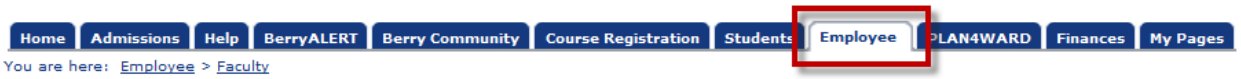
How to Access Your Course Evaluation Results

This document will show you how to access your online Course Evaluation Results.

1. Log into VikingWeb

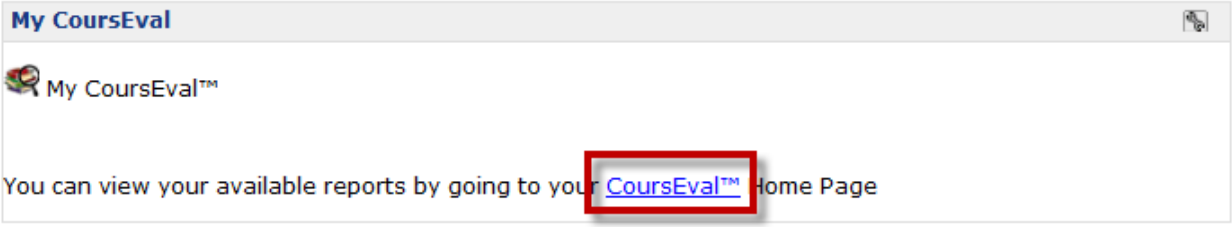
   Your username is your Berry ID number. If you have forgotten your password, enter your ID then click I forgot my password and follow the prompts to be sent a new password.

2. Navigate to the Employee Tab,



3. On the left hand navigation of the faculty tab, click the Course Eval link.

4. You will see a screen similar to this:



5. Click on the CoursEval Home Page link.

A new window will appear that looks similar to the one below.

If you have popup blockers on, the window will not appear. Be sure to turn off popup blockers in order to retrieve the reports.

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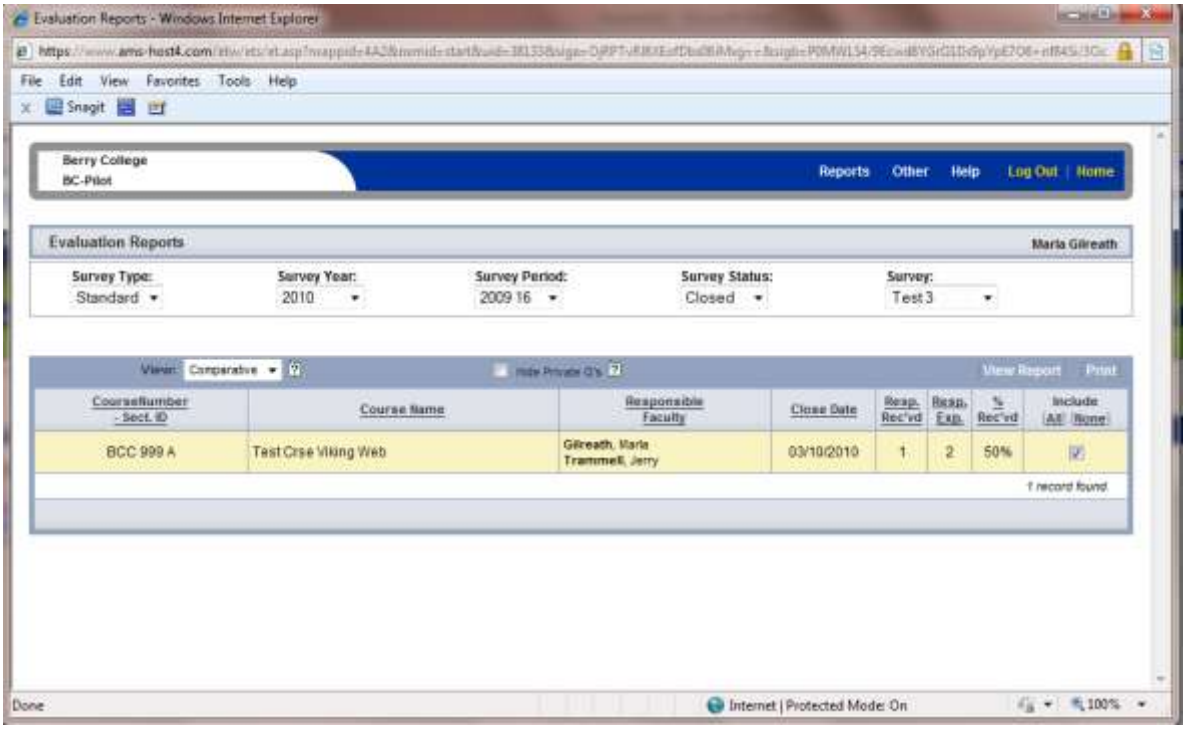


The top box shows several options for displaying information. The default options will show you the results of the current semester course evaluations.

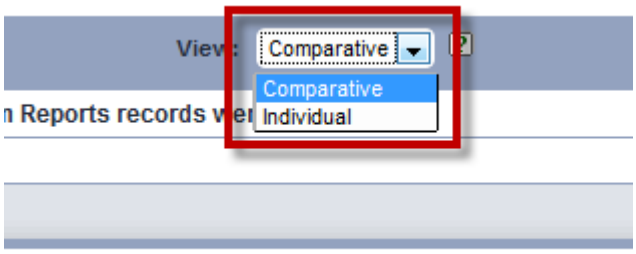
The box with yellow rows shows information regarding the course evaluation results.

- CourseNumber – Sect ID – shows the course number and section
- Course Name – shows the name of the course
- Responsible Faculty – shows the instructor or instructors listed for the course

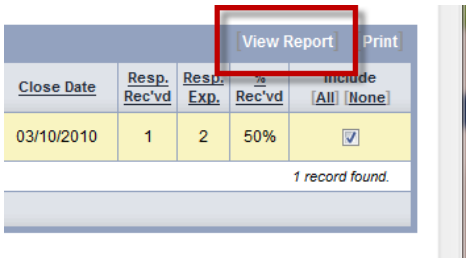
Note: If there is more than one instructor, each instructor will see the evaluation results of the course and the evaluation of themselves. Each instructor will not see the evaluations of the other instructors.

- Close date – shows the closing date of the course evaluation
- Resp. Rec'vd – shows the number of responses received
- Resp. Exp – shows ?
- % Received – shows the percentage of responses received
- Include- check this box if you want the results to display in the report

6. Select Individual from the View drop down menu.



7. Click the View Report link.



8. A new window will open with the course results. The results have two parts – evaluation results of the course and evaluation results of the faculty. The various sections of the results are displayed and explained below.

The results are can be displayed in the three distinct, but related sections.

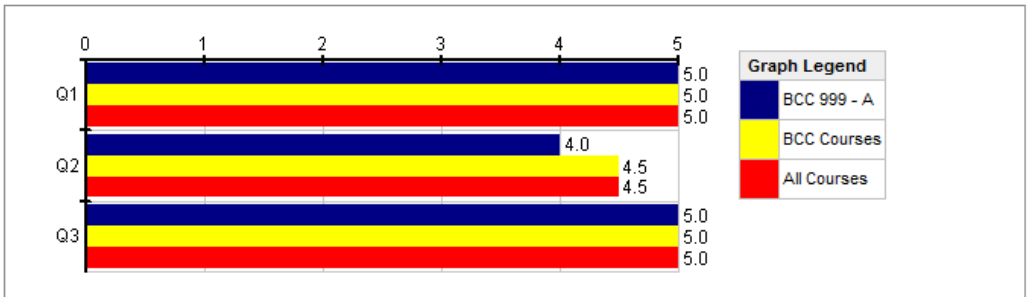
- The first section shows basic information about the course and a graph of the results.
- The second section shows a table of information about the results of the course evaluation.
- The third section shows a list of comments that students left about the course.

The first section has three parts:

- The first part shown is the header that shows the basic information about the evaluation, including name and term.
- The second part shows a table of information about the course, including course name, faculty, department and number of responses.
- The third part is a graph of the responses. The graph compares results for the course (in this case BCC 999), to the results for all the courses in the department (in this example BCC) and to the results of all the courses at the college.

Test 3 Survey 2009 16 2010	Berry College BC-Pilot

Course:	BCC 999 A - Test Crse Viking Web	Department:	BCC
Course Directors:	Marla Gilreath; Jerry Trammell	# Responses:	1
Faculty:	**Marla Gilreath; Jerry Trammell**		



The section below the graph shows a table of the responses.

- The first column shows the questions asked.
- The second column shows how many responses each answer choice received. The answer choices are abbreviated in the table, but a key is located under the table.
- The third column shows some analysis of the responses.
- The last column shows comparison of the course to all courses in the department and to all courses at the college.

HPE Course		BCC 999 - A												--- Comparisons ---			
		Responses					Course							BCC		All	
		[SD]	[DS]	[N]	[AS]	[SA]	Med.	Mode	Low	High	S.D.	N	Mean	Mean	Pct	Mean	Pct
Q1	The class was effective in developing or improving my skill level.	0	0	0	0	1	0	5	5	5	0	1	5	5	50	5	50
Q2	I gained knowledge of fundamental skills, concepts and/or fitness principles needed to engage successfully in this activity/course.	0	0	0	1	0	0	4	4	4	0	1	4	4.5	50	4.5	50
Q3	I learned enough strategies, rules and principles of play to engage in this activity.	0	0	0	0	1	0	5	5	5	0	1	5	5	50	5	50
		Number of Courses / Survey Responses used for Comparisons:												2 / 2		2 / 2	

Responses: [SD] Strongly Disagree=1 [DS] Disagree Somewhat=2 [N] Neutral=3 [AS] Agree Somewhat=4 [SA] Strongly Agree=5

Pct = Percentile Rank (Higher is better)

The last section shows the comments written by students.

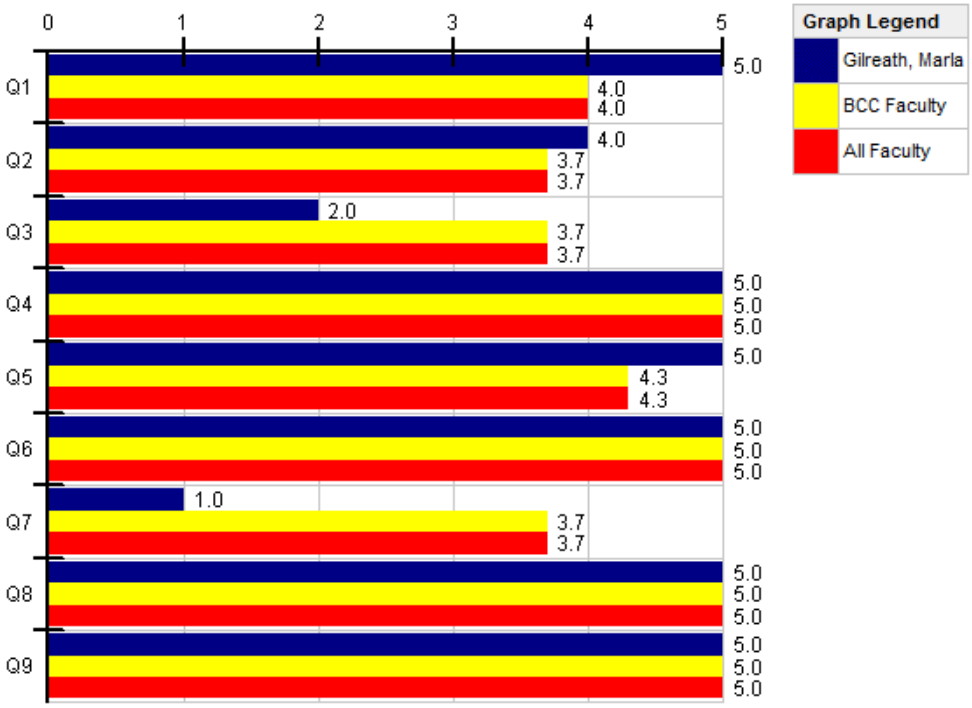
Q4 - Please provide comments or concerns:	
Response Rate:	100.00% (1 of 1)
-	Outstanding fake class!

Q5 - What other topics would you like offered, if feasible?	
Response Rate:	100.00% (1 of 1)
-	Underwater basket weaving.

Following the results of the evaluation of the course is the evaluation results of the instructor. The sections of these results are very similar to the sections of the results of the course evaluation.

Test 3 Survey 2009 16 2010	Berry College BC-Pilot

Course:	BCC 999 A - Test Crse Viking Web	Department:	BCC
Course Directors:	Marla Gilreath; Jerry Trammell	# Responses:	1
Faculty:	Marla Gilreath		



HPE Instructor		Gilreath, Marla												--- Comparisons ---			
		Responses					Individual							BCC		All	
		[SD]	[DS]	[N]	[AS]	[SA]	Med.	Mode	Low	High	S.D.	N	Mean	Mean	Pct	Mean	Pct
Q1	comradery	0	0	0	0	1	0	5	5	5	0	1	5	4	67	4	67
Q2	socialization	0	0	0	1	0	0	4	4	4	0	1	4	3.7	67	3.7	67
Q3	team work, good sportsmanship, collaboration	0	1	0	0	0	0	2	2	2	0	1	2	3.7	34	3.7	34
Q4	enjoyment and having fun while I learned	0	0	0	0	1	0	5	5	5	0	1	5	5	34	5	34
Q5	enthusiastic	0	0	0	0	1	0	5	5	5	0	1	5	4.3	67	4.3	67
Q6	knowledgeable about content area	0	0	0	0	1	0	5	5	5	0	1	5	5	34	5	34
Q7	available during office hours	1	0	0	0	0	0	1	1	1	0	1	1	3.7	34	3.7	34
Q8	prepared for class	0	0	0	0	1	0	5	5	5	0	1	5	5	34	5	34
Q9	interested in and respectful of students	0	0	0	0	1	0	5	5	5	0	1	5	5	34	5	34
	Number of Individuals / Survey Responses used for Comparisons:													3 / 3		3 / 3	

Responses: [SD] Strongly Disagree=1 [DS] Disagree Somewhat=2 [N] Neutral=3 [AS] Agree Somewhat=4 [SA] Strongly Agree=5

Pct = Percentile Rank (Higher is better)

Q4 - Please provide comments or concerns:	
Response Rate:	100.00% (1 of 1)
-	Outstanding fake class!

Q5 - What other topics would you like offered, if feasible?	
Response Rate:	100.00% (1 of 1)
-	Underwater basket weaving.

Contact Jerry Trammell – jtrammell@berry.edu – x2680 – 706-290-2680 or

with questions or comments.