



Using *Course Evaluations*

An introductory guide



The Subject Experience Survey (SuES) is the instrument used at Charles Sturt University for formal subject evaluations to capture student feedback on subjects they have undertaken. The survey is completed confidentially online for every subject students are enrolled in. Survey results give you a way of exploring what students felt about their learning experience in a particular subject.

Anthology Course Evaluations is the web-based platform used to administer the Subject Experience Survey. Subject Coordinators, Subject Convenors and Heads of School have access to the *Course Evaluations* survey system, which can be accessed through the Subject Experience Survey in *Staff Links* on the Interact2 dashboard or using the *Evaluations* link in the navigation menu within any subject site. *Course Evaluations* is configured to allow you to login through single sign-on.

You can access both current and past subject evaluation survey data from the *Course Evaluations* system. SuES responses are confidential and at no point in reports are any responses linked to a student name. Subject Coordinators can view only those subject for which they have teaching responsibility; educational leadership such as Head of School will be able to view all subjects within their School.

Getting you current survey

Once you have logged in, summaries of your current surveys will appear on the My Reports page.

Welcome to Charles Sturt University's online subject evaluation reporting site.
If this is your first visit, you can click the 'Help Guide' link in the above menu to learn more about the purpose and features of this site.

My Reports

Survey Title	Status	Response Rate
IKC100 D D Indigenous Australian Health Subject Experience Survey - 202190	Report Unavailable This report will be available on Feb 25 Closes in 8 days	9% 14 of 151
IKC100 D D Indigenous Australian Health Subject Experience Survey - 202160	View Report Closed on Nov 5	24% 129 of 533

From this home page you can:

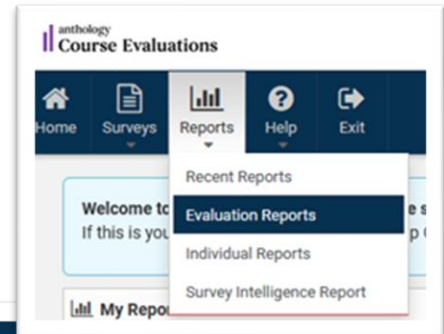
- Check the constantly updated Response Rate to opened surveys
Are you on the way to class or on the move? Then using your phone, you can log into the mobile aware *Course Evaluations* system to see how students are responding to your survey and offer any needed encouragement to participate.
- Preview your survey form
Click the right-situated gear icon to open a drop-down menu to view the survey form.
- View the full Evaluation Report once it's released
Click the blue View Report button to open the full Evaluation Report for a subject. Evaluation reports are available for viewing later the same day on which subject results are released to students.
Check survey release dates using the [schedule of survey key administration dates](#).

If a recent report is not yet available, a red icon indicates that the report cannot be viewed. If the survey release date has passed and you cannot view any results, the most likely cause is there were no responses from students.

Retrieving previous surveys

From the *Course Evaluations* home page, click the Reports icon in the top menu bar, then select Evaluation Reports. This is the main report you'll use.

A list of previous surveys will be presented.



Search:

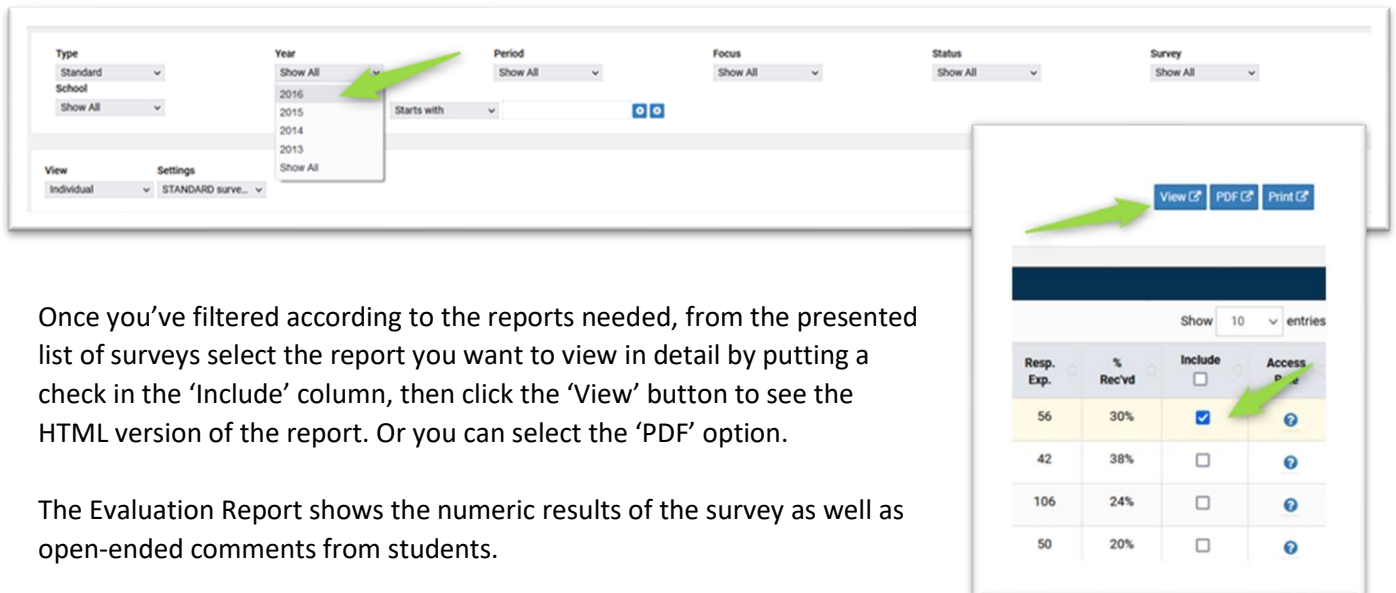
Show 10 entries

Subject Number - Section ID	Survey Name	Period	Status	Close Date	Subject Name	Responsible Subject Coordinators	School	Resp. Recvd	Resp. Exp.	% Recvd	Include	Access Role
SSS026 - OA D	Subject Experience Survey - 201615	Term 2 2016	Closed	May 6, 2016	Developing Skills in Information Technology	McKinney, Stewart	ASU	6	29	21%	<input checked="" type="checkbox"/>	
SSS026 - OA D	Subject Experience Survey - 201645	Term 3 2016	Closed	Aug 19, 2016	Developing Skills in Information Technology	McKinney, Stewart	ASU	4	24	17%	<input type="checkbox"/>	
SSS026 - OA D	Subject Experience Survey - 201675	Term 1 2016	Closed	Dec 29, 2016	Developing Skills in Information Technology	McKinney, Stewart	ASU	1	17	6%	<input type="checkbox"/>	

Showing 1 to 3 of 3 entries

The default showing is 10 subjects per page. You can change the number of listed entries by using the drop down found towards the top right hand of the screen. If you have a large number of subjects, you can simply use the left-side Search function to narrow down the listing.

Alternatively, use top-of-page filters to change selection criteria to focus on a report or reports you're particularly interested in viewing.



Type: Standard
School: Show All
View: Individual
Settings: STANDARD surve...

Year: Show All, 2016, 2015, 2014, 2013, Show All

Period: Show All
Starts with: []

Focus: Show All
Status: Show All
Survey: Show All

View PDF Print

Show 10 entries

Resp. Exp.	% Recvd	Include	Access Role
56	30%	<input checked="" type="checkbox"/>	
42	38%	<input type="checkbox"/>	
106	24%	<input type="checkbox"/>	
50	20%	<input type="checkbox"/>	

Once you've filtered according to the reports needed, from the presented list of surveys select the report you want to view in detail by putting a check in the 'Include' column, then click the 'View' button to see the HTML version of the report. Or you can select the 'PDF' option.

The Evaluation Report shows the numeric results of the survey as well as open-ended comments from students.



This video gives you an overview of the *Course Evaluations* experience for teaching staff. View time 4.48 mins <https://youtu.be/AhP8ocmLf6k>



This video gives you an overview of the *Course Evaluations* experience for School leadership users. View time 2.42 mins https://youtu.be/zhW9_3BZP_k

Logout/Exit

To ensure privacy and security of data, always use the Exit button to logout and then close your browser when you're done using *Course Evaluations*.



Further helpful resources for the Subject Experience Survey

Course Evaluations: Including Additional Survey Questions

Course Evaluations: The Survey Evaluation Report

Course and Subject Quality Assurance and Review Procedure, in [CSU Policy Library](#)



If you would like guidance on understanding what your SuES Evaluation Report results mean, log a request with DLT Service Requests using the icon located on your CSU computer desktop or from [this link](#).