

Step 1: Logging into Course Assessment

BannerStudent for Faculty->Faculty and Advisor Main Menu->Course Assessment Reports

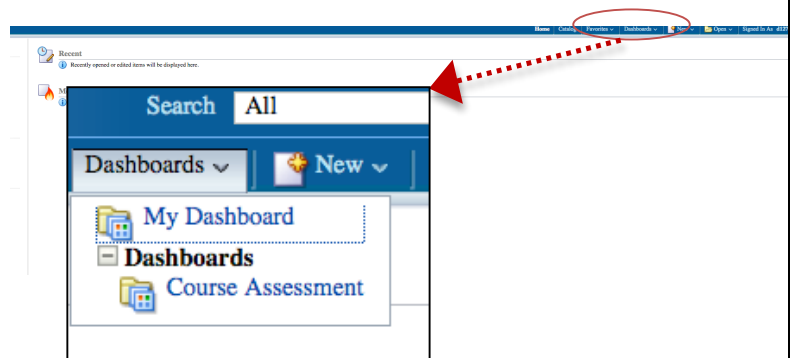
Log in using your Dartmouth ID and Password. Ex: *D1278n1* and *password*

This will bring you to IRA, the tool used to view reports.

Step 2: Course Assessment Dashboard

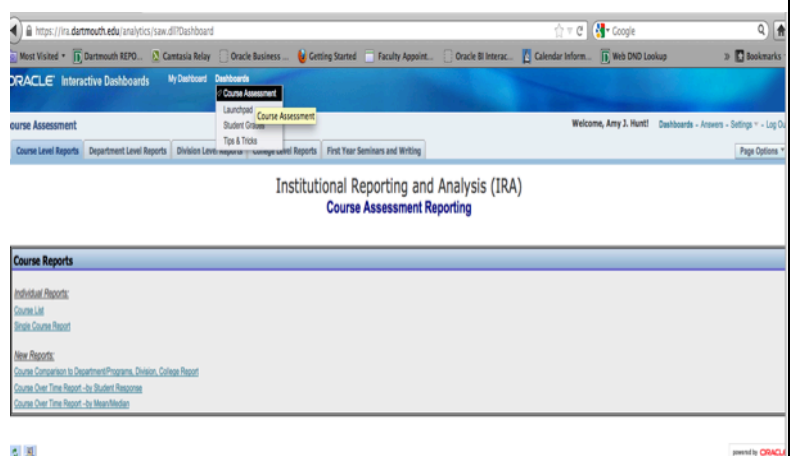
Click the "Dashboards" menu, located to the right of the blue bar at the top of the window.

Click "Course Assessment"



Step 3: Main Menu

You will automatically be redirected to the Course Assessment "Main Menu". Here you may see multiple tabs depending on whether you are a Chair or Dean.



Step 4: Main Menu Report Options

Select the report you would like to view.

Under the “Individual Reports” section are the course reports that you have had since 2006, however these now run at a much faster rate.

Under the “New Reports” section are new reports (starting Dec 10th, 2012). They include histograms and line charts that allow you to compare your course to your Department, Division and College, and to track it over time.

The fastest way to view your current course is to select it from the course list.

Course Reports*Individual Reports:*[Course List](#)[Single Course Report](#) (Step 7, Step 8 and Step 9)*New Reports:*[Course Comparison to Department/Programs, Division, College Report](#)[Course Over Time Report –by Student Response](#)[Course Over Time Report –by Mean/Median](#)**Step 5:** Course List

Select your term

From here you have two options by following the available hyper links.

1. Go directly to the Single course report to see a summary of your students' responses.
2. Or, select “Individual Responses” which allows you to see each student's response to all questions.

Select “Single Course Report”

**Institutional Reporting and Analysis (IRA)
Course List**

This report lists all my courses taught for a selected term.

Term (required)

201206 – Summer Term 2012

Term	Subject Code/Desc	Section	Course Number/Title	Instructor Name	Level	Report Name	Report Name
201206 – Summer Term 2012						Single Course Report	Individual Responses
201206 – Summer Term 2012						Single Course Report	Individual Responses
201206 – Summer Term 2012						Single Course Report	Individual Responses
201206 – Summer Term 2012						Single Course Report	Individual Responses
201206 – Summer Term 2012						Single Course Report	Individual Responses

Step 6: Single Course Report

Each individual Question is a hyper link to the new comparison report.

For student “Free text” responses you have two ways to access it.

1. You can click to view all responses for a particular question. A popup printable window will appear.

2. At the bottom of the report you can click “View all responses for all questions.” It will refresh the screen and all responses sorted by question will be available at the end of this report. These can be printed or download.

Year at Dartmouth (46 Responses)	1 37%	2 15.2%	3 21.7%	4 23.9%	5 0%	B.E. 2.2%	Masters 0%	Ph.D. 0%
Reason(s) for taking course (46 Responses)	Distributive Requirement 30	Major 0	Minor 0	Professor 4	Interest 31	Masters/PhD Elective 0	Masters/PhD Requirement 0	Other 0
Attendance in this course (45 Responses)	< 20% 0%	20-40% 0%	40-60% 2.2%	60-80% 13.6%	80-100% 82.2%			
Expected Grade (44 Responses)	A 25%	B 50%	C 15.9%	D 6.8%	E 0%	NBO 2.3%	CI 0%	NC 0%
Hours spent on coursework outside class (45 Responses)	< 1 0%	1-5 35.6%	6-10 40%	10-15 15.6%	> 15 8.9%			

Course Design and Effectiveness

	Median 2 (Very Good)	Mean 1.9 (Very Good)	Excellent 45.5%	Very Good 27.3%	Good 22.7%	Fair 2.3%	Poor 2.3%	N/A 0%
I think the overall quality of the course was (44 Responses)								
I learned a lot in the course. (44 Responses)	Median 1 (Strongly Agree)	Mean 1.7 (Agree)	Strongly Agree 24.5%	Agree 31.8%	Neutral 9.1%	Disagree 2.3%	Strongly Disagree 2.3%	N/A 0%
I put a great deal of effort into the course. (43 Responses)	2 (Agree)	1.9 (Agree)	39.5%	39.5%	16.3%	2.3%	2.3%	0%
I was intellectually engaged in the course. (43 Responses)	1 (Strongly Agree)	1.8 (Agree)	51.2%	30.2%	11.6%	4.7%	2.3%	0%
The objectives of the course were clear to me. (43 Responses)	2 (Agree)	2 (Agree)	39.5%	32.6%	18.6%	7%	2.3%	0%
I found the course to be well organized (43 Responses)	2 (Agree)	1.8 (Agree)	44.2%	41.9%	7%	4.7%	2.3%	0%
The assignments reinforced my understanding of the course material (42 Responses)	2 (Agree)	2.1 (Agree)	28.6%	45.2%	19%	4.8%	2.4%	2.4%
Comment on the aspects of the course that you think were most effective. (28 Responses)	View Responses							
Comment on 1-3 aspects of the course that could be improved or enhanced. (19 Responses)	View Responses							

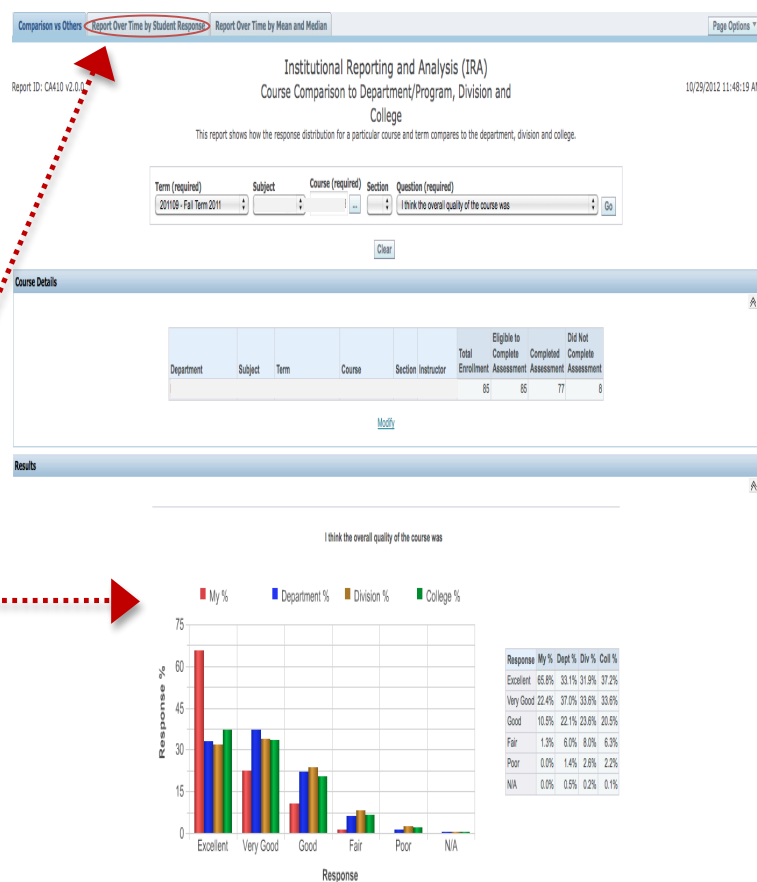
Step 7:

Comparison reports per question.

If you navigated to this report by following a hyper link from the single course report (step 6) you will not need to once again fill the top filter selection; it should already be populated for you. If you navigated here from Step 4 you will search for your course using the prompts and then click "Go".

You can get to the "Report Over Time by Student Response" report by selecting the next tab

In the "Result" section you will see a histogram comparing your course to your department, division, and college. In this comparison, your course data are not included in the department, division and college statistics for comparison purposes.



Step 8:

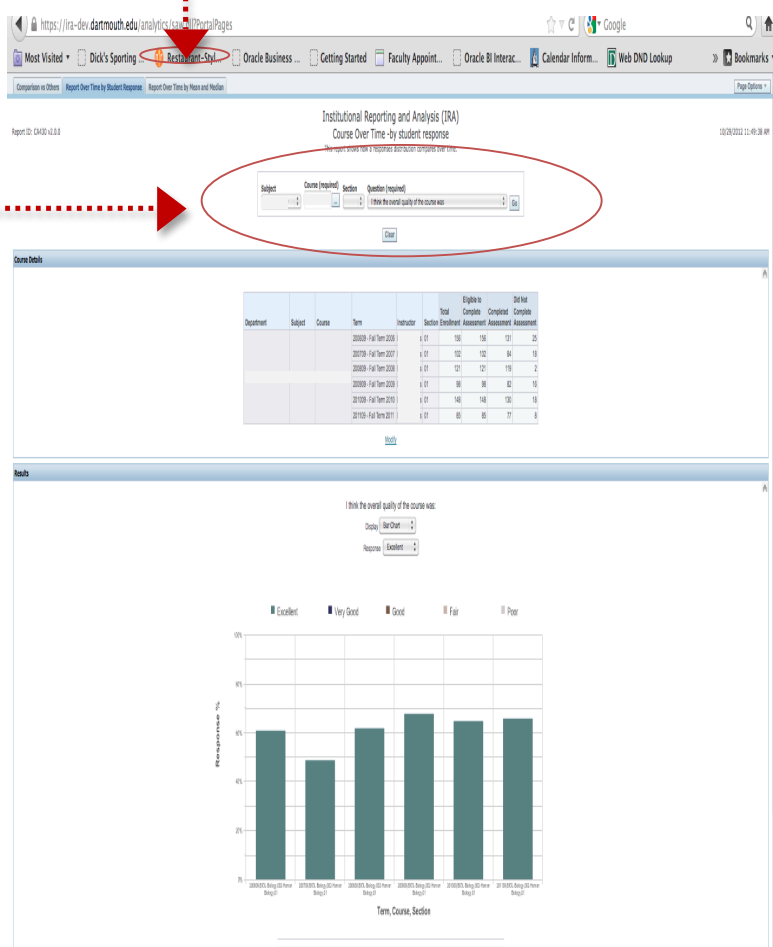
Student Responses over time per question.

When navigating from the course comparison report the prompts will be prepopulated with your previous course choice. In the course detail section there will be a list of all courses included.

If you would like to include all, only certain sections of a course or combine courses with different names then use the filter/prompt to view all the possible courses for the selected term and double click each course you would like to include. These courses will be incorporated in the results. **This will be especially helpful for special topics courses where the title of each section may be different.**

You can navigate to see the Mean/Median for that question over time by selecting the next tab.

Next new report: "Mean and Median over time"



Step 9:

Mean and median over time per question.

This is similar to step 8 except it includes the mean and median of the all the student responses.

