Faculty, Department Chair and Dean Instructions on the UWTE Portal and Dashboard

To access the UWTE portal, you may either a) go to Clark YOU and find the eUWTE link, or b) click on the link you received via email (from sender uwte@clarku.edu) to "Manage your response rates" once your course evaluations have opened.

In this portal, you can view different items:

1) For the current semester, view your planned/live course evaluations and response rates
2) Retrieve course evaluation summary reports after the semester has completed and reports have been released. You will receive notification when they are available for pick-up.

The **Response Rate Monitor** allows you to view response rates for classes you oversee as instructor, department chair, and/or dean.

STATUS OF UNIVERSITY WIDE TEACHING EVALUATION (EUWTE)

Subject Filters

Select:
Filter By:
Add Filter

Overall Response Status

4.71%

91.91%

Completed ■ In Progress ■ Not Com
Expired

Subject Progress and Performance

Number of Subjects

600
500
400
300
200

<25%   25%   50%   75%   100%
                                  Evaluation Period

No targets met ■ 10% to 25% ■ 26% to 40% ■ 41% to 60% ■ 61% to 80% ■ 81% and above

Subjects

Reset

Group by:
Search:

Previous 1 2 3 4 5 ... 65 Next   10

Name	...	VAL_INSTRUCTOR_SEL_START_DATE	EVAL_END_D
ACCT4100 01 FOUNDATIONS OF ACCO		17-11-28 00:00	2017-12-12 0

Excel

Create filters to refine the list of courses included in the dashboard results. Individual filters can be turned off an on by clicking on them, use the *x* to remove a filter entirely.

Get a quick overview of the status of all the responses for the filtered subjects.

Monitor the overall response rate performance of the selected courses based on how much time has elapsed since the beginning of the evaluation period to quickly get a feel for how well classes are meeting response rate thresholds.

Explore detailed demographic data for each course by searching, grouping, and sorting all the available data. Highlight subjects to see just their data in the

By clicking **here,** you can download all of this information as an Excel file onto your device.

You are able to change the dashboard display using several categories.
The following table describes the field name and its definition. Note that some terms are for internal software/system use.

Field	Definition
id	Internal system course ID (IGNORE)
Name	Instructor name
COURSE_END_DATE	Course end date listed in Banner
EVAL_MANDATORY_START_DATE	When the evaluation would have opened up by default unless otherwise specified (IGNORE)
EVAL_INSTRUCTOR_SEL_START_DATE	When the evaluation will open, based on instructor preference

EVAL_END_DATE	When the evaluation closes
SCHOOL	School (e.g., Undergraduate College, SPS)
DEPARTMENT	Department
SCHOOL_LEVEL	School by graduate/undergraduate course level
DEPT_LEVEL	Department by graduate/undergraduate course level
TERM	Semester
COURSE_LEVEL	Course by graduate/undergraduate course level
COURSE_NUMBER	Course number listed in Banner
CAMPUS_CODE	Campus (e.g., Main, Southborough, etc.)
SCHEDULE_TYPE	Schedule type listed in Banner (e.g., online)
ACTUAL_ENROLLMENT	Enrollment as of evaluation semester project launch date
Start Date	When the evaluation will open based on instructor preference
End Date	When the evaluation closes
Category	Internal system tag (ignore)
SubCategory	Internal system tag (ignore)
Completed	Count of submitted responses
In Progress	Count of in progress responses
Not Completed	Count of incomplete responses
Not Ready	Count of students who have not yet been invited (i.e., prior to start date)
Expired	Count of evaluations that have closed and are past the eval_end_date
Invited	Count of total (to be) invited
Response Rate	Percentage of completed responses divided by invited

Highlighted cells are fields most users would find most useful.

See more detailed information about where and when your students are taking their course evaluations on the bottom half of the screen.

Learn more about what, when, where, and how students are choosing to respond. Spot trends by selecting a segment of any of the Response Analytics charts and the other Response Analytics charts will drill down to reflect just the data in the highlighted segment.