This users guide is meant to assist with navigating the information that is in the course evaluation interactive report.

Only chairs, deans, and select members of the Provost Office will have access to this report. Members of the Provost Office will have access to all the results within the report. Department chairs and deans will have access to the results of each COURSE and results for each INSTRUCTOR in their unit.

The data in the course evaluation interactive report will be updated 3 times per year. Once after fall, spring, and summer session 1 course evaluations have been completed and all final grades have been submitted. If you have any questions or concerns, please contact Crystal Lendved.
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### Report Permissions

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Accessing the Report

   a. Tableau dashboards are best viewed in the following web browser versions (We do NOT recommend using Internet Explorer):
      i. Google Chrome on Windows, Mac, and Android 4.4 or later
      ii. Apple Safari on Mac and iOS 8.x or later
      iii. Mozilla Firefox 3.x or later on Windows and Mac
   b. Tableau always stores a session cookie when you sign in. For this reason, your web browser must be configured to allow first-party cookies for you to sign in.
2. Click “Sign in to Tableau Online”.

A login window will pop up. Enter your Marquette email address and click “Next”.

a. If this login window does not pop up or you get an error message, try the following:
   i. Logout of your Marquette account:
      1. Go to https://www.office.com/
      2. Click on your initials in the upper right corner
      3. Click sign out
      4. Try logging back in
   a. If logging out of your Microsoft account and logging back in does not work, try clearing your web browser cookies and history and then try again. Click the link for your web browser below for instructions on how to do this.
      i. Chrome
      ii. Firefox
      iii. Safari
3. Enter your Marquette password. Click “Sign In”.

4. You may be prompted to stay signed in. Click either “Yes” or “No”.

5. The popup window should close and you should now see the Course Evaluation Interactive Report on the original webpage.
Report Permissions

Only chairs, deans, and select members of the Provost Office will have access to this report. Members of the Provost Office will have access to all the results within the report. Department chairs and deans will have access to the results of each COURSE and results for each INSTRUCTOR in their unit.

The department filter on the dashboard is by the department through which the course was taught. If you have instructors that taught a class outside of your department then those departments will show up under the “Select Course Department” filter. For example, if you are the chair of Political Science and an instructor from your unit taught a course offered by the History department, then History will show up as one of the departments under the course department filter.

Provost Office
Select members of the Provost Office will have access to all the results within the report.

Deans
Deans will have access to results for all classes and instructors within his or her college.

Associate Deans
Select associate deans who already have access to the course evaluation results in MOCES will have access to results for all classes and instructors within his or her college.

Chairs
Department chairs will be able to see the results for all course and instructors that are within his or her department.
Navigating the Report

Report Information

At the top right of each report will be a button. Click on this to bring up a window that has pertinent information regarding the report.

Information that is included in this new window includes information about the report such as its purpose/potential uses, description, and access details. Additionally, it contains the definitions of all the terms included in the report.

Clicking on the links within this information page will bring you to the data cookbook website (the tool we use to populate this window). If it is your first time logging into data cookbook it will bring up a software license agreement. Click “Agree” and it will bring you to the data cookbook site. This site currently only houses the definitions and report information that you will see by clicking on the information button within the dashboard.
Changing Content by Characteristics (Filters)
Each report will have the ability to narrow down to specific types of classes, instructor characteristics, and term values. In addition, there will also be the ability to switch between metrics on some reports (i.e. switch between a course score to a department or college decile). The filters that allow you to do this will always be at the top of the report under the header. For example, if you wanted to see the report by only fall results, you can click the arrow under semester and select only fall.

Some reports will show up blank until you select a value under one of the filters. See the sections on “Instructor Scores and Deciles” and “Course Scores and Deciles” for more information.

WARNING: If you leave a report/browser open for a while without interacting with it, the report will automatically reset the filters and report.

Resetting a Report
If after you have selected several filters and you want to go back to the reports original view, scroll down to the bottom of the report until you see a toolbar like the one below. Select the left arrow icon to reset the report back to its original view. If you just want to go back one step, click the left arrow all the way to the left of the toolbar.

Downloading a Report
To download a PDF of the report, scroll down to the bottom of the report until you see the bottom toolbar. Select the Download icon. A new window will appear where you can select from a number of file formats.
Saving a Custom View
If you have certain values selected that you want to come back to again, you can easily save it as a custom view. After you have the report filtered to what you want to save, scroll down to the bottom of the report until you see the bottom toolbar. From here click the icon. A new window will pop up where you can name the view and click Save.

Navigating to a Custom View
To navigate back to a custom view you have saved, just go back down to the bottom toolbar and click and in the “Custom Views” window, select the view you want to navigate back to.
Finding Out More Information Within a Report (Tooltips)
Reports will contain additional details that appear when you rest your pointer over a mark or data point in the report. This may include a description of what to use the data for, additional descriptions, and additional details about that point. For example, if you hover over a time point in the response rate trend line graph, it will tell you that the point is showing the total number of students who submitted an evaluation by the total enrolled to give you the response rate. It also shows information about the number of class sections evaluated that term.

Navigating Between Reports
There are multiple reports you can view within the Course Evaluation Interactive Report. Use the tabs at the top of the interactive report to move between these different reports. Each report tab has a different focus. See the “Report Types” section to find out more about each report.
Report Types

Profile
This report provides high-level statistics and trends for specific unit(s). Use this profile to get a better understanding of how your unit is doing overall, look for score trends and areas of improvement for you unit, compare scores over time by course/instructor characteristics to find differences, or zero in on a course, instructor, subject, or characteristics to get an overview. The 'Distributions and Trends" section is by an individual question. Change the question filter to see this section by a different question.

Instructor Scores and Deciles
This report provides a deep dive into a single instructor's course scores and comparison deciles over time and by all questions on the course evaluation. The report will be blank until you select an instructor at the top of the report. Use the “Select Metric” option to toggle between course scores, department deciles, and college deciles.

Course Scores and Deciles
This report provides a deep dive into a single course to compare sections. It can be used to help find class sections or instructors that may be under or over performing and to find outliers. The report will be blank until you choose a subject and course number at the top of the report. You can toggle between course scores, department deciles, and college deciles by using the “Select Metric” option.

Ad-Hoc Reporting
This report provides a way to create an ad-hoc report that fits your needs. For example, you can use this report to find the highest (or lowest) performers based on course scores or deciles by sorting the report by one of those metrics. Sort the report by one of the metrics by hovering over the header and clicking the button that appears.
FAQ

When I login to the report I don’t see anything, or I get a message that says, “Resource Not Found”.

- If you are not a chair, dean, or part of the provost group you will not have access to this report. If you are a part of one of those groups, your access might not be set up correctly. Please contact Crystal Lendved if you believe you should have access to the report but do not.

I’m not able to login. Either the login pop up window that is supposed to come up isn’t appearing or I’m getting an error message.

- If the login window does not pop up or you get an error message, try clearing your web browser cookies and history and then try again. Click the link for your web browser below for instructions on how to do this.
  - Chrome
  - Safari
  - Firefox
- If these steps do not work than double check you are using your Marquette email address and password. If you are still having issues, try resetting your password. If resetting your password does not work, please contact the IT HelpDesk for assistance.

Why am I seeing other departments that are not from my unit under the course departments filter?

- Department chairs and deans will have access to the results of each COURSE and results for each INSTRUCTOR in their unit. The department filter on the dashboard is by the department through which the course was taught. If you have instructors that have taught any classes outside of your department then those departments will show up under the “Select Course Department” filter.
- If you believe you see results that you should not have access to, please contact Crystal Lendved.