



## Topic: Understanding a Course Evaluations & Surveys Report

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### About

Credit Course Evaluations are conducted online using Course Evaluations & Surveys (CES, formerly EvaluationKit) by Watermark. Prior to Spring 2020, only ONLINE/WEB courses were evaluated in CES. A new course evaluation survey instrument was approved and launched for Fall 2020.

This document provides explanations of many of the features of the detailed course report generated by CES. For information on how to access a course report, please refer to the Course Evaluation Guide on “Accessing Results in CES”.

For assistance, email us at [ResearchAndAssessment@hagerstowncc.edu](mailto:ResearchAndAssessment@hagerstowncc.edu)

For more information, visit the following resources:

[D2L](#)

[Teaching & Learning](#)

[CES website](#)

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## Understanding a Detailed Report

In CES, requesting a “Detailed Report + Comments” provides the user with the most in-depth feedback on the responses to the course evaluation survey (for more information on generating these reports, please refer to the Course Evaluation Guide titled “Accessing Results in CES”). The report is available from CES as a PDF file and can be viewed using a PDF viewer or browser. Continue reading for an overview of each of the sections of the report.

### Header Information

**Hagerstown Community College**  
**EvaluationKIT Integration Test**



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**Course:** 16/SPMUS-170-S01: 16/SP MUS-170-S01  
**Instructor:** An HCC Instructor 2  
**Response Rate:** 2/3 (66.67 %)

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## Multiple Choice Questions

Any multiple choice questions are listed in the order that they were presented to the students. The results of each question are presented in a box as in the sample below.

5 - The activities or the objectives specified in the course syllabus are being accomplished.						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Strongly Agree	(5)	4	80.00%			
Agree	(4)	1	20.00%			
Undecided	(3)	0	0.00%			
Disagree	(2)	0	0.00%			
Strongly Disagree	(1)	0	0.00%			
N/A - This question does not pertain to this course	(0)	0	0.00%			
				0 25 50 100	Question	
Response Rate			Mean		STD	Median
5/22 (22.73%)			4.80		0.45	5.00

- ❖ Question: The question number and text are presented at the top of the box.
- ❖ Response Options: This column shows the options the respondent could select.
- ❖ Weight: This column indicates the numerical value assigned to each option when calculating the mean, standard deviation, and median.
- ❖ Frequency: This column is the number of respondents that selected each response option.
- ❖ Percent: This column is the percent of the respondents that selected each response option.
- ❖ Percent Responses: This column provides a visual representation of the distribution of responses. In this example, it is very easy to quickly see that the majority of students selected the top option.
- ❖ Means: The Means box provides a visual representation of the mean, or average, of the responses. In the example above, the mean is 4.80, indicating that the average student response is between “agree” (weighted 4) and “strongly agree” (weighted 5).
- ❖ Response Rate: This is the number of responses for this question out of the total number of students enrolled in the course.
- ❖ Mean, STD, and Median: The mean, standard deviation (STD), and median are displayed in the bottom row of the question box. The mean is the average student response. The standard deviation is a measure of the distribution of responses. If most students responded at or around the mean value, the standard deviation is closer to zero. If the student responses were more widely distributed, the standard deviation increases. The median is the middle value when all responses are in numerical order.

## Open-Ended Questions

Any open-ended questions, or comment/feedback questions, are listed in the order that they were presented to students. The results of each question are presented in a box as in the sample below.

23 - What specific recommendations do you have for the course or instructor?	
Response Rate	3/12 (25%)
+ n/a	

- ❖ Question: The question number and text are presented at the top of the box.
- ❖ Response Rate: This is the number of responses for this question out of the total number of students enrolled in the course.
- ❖ Bulleted list: All responses are listed in alphabetical order below the response rate.

## Mean of Means Calculations

The mean of means is an average of the scores on the specified questions. Depending on the type of course and type of questions, the mean of means statistic may or may not include all questions on your report.

Mean of Means Calculations	Mean			
Mean Q1-20	4.43			