

# Accessing Course Evaluation Reports

## Accessing the Report List:

### Method One:

Find the email from the Course Evaluation office with the link to your reports. Click on this link to access your report list. You may need to log in to your account first.

An example of the email is shown below.

Dear [RFN],

The results from your recent course evaluations have been tabulated and are ready for your review. You can access them through this [link](#) or through the link in your LATTE class. A link to download the PDF version is available there. We have prepared a brief set of instructions that you may find helpful in accessing these results; please [click here](#) to access them.

If you have any questions, feel free to contact a member of the Course Evaluation Team by replying to this email.

Thank you for your assistance in encouraging your students to participate.

Regards,

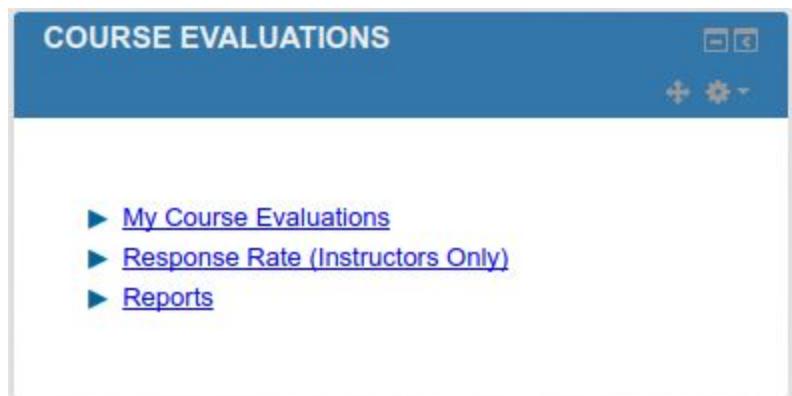
Course Evaluation Team  
Office of the Provost  
Brandeis University

### Method Two

Log into LATTE from <http://latte.brandeis.edu>.

Locate the 'Course Evaluations' block on the left side of the dashboard page.

In that block, click on the link for reports to be taken to your report list.



# Opening a report

Once on the report list screen, you can use the search box at the top to search for the course number or term. Reports are only available after at least 5 students have completed the evaluation and the evaluation period has ended. After finding your report, you can click on the PDF icon to download it as a PDF, or click on its title to open it in your browser as a web page. You can also use the checkboxes to the left of the report list to select multiple reports to view or download as PDF. Below is a sample report list.

### Report List

This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.

Results: 1 - 2 of 2 Item(s)

	PDF	Report Title ▲	Threshold Status
<input type="checkbox"/>		Course-Instructor Report for ANTH <a href="#">View Report</a>	Not Met
<input type="checkbox"/>		Course-Instructor Report for BIOL <a href="#">View Report</a>	Not Met

If you want to save or print your report, please use the PDF option and not the web page version. The PDF version prints cleaner and is more readable.

A sample report is shown below.

# Sample Course Evaluation Report

Course-Instructor Individual Report for 2017-18 Fall Semester, 2017-2018, Fall

Teacher	Course
Teacher's Email	17171 17171 17171 17171 17171

## Interpretation guidelines

- The questions are rated using a 5 level Likert scale.
- The value "1" represents "Strongly Disagree" while the value "5" represents "Strongly Agree".
- No questions have been defined as mandatory, so students may skip answering certain questions.

## Course Structure and Grading

### General Structure

	Resp	1	2	3	4	5	Mean	SD
The course syllabus was comprehensive, clear, and accurate.	4	0	0	0	0	4	5.00	0.00
The learning goals were clearly stated in the syllabus.	4	0	0	0	1	3	4.75	0.50
Classes started and ended on time.	4	0	0	0	1	3	4.75	0.50

### Grading

	Resp	1	2	3	4	5	Mean	SD
Content of tests and assignments was consistent with content of lectures and/or reading.	4	0	0	0	1	3	4.75	0.50
Assignments and/or exams were returned promptly.	4	0	0	0	0	4	5.00	0.00
The grading policies were clear and consistently followed.	4	0	0	1	0	3	4.50	1.00
The graded assignments allowed me to demonstrate what I learned in the course.	4	0	0	0	1	3	4.75	0.50

### Content and Workload

	Resp	1	2	3	4	5	Mean	SD
The content covered in this course was challenging.	4	0	0	0	1	3	4.75	0.50
This course requires a lot of work.	4	0	0	1	3	0	3.75	0.50

### Student Responsibilities

	Resp	1	2	3	4	5	Mean	SD
I completed the course readings.	4	0	1	0	1	2	4.00	1.41
I kept up with work as it was assigned.	4	0	0	0	1	3	4.75	0.50

### Instructor Responsibilities and Skills