Using DigitalMeasures to Document Teaching Effectiveness

As part of the academic evaluation process, all faculty are expected to document evidence of their efforts to employ engaged student teaching and learning. Multiple sources and documentation should be used to capture efforts and impact of approaches utilized in teaching. Every department requires unique documentation as per their departmental TPR guidelines. The following materials are described in the Faculty Manual (Chapter IV§F.2.k.i(1-7) August 2020):

- student course survey/evaluation results
- evidence-based measurements of student learning such as pre- and post-testing or student work samples that meet defined student learning outcomes
- evaluation by peers or administrators of course materials, learning objectives and examinations
- in-class visitation by peers and/or administrators
- a statement by the faculty member describing the faculty member's methods and/or a teaching philosophy
- exit interviews/surveys with current graduates/alumni
- a statement by the faculty member of methods or philosophy that also describes and documents how feedback from student rating of course experiences or other evaluation instruments were used to improve teaching

Prior to the 2020-2021 academic year, student evaluation/survey data were stored in an internal Clemson-developed system (CourseEval, https://courseval.app.clemson.edu/index.php?it=i). In DigitalMeasures, faculty using student course survey results from prior years will need to download course evaluation reports and upload these to DigitalMeasures.

The following three sections of this guide explain how faculty members can access reports from previous years, including how and where to upload these reports into the correct DigitalMeasures-TPRworkflow section.

Three sections:

A. Accessing Student Evaluation Data from Clemson's Previous System

B. Accessing Course Evaluation Information from Clemson's Current Course Evaluation System, EvalKit (EvaluationKit)

C. Uploading Course Evaluation Results into Digital Measures

A. Accessing Student Evaluation Data from Clemson's Previous System

All faculty who taught courses prior to Summer 2020 can access student course evaluations/surveys on this website: http://courseval.app.clemson.edi/index.php?it=i

Evaluation summary reports provide three things:
>   basic summary statistics (mean, standard deviation, etc.) from each scale-based question and
>   comparison of those statistics with other courses in your discipline
>   responses to open-ended questions

Results of end-of-term course evaluations for the current semester will be available after the last day to submit grades. Faculty may view results of course evaluations from past semesters at any time through the following steps:

Step 1: View Responses and Summary Reports (Figure 1)

Figure 1:

Step 2: Summary Reports options

Indicate your desired options in the "Summary Reports" section as follows: (Figure 2)

Figure 2:

a. Pick a semester from the dropdown menu.

b. The course evaluations available from that semester will be displayed in a table.

c. Pick a class from the dropdown menu.

d. In the "Display Preferences" section, check the boxes to indicate which questions you would like to be included in the report.

- "Global Questions" are the default University questions.
- "Instructor Annotation" are comments you may add to the evaluation from the "**Management Options**" section, which is below the "Summary Reports" section.

e. In the "Comparison statistics" section, indicate whether you would like your reported statistics compared to all other evaluations using 3 options:

1) in your discipline
2) only evaluations in your discipline taught by graduate students,
or 3) only evaluations in your discipline NOT taught by graduate students.

f. Pick a report option among the following available (see the buttons 'Click a button to view a report:' in Figure 2)

- View Summary and Comments: This option produces a report that displays the summary statistics and comparison statistics for each item. It also displays the written responses to the open-ended questions.

Example: (Figure 3)

G1. The instructor clearly communicated what I was expected to learn.
Type: How much

Not at all (1)	2	3	4	Very much (5)	NR
0 (0.00%)	0 (0.00%)	1 (4.55%)	2 (9.09%)	18 (81.82%)	1 (4.55%)

Focus	Mean	Stdev	Median	Observations
Class	4.810	0.512	5	21
Same Level	3.956	1.064	4	91
Same Discipline	4.113	0.994	4	1314

- Download Summary: Same as the "View Summary and Comments" button, but in the form of a Word document. This option allows for easier printing.

- View Compact Summary: This report condenses the information into a table with 1 line per evaluation question. Written responses to open-ended questions are not included.

Example: (Figure 4)

Rating Scale:	Counts (Percentage of Total)						Your Class			Same Level/Discipline			Same Discipline		
	---1---	---2---	---3---	---4---	---5---	---NR---	Mean	Stdev	Median	Mean	Stdev	Median	Mean	Stdev	Median
G1. The instructor clearly communicated what ...	0 (0%)	0 (0%)	1 (5%)	2 (9%)	18 (82%)	1 (5%)	4.81	0.51	5	3.96	1.06	4	4.11	0.99	4
G2. The instructor made the relevance of the ...	0 (0%)	0 (0%)	1 (5%)	3 (14%)	17 (77%)	1 (5%)	4.76	0.54	5	4.05	1.14	4	4.19	0.99	4
G3. The course was well organized.	0 (0%)	1 (5%)	1 (5%)	4 (18%)	15 (68%)	1 (5%)	4.57	0.81	5	4.10	1.05	4	4.17	0.99	4

- **Download Compact Summary**: Same as the "View Compact Summary" button, but in the form of a Word Document. This option allows for easier printing.

- **View Student Comments Only**: Just the responses to open-ended questions.

    Example: (Figure 5)

    G18. Please comment on the strengths of the instructor and the course.
        Type: Essay
    Student   **Comments**
        #1 - very helpful
        #4 - I liked the format of the tests and the project.
        #6 - He knew the course contend well
        #7 - Great professor! loved the format of the class and exams.
        #8 - Very straight forward and passionate about topic
        #9 - Strengths were clearly letting the class know what was expected on assignments and information we needed to know for test.
        #10 - Very good at lecturing and making great examples
        #11 - He obviously knew the material and was interested in it, and provided all the information necessary to do well in the course.
        #12 - He really knows his stuff and is willing to help you out in any way that he can

- **Download Student Comments**: Same as "View Student Comments Only," but in a Word document. This allows for easier printing.

- **List Questions**: Just a list of each question and the response scales used.

    Example: (Figure 6)

    G1. The instructor clearly communicated what I was expected to learn.
        Type: How much; Scale: 1 (Not at all) - 5 (Very much)
    G2. The instructor made the relevance of the course material clear.
        Type: How much; Scale: 1 (Not at all) - 5 (Very much)
    G3. The course was well organized.
        Type: How much; Scale: 1 (Not at all) - 5 (Very much)

- **Download Questions**: Same as "List Questions," but in a Word document. This allows for easier printing and viewing.

B. Accessing Student Course Evaluation Information from EvalKit (EvaluationKit)

Clemson University adopted a new course evaluation management system, EvalKit, in summer 2020. All course evaluations will be organized through EvalKit moving forward. Faculty must download course evaluation information from EvalKit as a report and upload the report to the DigitalMeasures system. The following steps explain how to access that information.

Step 1: Login

**EASY:** In general, the best way is through the emails that the system generates because they have links with built-in passwords.

**ALTERNATIVE:** If you do not have access to that email, here is the other way:

Note: Evalkit does not use single sign-on, although that may be a feature that we add in the future.

The login site is here: https://clemson.evaluationkit.com/MyEval/Login.aspx

Enter your Clemson USER ID (full version with email, so DMadmin@clemson.edu, for example) and then choose "Forget your password?" and it will let you set your password to whatever you choose. Remember your password so you don't have to reset it each time.

Step 2: Navigating the Home Screen

**EASY:** Once you log in, you will see Project Results in the center. Click the link for the full project, and then it will let you view reports for individual sections.

Figure 7:
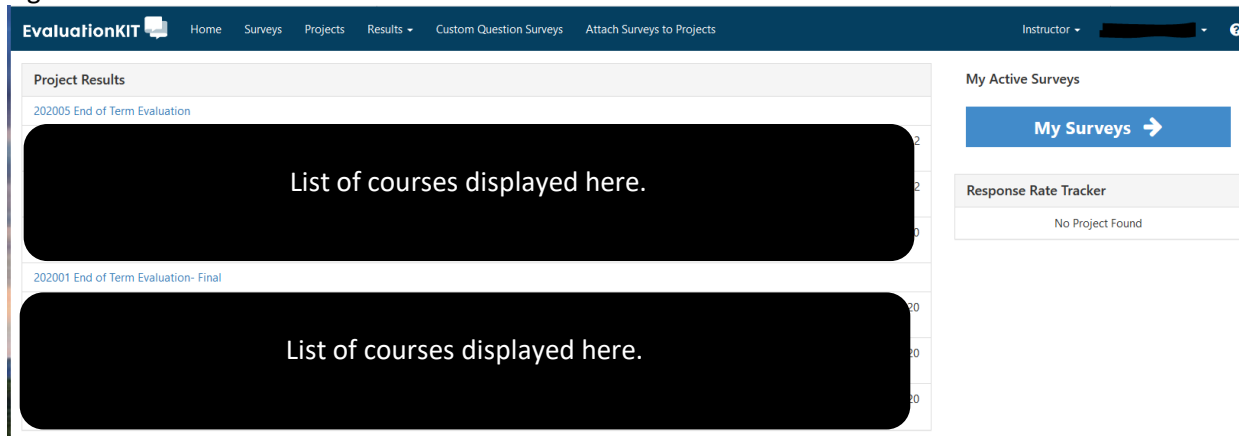
ALTERNATIVE: If you do not see the desired Project listed, in the navigation banner at the top of the page, select **Results** then **Project Results** from the dropdown (Figure 8). From the **Project Results** page, select the desired project (term) (Figures 8-9).
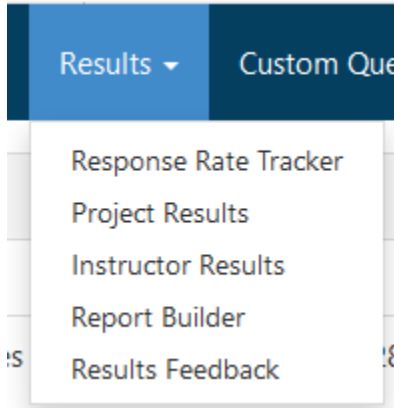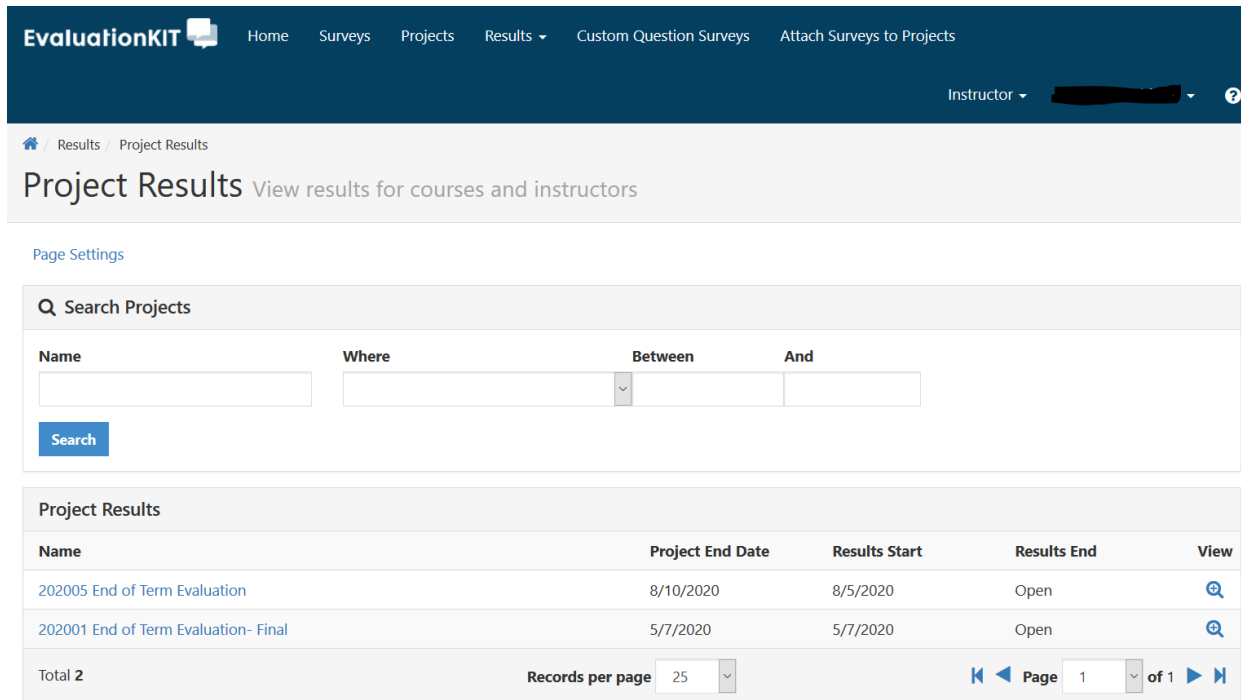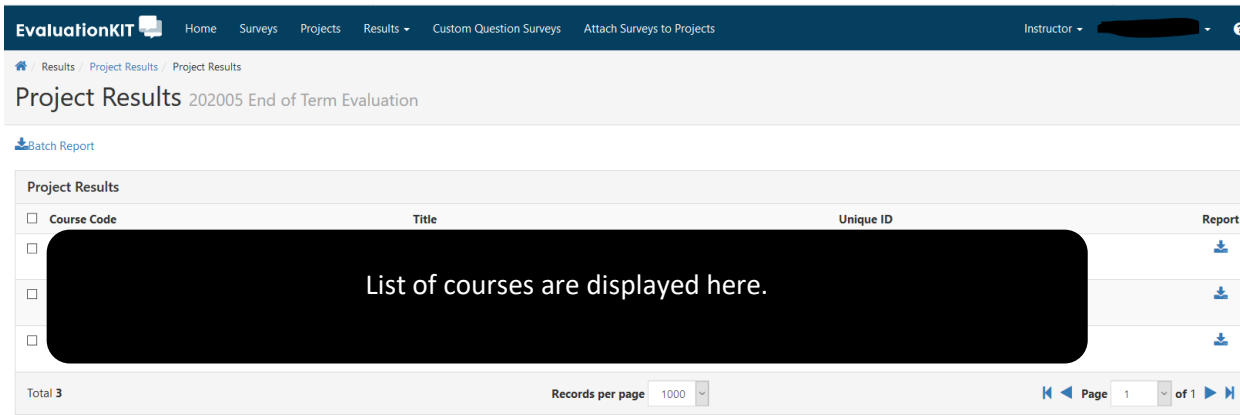
Figure 8:

Figure 9:

Step 3: Downloading Results

This will bring you to a page that contains a list of the evaluations you had for the desired term (Figure 7), find the course you wish to view then go to the far right column where it says "Reports" and click the blue button, you will be prompted to select the type of report you wish to view (Figure 11). Choose the desired report type, this will open a pop-up box for a pdf file, click "OK" to view your results (Figure 12).
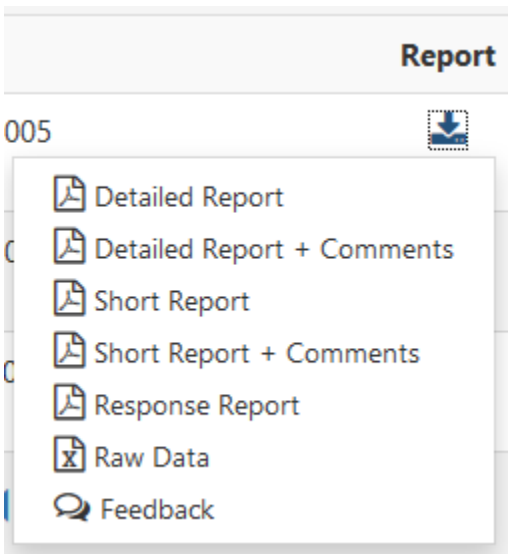
Note that when you are selecting reports, for **Spring 2020 only**, choose reports with comments. Any other reports will not work because there were no questions with multiple-choice answers.
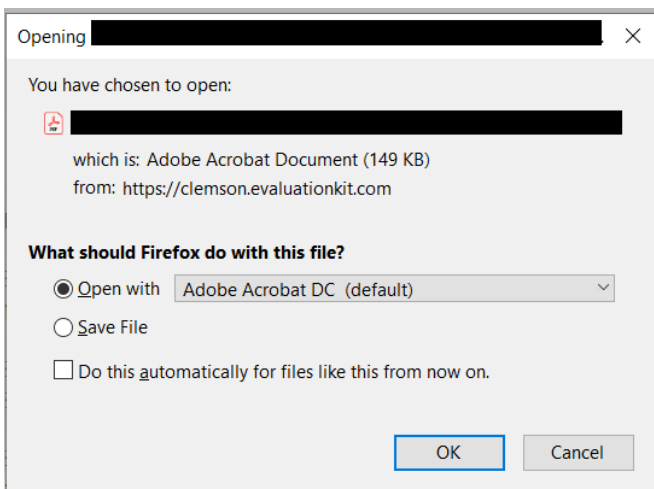
Figure 10:

Figure 11:

Figure 12:

C. Uploading Course Evaluation Results into Digital Measures

Course evaluation information from EvalKit and the university's previous legacy system needs to be uploaded to DigitalMeasures. To upload course evaluation information, complete the following steps.

DigitalMeasures Activities

Under the heading **Teaching/Mentoring**, the section **Scheduled Teaching** houses course data.

Course data is loaded centrally by the DigitalMeasures administrator.

Click on a course record on the home screen. Many of the fields on this page are locked, but keep scrolling down. You will see two fields:

Figure 13:

EvalKit Report: UPLOAD_WM_COURSE_EVAL 🔒

No file uploaded

Faculty EvalKit Report: UPLOAD_CU_Faculty_Eval

Replace file here or select to upload

The first field will be used by the central administration to load a file that has course evaluation summary results with no comments. Notice that it is locked. This means that you can't change it. Note that this file will be populated beginning in summer 2020. Spring 2020 results are not shared with department chairs except by choice of the faculty.

The second field can be used by faculty to upload a file that has course evaluation results with comments. The second field can also be used to upload a file in fall 2019 from the old course evaluation system. The resulting file then populates in the Annual Report, where it will appear as a link beside the course, in the files column.

DigitalMeasures-TPRworkflow

For the 2020-2021 academic year, it is expected that faculty will upload their course evaluations to the DigitalMeasures Workflow into the section **Student Feedback Forms**. As we build more history in DigitalMeasures, this part of the process may change.

Questions?

If faculty have questions about the DigitalMeasures system, all are welcome to contact DMadmin@clemson.edu with technical questions and apfa@clemson.edu with policy questions.