UNC Eshelman School of Pharmacy
Student Course Evaluations - Results Information

Instructions for Course Directors, Instructors, Facilitators, and TAs

When a course evaluation period ends, **Digital**Measures course evaluation system sends results as email attachments to Course Directors, instructors, facilitators, and TAs. Attachments will include the overall course evaluation results and your *own* instructor evaluation results. If your course(s) had more than one section number and/or was offered at more than one campus, you will receive an attachment for *each* section/campus. Instructors may obtain a report that combines the results of all sections/campuses by signing in to **Digital**Measures. Please follow the instructions below.

Course Directors also have access to student response rates and *all* of the instructor/facilitator/TA evaluations results for their course by signing in to **Digital**Measures.

Any instructor can sign into **Digital**Measures at any time to obtain copies of their course evaluation results.

How to Access Results

Click on the following link or copy and paste it into your web browser:
https://www.digitalmeasures.com/login/unc/faculty

You will be prompted to login using your ONYEN and password. Once you are logged in, you will see a screen with a header that contains both the University's logo and the **Digital**Measures logo. Below the header you will see a banner that says, "Welcome, (your name)".

On the left side of this screen, you will see a navigation panel containing several blue-colored bars linked to the reporting functions described below.

Selecting Report Options

View Respondents – Selecting this option will allow you to view response rates for selected courses. You can also download an Excel file containing a summary of course (for each section/campus, if appropriate) response rates.

Run Custom Reports – Selecting this option will provide you with the results reports especially designed for our School. Reports display summary statistics including response rate, mean, standard deviation, median, min/max for items with quantitative or scaled response choices, and a list of all comments made in response to open-ended questions. Instructors have the option to run a report that either combines or separates results based on course section numbers and campuses. All reports will include overall course evaluation and individual instructor evaluation results. If you are a Course Director, your report will include results for all instructors who were evaluated in your course. Reports will have headers/footers that list term, course name, instructor name (if applicable), campus, and response rate. Reports will be separated by page breaks so you can identify and print out specific reports.

To produce custom reports:

- **Click on "Run Custom Reports"** – This is the blue bar to the left of your screen.

- **Step 1: Select the report to run** –

  - *General info:* If you instruct in courses which use different evaluation instruments, each instrument name will be listed from this step's drop-down menu. If you only instruct in courses which use the same instrument, you will not see the instrument name listed in the drop-down menu. The School has the following instruments:

    - Graduate Course Evaluation
    - PharmD and Elective Course Evaluation
    - PharmD Course Evaluation – PHCY 450
    - Pharmaceutical Care Lab TA Evaluation

  - **Action:** Choose to run either the "Combined (all campuses and sections)" report or the "Separated (by campus or section)" report.

  - **Action:** Click "Select Report" button.

- **Step 2: Select the term(s) to use** –

  - *General info:* A term is a data collection period. A data collection period specifies the dates in which course evaluations open and close. Open is when students can first respond to their evaluations and instructors can first view student response rates. Close is when students can no longer respond to their evaluations. Terms are specific to instruments. The School has the following terms:

    - Graduate Course Evaluation
      - Fall 2011
      - Spring 2012
      - Fall 2012
      - Spring 2013
    - PharmD Course Evaluation
      - Fall 2011 (PCL)
      - Fall 2011 (DPPE 831)
      - Fall 2011
      - Spring 2012 (PHCY 441)
      - Spring 2012 (PHCY 444)
      - Spring 2012 (DPPE 800)
      - Spring 2012
      - Fall 2012 (PHCY 401, 403, 405 and 447)
      - Fall 2012
      - Spring 2013
      - Spring 2013 (PHCY 441)
      - Spring 2013 (PHCY 444)
    - PharmD Course Evaluation – PHCY 411
      - Spring 2012

- PharmD Course Evaluation – PHCY 450
  - Spring 2012
  - Spring 2013
- Pharmaceutical Care Lab TA Evaluation
  - Fall 2011
  - Spring 2012
  - Fall 2012
  - Spring 2013

The default term selected by Digital Measures is the last data collection period in which students evaluated your course and/or you as an instructor. You may choose to run a report for different or additional terms (or data collection periods). Examples of why you might do this:

- Your tenure review is pending and you need to include course evaluation results in your packet for all courses in which you and/or your course(s) were ever evaluated.
- You are an instructor of more than one course in more than one term, but the terms were scheduled during the same semester; and, you want to have all of your course evaluation results from a single semester in one report.

o **Action (if needed):** Click "Click here" link to select the terms you want to include in your report. You can add or remove terms to include in your report.

- **Step 3: Select the file format –** Default output is "Microsoft Word"; Adobe PDF and HTML are also options.
- **Step 4: Select the page size** – Default output is "Letter" size; all reports fit regular 8.5x11 pages with no need for adjustment.
- **Click on "Build Report" –** The button is in the lower right hand corner.

For Additional Information

If you have any questions about the reports or have trouble accessing them, please contact the School's Assessment Coordinator, Amy Sloane, in the Office of Strategic Planning and Assessment (amy_sloane@unc.edu or 919-843-2801).