

Course evaluations

An introduction to reports in Tableau Software

May 2014

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Goals for today's meeting

- Background; and observations from spring 2014 process
- Summary of Tableau and new features
- Walk you through the log-in and basic navigation, including printing
- What we ask of you
- Review some FAQs

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Reminder of standing policies & procedures:

- Necessity of cleaning course lists and communicating changes to the Office of Assessment
- How new department personnel request access to the reports assessment.aas.duke.edu/evaluations
- How faculty make changes to their SACES status from term to term assessment.aas.duke.edu/evaluations

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assessment.aas.duke.edu/evaluations

***cf.* Dean Baker's Top 5% recognition**

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Things we observed in spring term

- Fewer erroneously omitted courses (i.e., reviews and updates to the course list at mid-term were more thorough).
- Faculty often were not informed that SISS Office disabled faculty control over the evaluation window.
- Instructors of language classes meeting 4-5 times a week had doubled return rates. *(Corrected by SISS Office)*
- ACES glitch: Student Center switched over to fall 2014 courses on the last date (April 27). *(Corrected by SISS Office)*

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Student questionnaire: Questions asked

- Overall course quality; recommendation for other students
- Course dynamics or characteristics
- Ratings for instructor 1
- Ratings for instructor 2, if applicable
- Trinity College learning objectives
- Sets of questions pertaining to the learning outcomes of the different Modes of Inquiry, as applicable
- Written comments
- **Student motivations for enrollment and self-evaluation, including time spent outside of class**

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Faculty questionnaire: Questions asked

- SACES opt-in or opt-out (required)
- Expected time spent outside of class
- Importance of the Trinity College learning objectives

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Archived reports (through Summer I 2013)

<http://assessment.aas.duke.edu/evaluations/>

A&S EVALUATIONS

DEPARTMENT ADMINISTRATOR VIEW COURSE LIST

Terms: Secora, Matt PSY 2010 Fall

2011 Spring Explanation of Course Reports

2011 Summer I

2011 Summer II

2010 Fall Trinity Reports

2010Fall_HUM_dept.pdf

2010Fall_SS_dept.pdf

2010Fall_OTM_dept.pdf

2010Fall_SS_dept.pdf

2010Fall_Trinity_Fac.pdf

2010Fall_Trinity_Std.pdf

2010Fall_PSY.pdf

2010Fall_PSY_APT.pdf

2010Fall_PSY_Fac.pdf

Individual Reports (Click the title to download)

PSY 122.01 PSYCHOLOGY OF THINKING (4704)

Andruevs, Edna
Barnard, Laura
Bennett, Gary
Bleak, Jared Lane
Buck, Pamela
Cabeza, Roberto E
Costanzo, Philip R
Day, Ruth S
Epstein, Dawn
Fitzgerald, David P
Flint, Roxanne
Gerke, Adam
Griffith, Sean
Grimes, Christina
Groh, Jennifer M
Hall, William C
Harris, Joseph

Course	Number of students for which this course fulfills a SACES requirement (excluding students who are not opted in)	General		SACES		TOTAL	Frequency Rating for Overall Mean							
		Opted In	Opted Out	Opted In	Opted Out		1	2	3	4	5			
Fall 2010														
001 The quality of the institution (Qual. I)	430	330	100	430	0	430	0	2	3	8	1	0	0	0
002 The quality of the institution (Qual. II)	388	288	100	388	0	388	1	1	2	3	8	1	0	0
003 The quality of the institution (Qual. III)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
004 The quality of the institution (Qual. IV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
005 The quality of the institution (Qual. V)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
006 The quality of the institution (Qual. VI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
007 The quality of the institution (Qual. VII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
008 The quality of the institution (Qual. VIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
009 The quality of the institution (Qual. IX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
010 The quality of the institution (Qual. X)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
011 The quality of the institution (Qual. XI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
012 The quality of the institution (Qual. XII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
013 The quality of the institution (Qual. XIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
014 The quality of the institution (Qual. XIV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
015 The quality of the institution (Qual. XV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
016 The quality of the institution (Qual. XVI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
017 The quality of the institution (Qual. XVII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
018 The quality of the institution (Qual. XVIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
019 The quality of the institution (Qual. XIX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
020 The quality of the institution (Qual. XX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
021 The quality of the institution (Qual. XXI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
022 The quality of the institution (Qual. XXII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
023 The quality of the institution (Qual. XXIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
024 The quality of the institution (Qual. XXIV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
025 The quality of the institution (Qual. XXV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
026 The quality of the institution (Qual. XXVI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
027 The quality of the institution (Qual. XXVII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
028 The quality of the institution (Qual. XXVIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
029 The quality of the institution (Qual. XXIX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
030 The quality of the institution (Qual. XXX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
031 The quality of the institution (Qual. XXXI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
032 The quality of the institution (Qual. XXXII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
033 The quality of the institution (Qual. XXXIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
034 The quality of the institution (Qual. XXXIV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
035 The quality of the institution (Qual. XXXV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
036 The quality of the institution (Qual. XXXVI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
037 The quality of the institution (Qual. XXXVII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
038 The quality of the institution (Qual. XXXVIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
039 The quality of the institution (Qual. XXXIX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
040 The quality of the institution (Qual. XL)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
041 The quality of the institution (Qual. XLI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
042 The quality of the institution (Qual. XLII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
043 The quality of the institution (Qual. XLIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
044 The quality of the institution (Qual. XLIV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
045 The quality of the institution (Qual. XLV)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
046 The quality of the institution (Qual. XLVI)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
047 The quality of the institution (Qual. XLVII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
048 The quality of the institution (Qual. XLVIII)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
049 The quality of the institution (Qual. XLIX)	364	264	100	364	0	364	0	0	0	0	0	0	0	0
050 The quality of the institution (Qual. L)	364	264	100	364	0	364	0	0	0	0	0	0	0	0

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Current reports (Summer II 2013 – present)

tableau.oit.duke.edu

The screenshot displays two Tableau reports. The first report, 'Courses evaluated, with return rates by course', is a pivot table with the following data:

Course	Instructor 1	Instructor 2	Completed Eval. List (Students)	Faculty Submitted	Return rate (as %)
BIOCHEM 104R1 (0716)	DURNAM	deToussard,Alain	65	14	31.1
BIOLGY 104R1 (0476)	DURNAM	Burns,Lord	216	134	62
BIOLGY 104R1 (0946)	DURNAM	Shelton,Mary-El	19	13	
BIOLGY 104R1 (0475)	DURNAM	Shelton,Mary-El	26	24	
BIOLGY 104R1 (0712)	DURNAM	Kingstone,B	61	26	
BIOLGY 104R1 (0716)	DURNAM	deToussard,Tyron-Jack	40	28	
BIOLGY 104R1 (0476)	DURNAM	Kingstone,B	27	14	
BIOLGY 104R1 (0716)	DURNAM	Chauver,Geoffrey	27	7	
BIOLGY 104R1 (0716)	DURNAM	deToussard,Tyron-Jack	103	60	

The second report, 'Spring 2014 evaluation report', is a pivot table with the following data:

Course	Mean	1	2	3	4	5
1. How do you feel about the quality of this course?	10	3.57	1	0	4	0
2. How do you feel about the quality of the instructor?	10	3.83	1	0	0	0
3. How do you feel about the quality of the content?	10	3.93	1	0	0	0
4. How do you feel about the quality of the materials used in this course?	10	2.60	2	0	0	0
5. How difficult was this course for you?	10	2.40	3	4	7	1
6. The course instructor (teacher, lecturer, lab, online, etc.) engaged the interest.	10	3.93	1	0	4	3
7. The course assignments (papers, projects, problem sets, etc.) engaged the interest.	10	3.80	1	0	0	0
8. The course was well organized and rigorous.	10	3.80	1	0	0	0
9. The course expectations and requirements were clear.	10	3.80	1	0	0	0
10. The course was intellectually stimulating and made me think.	10	3.87	1	7	3	0
11. The grading procedure was appropriate and fair.	10	4.00	4	7	0	0
12. Please rate the overall quality of instruction from this instructor (maximum 10)	10	4.47	1	2	4	0
13. Instructor 1 had a thorough knowledge of the subject matter.	10	4.47	2	4	0	0
14. Instructor 1 was enthusiastic about the course.	10	4.40	1	1	4	0
15. Instructor 1 explained material clearly and in a way that enhanced the understanding.	10	4.13	1	0	0	0
16. Instructor 1 had good presence.	10	4.80	1	1	0	0
17. Instructor 1 provided clear, prompt feedback on my work and performance in the course.	10	4.20	2	7	0	0
18. Instructor 1 was willing to meet outside of class.	10	4.33	1	0	0	0
19. Instructor 1 displayed a positive class climate and atmosphere conducive to learning.	10	4.40	2	0	0	0
20. Overall, I would recommend this course.	10	3.80	3	1	3	0
21. Understanding fundamental concepts and principles.	10	3.80	4	0	0	0
22. Learning to apply knowledge, concepts, principles, or theories to a specific situation or problem.	10	3.93	2	7	2	0
23. Learning to analyze ideas, arguments, and points of view.	10	3.43	0	0	0	0

Tableau Software

Online, secure, and confidential

Features

- You can interact with the tables and figures.
- Reports are more flexible and can be customized for your reporting needs.
- Multiple instructor have access to results for team-taught classes.
- Tables and figures can be exported to Excel or other file types.
- We finally can capture and present students' written comments.
- We may be able to aggregate data across terms, so that you can look at trends over time.
- **Much easier for Office of Assessment to update or adapt contents to match your reporting needs.**

Tableau Software


Updates for Spring 2014

- Separation of results for Instructor 1 v. Instructor 2.
- New single-page document for easier printing of a basic report.
- Questions now are numbered for easier reference.
- Dept. personnel have access to a grid of all question means, by course.
- Reports are now sortable/searchable/collapsible by instructor name.
- Data have been reorganized, simplified to improve site performance.
- Summer 2014: Office hours for in-person Tableau help.

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tableau.oit.duke.edu

Please refer to the [Users' Guide](#) or [Quick Start Guide](#) disseminated to department staff, and available at assessment.aas.duke.edu/evaluations/

Logon 

Enter your Windows username and password to log on.

Username: Remember me

Password:

Logon

Use your net ID and password

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Your role (DUS and staff)

- Be familiar with Tableau reports so that you can answer general questions from your faculty. Forward our policies and the Tableau User Guides as appropriate.
- **Warn faculty and other users in advance that Tableau sits behind a firewall and off-campus users MUST pre-install a VPN or use remote desktop to an office machine.**
See oit.duke.edu/net-security/network/remote/vpn/
- Attend a roundtable discussion about course evaluations to share your observations of and feedback on the process and reports (summer 2014 TBD).

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Things to note (FAQs)

- Data collection for courses taught abroad is incomplete
- We resolved the inability to distinguish Instructor 1 and 2 in reporting and raw data.
- Labeling of courses in reports
- Engineering is listed as an academic division of Trinity College
There are several cases where a course owned by Pratt is crosslisted with a Trinity dept., but Pratt asked for Trinity to evaluate them.

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Things to note (FAQs)

- Very small possibility that some open-ends could be cut-off
(and only for responses in excess of 10,000 characters)
- Raw data for individual department use
Additional categories of information from questionnaire and from SISS
- SACES: How are results posted for student review/use in ACES?
- Old report site still available online, housing reports from spring 2005 through summer I 2013
- Tableau site capacity (server size for concurrent usage)

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For help getting into Tableau

- Check that you're on the Duke network, or that you have the VPN installed
- Call the OIT Help Desk (e.g., possible cache issues)
919-684-2200
- Check with the Office of Assessment
assessment@duke.edu

For help using the reports in Tableau

- Look over the two Users Guides
(assessment.aas.duke.edu/evaluations)
- Attend our planned Open Office Hours this summer
(information forthcoming)

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