

Qualtrics Course Evaluation Platform

User Guide for Faculty

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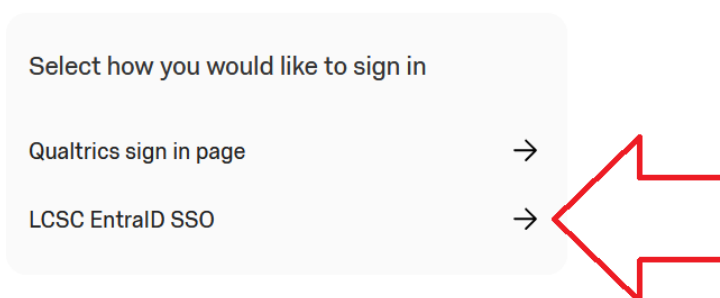
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How do I log into the Qualtrics Course Evaluation Platform?

To log into the Qualtrics Course Evaluation Platform:

1. Go to: <https://lcsccourseeval.qualtrics.com/login>.
2. Select 'LCSC EntraID SSO.'
3. Enter your LC State credentials to sign in if prompted.

qualtrics^{XM}



Important Notes:

- Contact the Office of Institutional Research and Effectiveness at instres@lcsc.edu if you have trouble logging in.
- Supported Browsers: Qualtrics supports the latest versions of Apple Safari, Google Chrome, Mozilla Firefox, and Microsoft Edge (Chromium Version). Internet Explorer is no longer supported.

Troubleshooting Tips:

- Login Page Will not Load? Clear your browser's cache or switch to another browser.

Is the Qualtrics Course Evaluation Platform the same as the Survey Platform?

No. These are separate platforms.

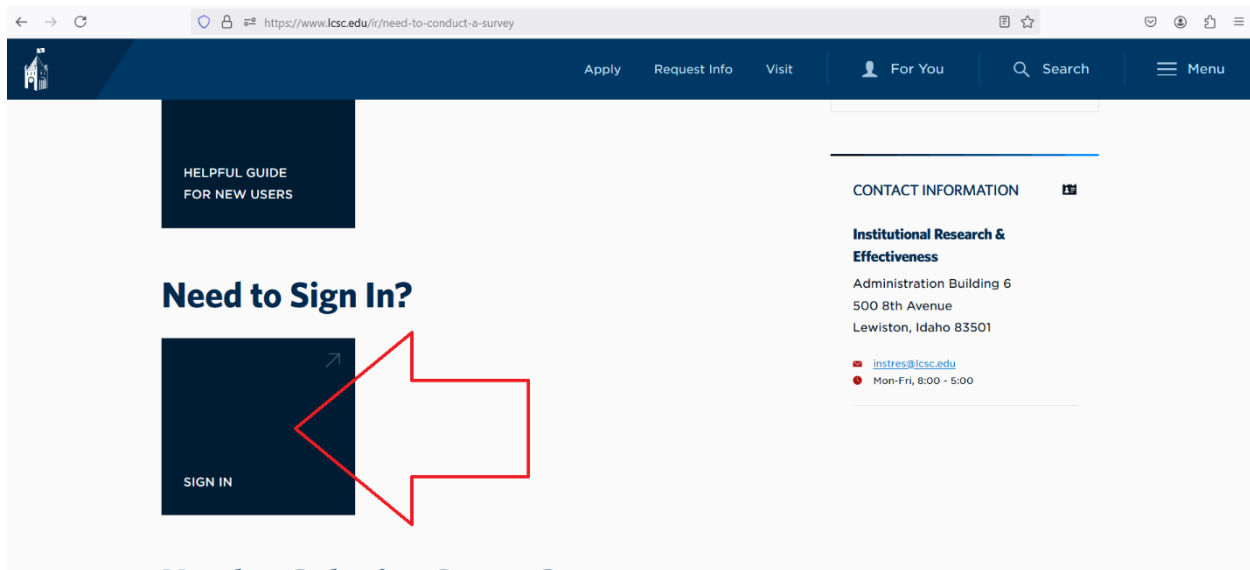
- Course Evaluation Platform: Used for viewing course evaluation data.
- Survey Platform: Used for designing and distributing surveys.

Logging into the Course Evaluation Platform:

1. Go to: <https://lcscourseeval.qualtrics.com/login>.
2. Select 'LCSC EntraID SSO.'
3. Enter your LC State credentials to sign in if prompted.

Logging into the Survey Platform:

1. Go to: <https://www.lcsc.edu/ir/need-to-conduct-a-survey>.
2. Click "Sign In" and enter your LC State credentials if prompted.

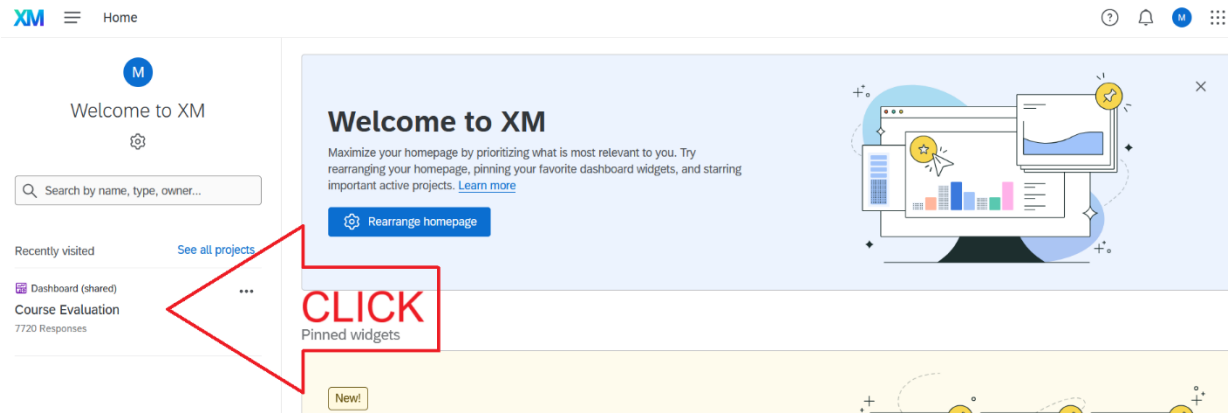


What is a dashboard and how do I access it?

A dashboard is an interactive data visualization tool that displays results. Filters allow you to customize the data displayed in real time.

Accessing the Dashboard:

- After logging in, your landing page will display the Course Evaluation Dashboard on the left. Select it to view your results.

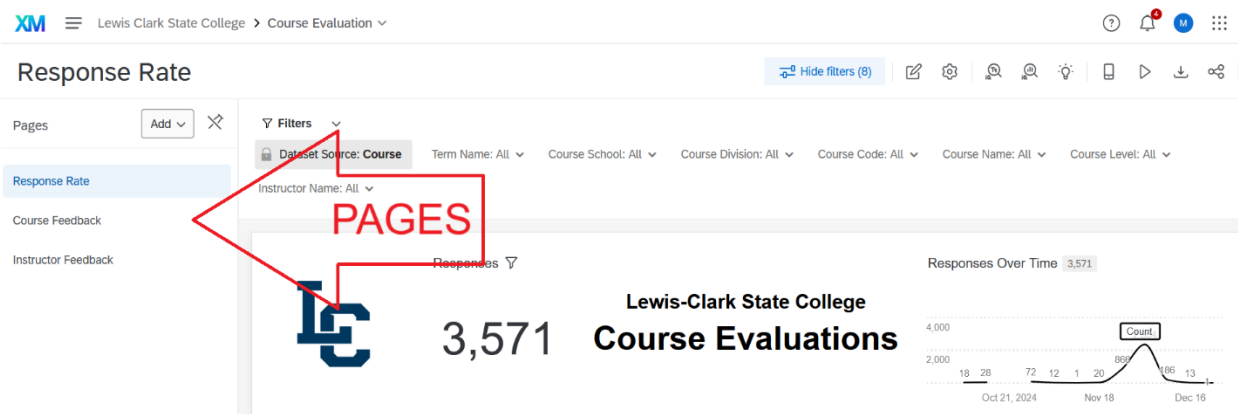


What are dashboard 'pages' and how do I move through them?

Each dashboard page is designed to provide a focused view of specific aspects of course evaluation data.

Here is an overview of the Dashboard Pages:

1. **Response Rate Page:** This page displays the number of students who have completed evaluations for your courses in real time. Use this to track response rates and identify areas where follow-up might be needed.
2. **Course Feedback Page:** This page summarizes student feedback for the course-related items on the survey.
3. **Instructor Feedback Page:** This page summarizes student feedback for the instructor-related items on the survey.

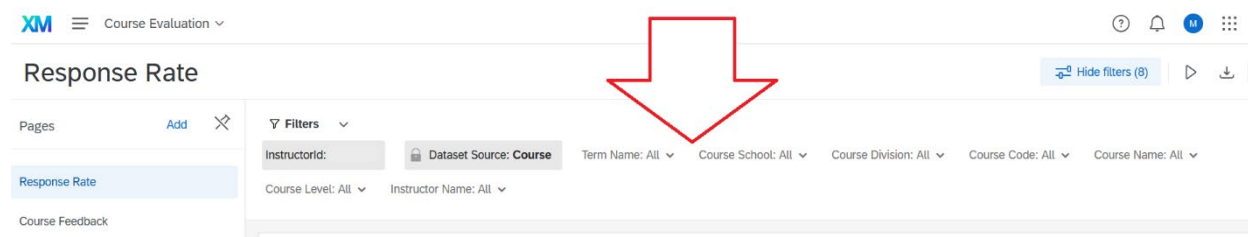


Important Note:

- On smaller screens, like mobile devices, pages may be hidden. Use the downward arrow to access a pop-up menu of all available pages or the right arrow to scroll through hidden pages.

What 'filters' are available to me?

Filters are located at the top of each dashboard page and allow you to customize the data displayed. By default, filters are set to "All."



Available Filters:

- Term Name: E.g., Fall 2024.
- Course School: E.g., Career and Technical Education.
- Course Division: E.g., Teacher Education and Mathematics.
- Course Code: E.g., PSYC-101-01.
- Course Name: E.g., Introduction to General Psychology.
- Course Level: E.g., 100, 200, 300, etc.
- Instructor Name: Your name.

Filters like Faculty ID and Data Source are locked and cannot be changed.

Example:

If you want to view feedback from Fall 2024 for your 500-level courses in the Nursing and Health Sciences Division, you will filter the Term Name, Course Level, and Course Division filters accordingly.

Important Note:

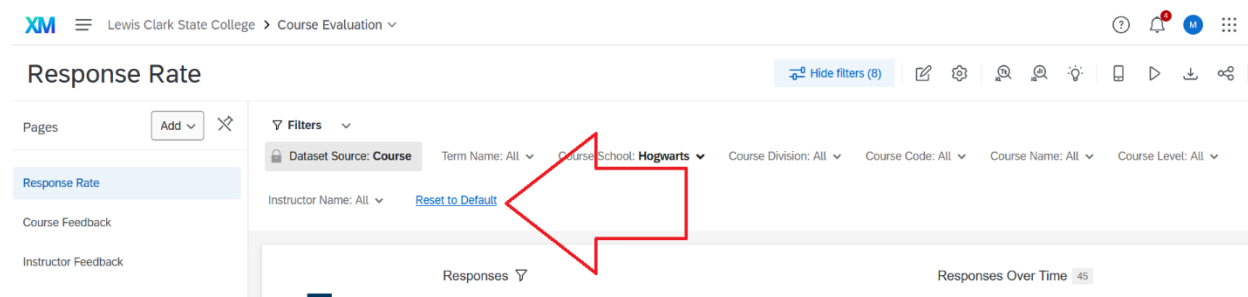
Selected filters do not carry over to other pages. Filters must be reset on each page.

What does it mean to ‘Reset to Default’?

The “Reset to Default” button restores all filters on the current page to “All.”

Example:

After viewing results for one course, click “Reset to Default” to clear the filters before selecting a new course.



The screenshot shows the XM Course Evaluation interface. The top navigation bar includes the XM logo, a hamburger menu, and the text "Lewis Clark State College > Course Evaluation". On the right, there are icons for help, notifications, and user profile. The main content area is titled "Response Rate" and includes a "Hide filters (8)" button. A left sidebar shows a "Pages" section with "Response Rate" selected. The "Filters" section is expanded, showing a "Dataset Source: Course" filter and several dropdown menus for "Term Name: All", "Course School: Hogwarts", "Course Division: All", "Course Code: All", "Course Name: All", and "Course Level: All". Below these, there is an "Instructor Name: All" dropdown and a "Reset to Default" link. A red arrow points to this link. The main content area shows a "Responses" chart and a "Responses Over Time" section with a value of 45.

Important Note:

Selected filters do not carry over to other pages. Filters must be reset on each page.

What does ‘No Data Found – Your Filters May Be Too Exclusive!’ mean?

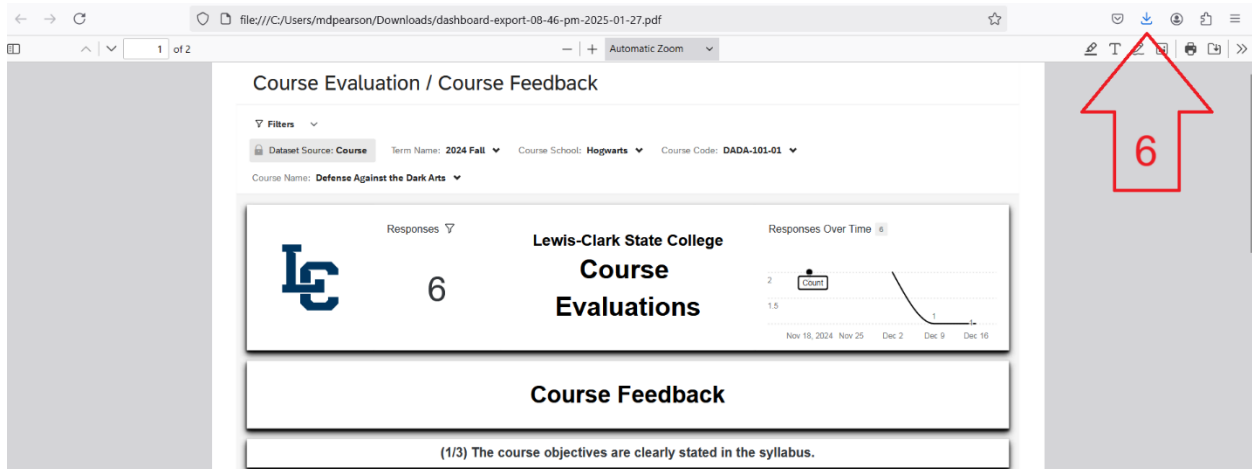
This message appears when your selected filters result in no student responses. You may need to broaden your filter criteria to view data.

How do I download a PDF of the dashboard results?

To export dashboard data as a PDF:

1. Set your filters to display the desired data on each page you wish to export.
 - 1.1. Filters must be set on each page.
2. Click the Export button in the top-right corner.
3. Select “Download Dashboard.”
4. Use the dropdown menu to select specific pages to export.
5. Accept the default settings and click “Export.”
6. The PDF will download and may open automatically. Large exports may take a few minutes.

The screenshots illustrate the process of exporting dashboard data as a PDF. The first screenshot shows the dashboard with filters set, indicated by a red arrow labeled '1'. The second screenshot shows the top-right corner with the 'Export' button highlighted, indicated by a red arrow labeled '2'. The third screenshot shows the 'Export' dropdown menu with 'Download dashboard' selected, indicated by a red arrow labeled '3'. The fourth screenshot shows the 'Export Options' dialog box with 'Course Feedback' selected in the 'Select pages' dropdown, indicated by a red arrow labeled '4'. The fifth screenshot shows the 'Export' button in the dialog box highlighted, indicated by a red arrow labeled '5'.



Who has access to my dashboard?

Access to your dashboard is limited to:

- You (the faculty member).
- The Chair of your Division.
- The Dean of your School.
- The Provost.
- The Office of Institutional Research and Effectiveness (platform administrators).

How do I log out of Qualtrics?

To log out:

1. Click the button next to “Help” in the top-right corner.
2. Select “Logout” from the pop-up menu.

XM Lewis Clark State College > Course Evaluation

Course Feedback

Pages Add

Response Rate

Course Feedback

Instructor Feedback

Hide filters (8)

Filters

Dataset Source: Course Term Name: 2024 Fall Course School: Hogwarts Course Division: All Course Code: DADA-101-01

Course Name: Defense Against the Dark Arts Course Level: All Instructor Name: All

Reset to Default

Mercedes Pearson Lewis-Clark State College | Course Evaluations

Account Settings

Refresh Account

Logout

Responses 6

Lewis-Clark State College Course Evaluations

Responses Over Time 6

Count

Nov 18, 2024 Nov 25 Dec 2 Dec 9 Dec 16

Who can I contact if I have questions?

Contact the Office of Institutional Research and Effectiveness at instres@lsc.edu.