8
11. How do I log out of Qualtrics?	9
12. Are all of my courses included in the evaluation process?	9
13. I teach an IDOC course. Will my results appear in the Qualtrics dashboard?	9
14. When are course evaluations sent?	10
15. Who can I contact if I have questions?.....	10

1. How do I log into the Qualtrics Course Evaluation Platform?

To log into the Qualtrics Course Evaluation Platform:

1. Go to: <https://lcsccourseeval.qualtrics.com/login>.
2. Select 'LCSC EntraID SSO.'
3. Enter your LC State credentials to sign in if prompted.



Notes:

- If you have trouble logging in, contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.
- Supported browsers: Qualtrics supports the latest versions of Apple Safari, Google Chrome, Mozilla Firefox, and Microsoft Edge (Chromium version). Internet Explorer is no longer supported.

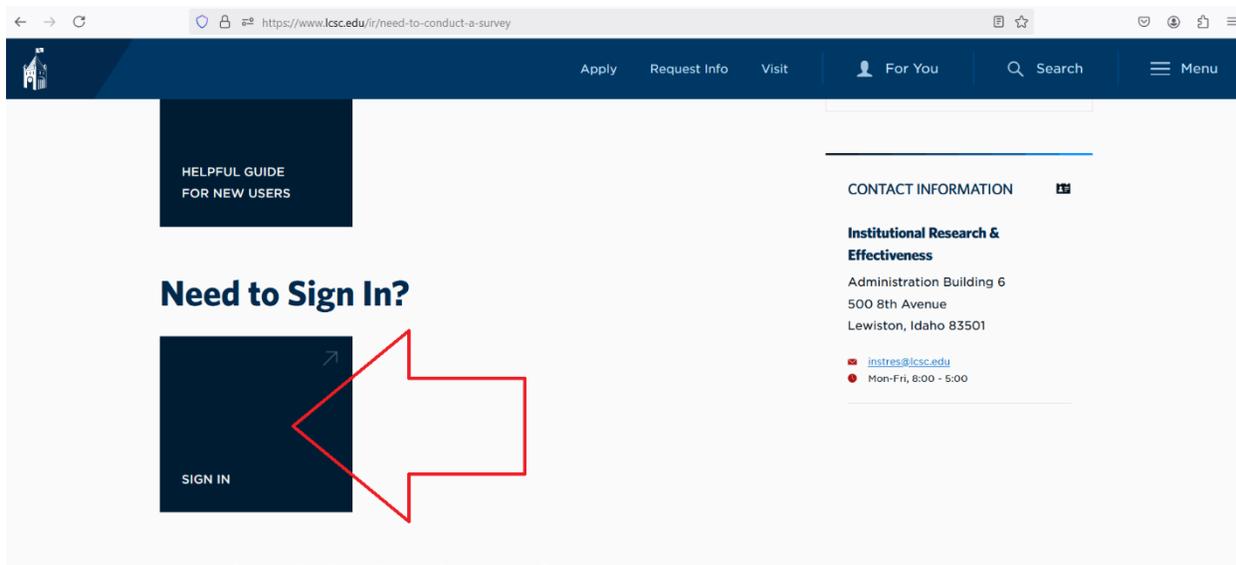
Troubleshooting Tips:

- If the login page will not load, clear your browser's cache or switch to another supported browser.

2. Is the Qualtrics Course Evaluation Platform the same as the Survey Platform?

No. These are separate platforms with different purposes.

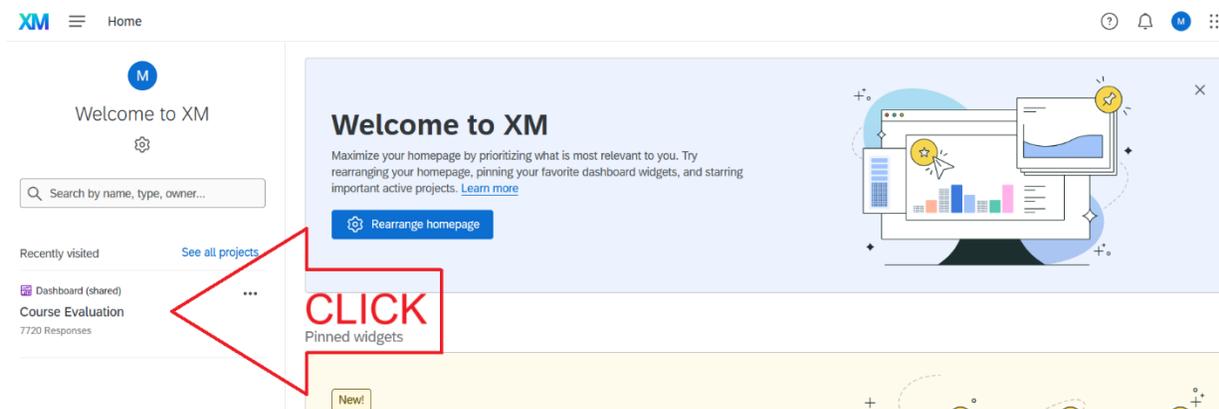
- Course Evaluation Platform: Used for viewing course evaluation results. Access it at <https://lscourseeval.qualtrics.com/login> by selecting "LCSC EntraID SSO."
- Survey Platform: Used for designing and distributing surveys. Access it at <https://www.lcsc.edu/ir/need-to-conduct-a-survey> by clicking "Sign In."



3. What is a dashboard and how do I access it?

A dashboard is an interactive data visualization tool that displays your course evaluation results. Filters allow you to customize the data displayed in real time.

To access your dashboard, log in and select the "Course Evaluation" dashboard from the left-hand menu. This will take you directly to your results.

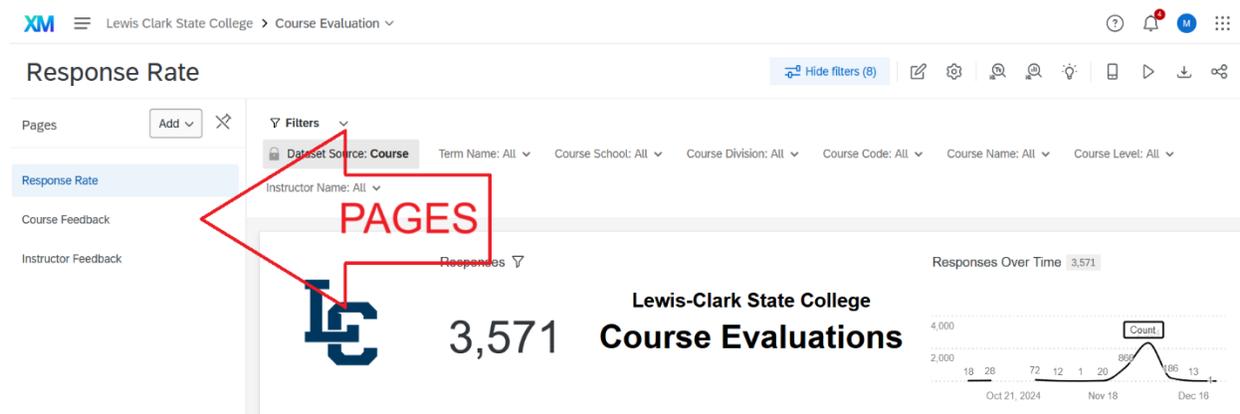


4. What are dashboard 'pages' and how do I move through them?

Your dashboard is organized into three pages, each providing a focused view of your course evaluation data.

1. **Response Rate Page:** Displays the number of students who completed evaluations for your courses in real time. Use this page to track participation and identify courses where response rates may be low.
2. **Course Feedback Page:** Summarizes student responses to the 3 course-related evaluation questions.
3. **Instructor Feedback Page:** Summarizes student responses to the 13 instructor-related evaluation questions.

Results on the Course Feedback and Instructor Feedback pages are displayed as averages and percentage distributions, allowing you to see both overall scores and how student responses were spread across rating options.



Note: On smaller screens such as mobile devices, page tabs may be hidden. Use the downward arrow to access a pop-up menu of all available pages, or the right arrow to scroll through hidden tabs.

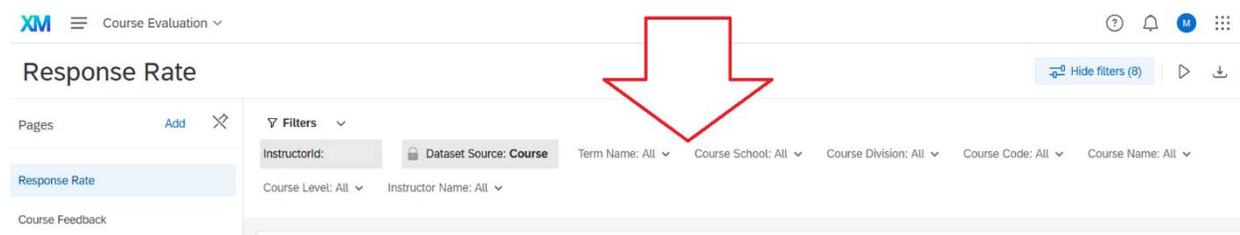
5. When is the dashboard updated with the most recent results?

The Response Rate page updates each time you refresh the page, reflecting current participation in real time.

The Course Feedback and Instructor Feedback pages are updated the day after grades are posted in WarriorWeb. Results will not appear on these pages until that time.

6. What 'filters' are available to me?

Filters are located at the top of each dashboard page and allow you to narrow the data displayed. By default, all filters are set to "All," meaning your dashboard displays all available data.



Available Filters:

- Term Name: E.g., Fall 2024.
- Course School: E.g., Career and Technical Education.
- Course Division: E.g., Teacher Education and Mathematics.
- Course Code: E.g., PSYC-101-01.
- Course Name: E.g., Introduction to General Psychology.
- Course Level: E.g., 100, 200, 300, etc.
- Instructor Name: Your name.

Some filters, including Faculty ID and Data Source, are locked and cannot be changed. These are set automatically based on your login credentials to ensure you only see data associated with your courses.

Example:

To view feedback from Fall 2024 for your 500-level courses in the Nursing and Health Sciences Division, set the Term Name, Course Level, and Course Division filters accordingly.

Note: Filter selections do not carry over when you move to a different dashboard page. You will need to reapply your filters on each page.

7. What does it mean to 'Reset to Default'?

The "Reset to Default" button clears all filters on the current page and restores them to "All."

Example:

After viewing results for one course, click "Reset to Default" before selecting a different course to ensure your previous filter selections are not affecting your new view.

The screenshot shows the XM Course Evaluation dashboard for Lewis Clark State College. The page title is "Response Rate". The filters section is expanded, showing "Dataset Source: Course", "Term Name: All", "Course School: Hogwarts", "Course Division: All", "Course Code: All", "Course Name: All", and "Course Level: All". Below these filters, there is a "Reset to Default" button. A red arrow points to this button. The main content area shows a bar chart for "Responses" and a line chart for "Responses Over Time".

Note: Filter selections do not carry over when you move to a different dashboard page. You will need to reapply your filters on each page.

8. What does 'No Data Found – Your Filters May Be Too Exclusive!' mean?

This message appears when your selected filters result in no student responses. To resolve this, try broadening your filter criteria by removing one or more filters, or click "Reset to Default" to start fresh.

9. How do I download a PDF of the dashboard results?

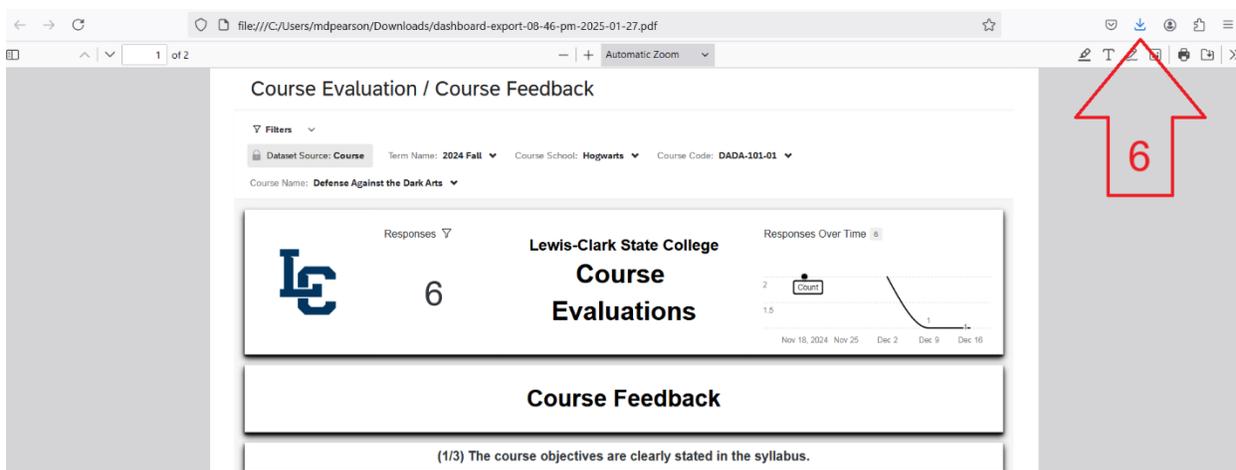
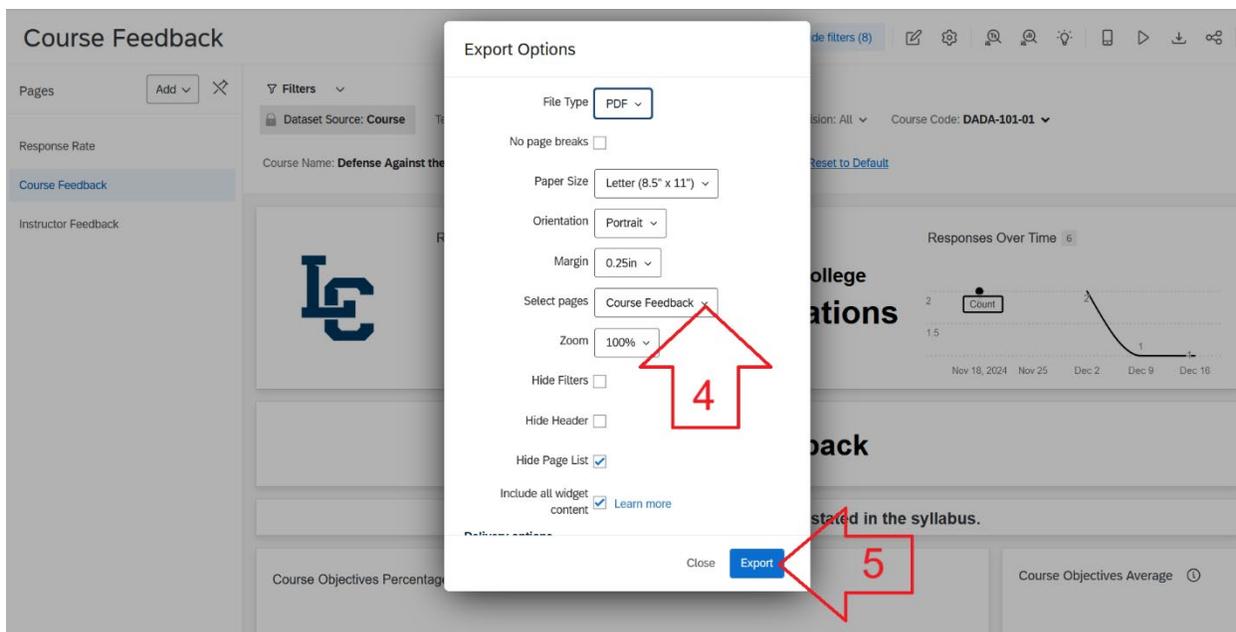
To export your dashboard results as a PDF:

1. Set your filters on each page you wish to export to display the desired data.
2. Click the "Export" button in the top-right corner.
3. Select "Download Dashboard."
4. Use the dropdown menu to select the specific pages you want to export.
5. Accept the default settings and click "Export."
6. The PDF will download and may open automatically. Large exports may take a few minutes.

Note: Filters must be set individually on each page before exporting. The PDF will reflect whatever data is currently displayed on each page.

The image displays two screenshots of the Course Feedback dashboard interface. The top screenshot shows the dashboard with a red arrow labeled '1' pointing to the top-right corner and another red arrow labeled '2' pointing to the 'Export' button. The bottom screenshot shows the same dashboard with a red arrow labeled '3' pointing to the 'Download dashboard' option in the export menu.

The dashboard interface includes a header with the XM logo and navigation menu, a main title 'Course Feedback', and a sidebar with 'Pages' (Add, Course Feedback, Instructor Feedback) and 'Response Rate'. The main content area features a 'Filters' section with dropdowns for 'Dataset Source: Course', 'Term Name: 2024 Fall', 'Course School: Hogwarts', 'Course Division: All', and 'Course Code: DADA-101-01'. Below the filters are sections for 'Responses' and 'Responses Over Time'. The top-right corner contains a toolbar with various icons, including a download icon.



10. Who has access to my dashboard?

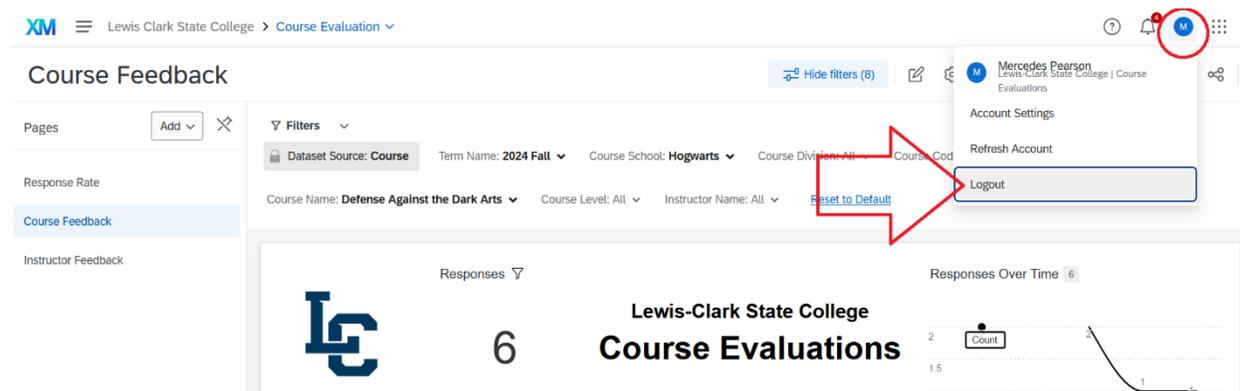
Access to your dashboard is limited to:

- You (the faculty member).
- The Chair of your Division.
- The Dean of your School.
- The Provost.
- The Office of Institutional Research and Effectiveness (platform administrators).

11. How do I log out of Qualtrics?

To log out:

1. Click the button next to “Help” in the top-right corner.
2. Select “Logout” from the pop-up menu.



12. Are all of my courses included in the evaluation process?

Not necessarily. Course evaluations are sent for courses with more than one student enrolled. Courses with a single student enrolled are excluded to protect student anonymity. Additionally, some courses have been identified by Division Chairs as not requiring evaluations.

13. I teach an IDOC course. Will my results appear in the Qualtrics dashboard?

No. Course evaluations for IDOC courses are administered through a separate process due to limitations in student access to email and the standard Canvas environment. Because of the manual process involved in collecting and compiling IDOC evaluation data, results are not available on the same timeline as standard course evaluations and will not appear in your Qualtrics dashboard. Faculty teaching IDOC courses will receive their results through a separate report. If you have questions about IDOC evaluation results, contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.

14. When are course evaluations sent?

All evaluation communications are triggered by the course end date recorded in Colleague, so timelines may vary by course section.

- Initial Invitation: Sent 14 days before the course end date
- First Reminder: Sent 7 days before the course end date
- Second Reminder: Sent 1 day before the course end date
- Evaluations Close: On the course end date
- Results Available to Faculty: The day after grades are posted in WarriorWeb

15. Who can I contact if I have questions?

Contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu.