

# 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](mailto: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 screenshot shows the UWTE portal dashboard. At the top, there is a red header with the Clark University logo on the left, a "Welcome" message in the center, and "English" and "Sign Out" buttons on the right. Below the header is the "My Dashboard" section. On the left, there are "Tasks" and "Reports" sections. The "Tasks" section shows one task: "View and manage questionnaire settings for [course ID]". The "Reports" section shows zero reports. On the right, there are search bars and filters. A callout box points to the "View Response Rate Monitor" link in the top right corner, which is circled in red. Another callout box points to the "View and manage questionnaire settings for [course ID]" task, explaining that clicking here will redirect to the Response Rate Monitor.

CLARK UNIVERSITY

Welcome  
Clark University

English Sign Out

My Dashboard

Evaluations that have opened will appear here. Click on the course and see the overall count of responses.

View Response Rate Monitor

Tasks

1 of 1 (filtered from 1 tasks)

View and manage questionnaire settings for [course ID]  
Tue, Dec 19, 2017 11:59 PM

Reports

0 of 0 (filtered from 0 tasks)

Search All

Sort by End Date

Fall 2017 Open

Search All

Show child reports Sort by Name

By clicking **here**, you will be redirected to the Response Rate Monitor (shown on the next page) with more summary and detailed information regarding *all* of your course evaluations (e.g., scheduled open and close dates, completion rates, popular times to take surveys, etc.)

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

The screenshot shows the 'STATUS OF UNIVERSITY WIDE TEACHING EVALUATION (EUWTE)' dashboard. It features several key components:
 

- Subject Filters:** A sidebar on the left with dropdown menus for 'Select:' and 'Filter By:', and an 'Add Filter' button.
- Overall Response Status:** A donut chart showing a 4.71% response rate, with a legend for 'Completed', 'In Progress', 'Not Corr', and 'Expired'.
- Subject Progress and Performance:** A bar chart showing the 'Number of Subjects' across different evaluation periods (No targets met, 10% to 25%, 26% to 40%, 41% to 60%, 61% to 80%, 81% and above).
- Subjects:** A table at the bottom with columns for 'Name', 'EVAL\_INSTRUCTOR\_SEL\_START\_DATE', and 'EVAL\_END\_D'. A table with one row: 'ACCT4100 01 FOUNDATIONS OF ACCO', '17-11-28 00:00', '2017-12-12 00:00'.
- Excel:** A button in the top right corner of the table area.

 Callouts provide detailed instructions for each feature:
 

- Subject Filters:** 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.
- Overall Response Status:** Get a quick overview of the status of all the responses for the filtered subjects.
- Subject Progress and Performance:** 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.
- Subjects:** 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
- Excel:** 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.

