1. **Purpose** – The Course Evaluations dashboard allows users to access course evaluation data for specific terms, classes, and instructors. Course evaluation data is sourced from the university's SIS Albert system where evaluations are taken by students per class. Data is refreshed daily from Albert. Specifically, this dashboard provides access to the following:

- Course evaluation survey results (relative to the user’s course and semester data access)
- Survey completion data sourced from the university's SIS Albert system, where evaluations results data is stored
- Evaluation results that include student responses to the seven general questions and evaluation question sets (as determined by individual school/department).

This dashboard is comprised of eight distinct dashboard pages:

- **General** – This page presents results for the seven established general course evaluation questions
- **School-Course and Instructor** – This page presents response averages and response rate distributions for each school's course and instructor-specific questions
- **All Comments** – This page displays all open-ended school, course, and instructor comments
- **All Responses** – This page displays a full listing of all responses, as filtered; all are available for export
- **Stats and Comments** – This page presents supplementary metrics per instructor and class, including enrollment total, number of responses, response rate, response average, median, mode, and standard deviation response rates; open-ended responses
- **Averages and Comments** – This page presents supplementary metrics per instructor and class, including enrollment total, number of responses, averages of responses for the class; open-ended responses
- **Class/Instructor Comparison** – This page displays response averages of all 5-point questions as per selected filters for the seven established general questions and averages for 5-point course and instructor-specific questions
- **Instructor Comparative** – This page is a demo/work-in progress. It presents rolled-up response averages for selected 5-point general questions and instructor (or selected group of instructors) questions, as compared to their school, department, subject, and location.

Administrators in global programs will have access via UDW+ to full course evaluation data for classes offered at all global academic centers. Site directors will have access (also via UDW+) to this level of detail only for classes at their site.

2. **Fact Amounts** –

3. **Examples** –

4. **User Notes** – Please note that partial course evaluation data results are available in the dashboard 24 hours after the evaluation period has opened while complete data will be made available 24 hours after the period closes. By default, data will display for the most recent term that has completed an evaluation period. Once data becomes available for a new term, the default term will be adjusted upon the user’s first login. All evaluation data is unidentified to ensure the anonymity of students. School representatives determine which classes will be evaluated each term as well as definitions for the evaluation periods.

This dashboard contains 12 prompt filters, which allow for the narrowing of results across all dashboard pages. Selected prompts are retained across all dashboard pages and each dashboard page is enabled with a standard set of the following filters:

- Term
- Evaluation Type (mid-term, final)
- Academic Group (school)
- Academic Organization (department)
- Instructor Name
- Instructor N Number
- Class Title (as per class sponsor)
- NYU Class (as per class sponsor)
- Class Number
- Subject
- Location
- Global Location (will roll-up any study abroad type locations)

Additionally, note that for some schools there is a large amount of data related to course evaluation comments, which may result in a potential crash or lapse of data results while using the dashboard. In order to avoid a lapse or crash users must select an option(s) under the “academic organization” prompt on the following tabs: all comments, all responses, stats and comments, averages, and comments.
The following table details version history and a summary of the changes made to each version:

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Summary of Changes</th>
</tr>
</thead>
</table>
| 1.12    | June 2017    | Enhancement: New report in Class/Instructor Comparison tab, 'Subject Comparison'. For multiple classes that have a single-sponsor subject code, report rolls up average responses for all sections' 5 point questions into the single-sponsor subject code.  
Enhancement: New filter prompt Instructor N Number |
| 1.10, 1.11 | May 2017   | Minor fixes to dashboard analyses |
| 1.8, 1.9 | April 2017   | Enhancement: New filter prompt Global Location: rolls up any study abroad type locations  
Change: Combined class filter prompt removed. |
| 1.7     | March 2017   | Change: The 7 'Standard' questions are now referred to as 'General' questions; first dashboard tab updated to 'General'; relevant analysis filters and chart titles/labels have been updated to reflect 'General' question set.  
Enhancement: New column added to Class/Instructor Comparison report: N number |
| 1.4, 1.5, 1.6 | February 2017 | Change: The 7 'University-Wide' questions are now referred to as 'Standard Questions'; first dashboard tab updated to 'Standard'; relevant analysis filters and chart titles/labels have been updated to reflect 'Standard' question set.  
Enhancements: New filter prompt added to all Dashboard Pages: Combined Class Number; 4 new columns added to Class/Instructor Comparison report: Location, Enrollment total, Number of Responses, and Response Rate. |
| 1.3     | December 2016 | Enhancement: Response columns expanded for two Pages: Stats & Comments and Averages & Comments.  
Enhancement: Location headers added to reports on the following Pages: All Comments, All Responses, Stats & Comments and Averages & Comments.  
Other: "Demo" label & work in progress language added to Instructor Comparative Page. |
| 1.1, 1.2 | November 2016 | New Dashboard Page/Tab: Class/Instructor Comparison.  
Enhancement: Two new filter prompts added to all Dashboard Pages: Subject & Location.  
Enhancement: Additional view selectors added to two pages: 1) can toggle between viewing Stats (only) vs. viewing Stats AND Comments; 2) can toggle between viewing Averages (only) vs. viewing Averages AND Comments |
| 1.0     | October 2016  | Release to production. |

5. Additional Reports –