Please follow these steps to prepare course evaluation results for your department. You must have Respondus *version 3.5 or later* installed on your computer in order to compile the results. Detailed instructions for installing Respondus may be found in the WebCT course "Faculty Resources 3 – WebCT for Course Designers."

Overview

- 1. Use Respondus to collect the responses from multiple-choice questions.
- 2. Download responses from text-based/paragraph questions.
- 3. Combine, save, and print the results.

Detailed steps

- 1. Open Respondus.
 - a. Click Start.
 - b. Select WebCT6/Vista 4 as the current personality.



- c. Click on Retrieval & Reports.
- d. Select **WebCT 6** as the WebCT Server.



- e. Type http://webct6.samford.edu/ and then click Extract.
- f. Click Institutions and select Samford University.
- g. Type your User Name and Password and click OK.

	WebCT 6 Server Information
	1. Start your browser, log into your WebCT 6 institution, and go to any group, OK OK
	Copy the "Address" of the page from the browser to the box below. The address should look something like "http://w6.mycollege.com/webct/" Cancel
	http://webct6.samford.edu/
	3. Press Extract
	A Press the Institutions button to retrieve the list of instutions on this server, then select one from the pull-down list.
	Institutions >>
Ч	Choice: SAMFORD UNIVERSITY
	5. The information below must be entered manually, then press the OK button:
N	Description WebCT 6 - NEW (text to display in the servers list, e.g. "UCSD login")
	User name Password
Ľ	□ Remember my User Name and Password (save them on this computer) If this is a shared computer, un-check this box!

- h. Click on the pull-down menu beside **Group or Section** and select the name of your evaluation course (e.g., 20061 Evaluations 20061 NURSE Evaluations).
- i. Click on the pull-down menu beside **Obtain Report for Quiz/Survey** and select the first course.
- j. Put a check by Answer distributions for each question.
- k. Click Retrieve.



I. The report will appear in a new browser window. Click **File** \rightarrow **Save As**.

- m. Create a new folder and name it appropriately (e.g., "Evaluations Summer 2006"). Save all the files for this term in this folder.
- n. Change the file name to the following format: NURS 371 Smith mc.
- o. Use the pull-down menu beside Save as type to select Web Page, HTML Only.
- p. Click Save.

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- q. Repeat this process for each course.
- r. Click the red x in the upper right-hand corner of the report to close Respondus.

2. Log on to WebCT.

- a. Click the name of your department's evaluation course.
- b. Click the **Teach** tab.
- c. Click Assessments.
- d. Go to the first course, then click the grey ActionLink icon. $\widecheck{}$

Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.

e. Click View Reports.

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	UGT - NURS 345W - Dr. Research	
	UGT - NURS 402 - Mrs. R Nursing in the British Isles	
	UGC - NURS 301 - Dr. Coleman Jummer 1 2000 = (Conditional) Nurse Camp	
	UGC - NURS 402 - Mrs. Russell - Summer 1 2006 ≚ (Conditional) Nursing in the British Isles	

- f. Use the pull-down menu to select the course.
- g. Click Run Report.



h. Click Download Records and click Save.

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- i. Save the file in the folder you created for course evaluations and use the following naming convention: **NURS 317 Smith text**.
- j. Click Log out in the upper right-hand corner to exit WebCT.

3. Combine, save, and print the results.

- a. Open the folder where the files are saved.
- b. Right-click on the CSV file for the first course and select **Open With Microsoft Office Excel**.



c. Copy the responses to the paragraph questions.

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- d. Close Excel.
- e. Right-click on the HTML file for the first course and select **Open with Microsoft Office Word**.

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f. Go to the end of the report and paste the text from Excel.

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- g. Save the file as a Word document. Use the following naming convention: **NURS 371 Smith FINAL**.
- h. Go back to the folder where the course evaluation files are saved and the repeat the process for the next course.

Need more help?

For additional assistance with WebCT, please contact Lisa McNeal or Joe Zellner:

Lisa McNeal Joe Zellner lamcneal@samford.edu jmzellne@samford.edu 726-2138 726-2108