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.

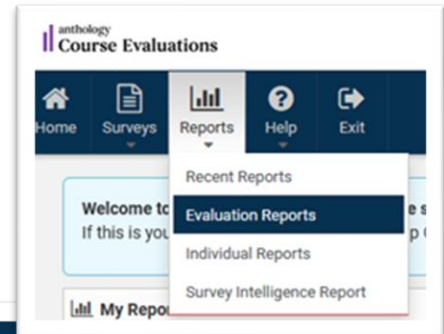From this home page you can:

- 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.
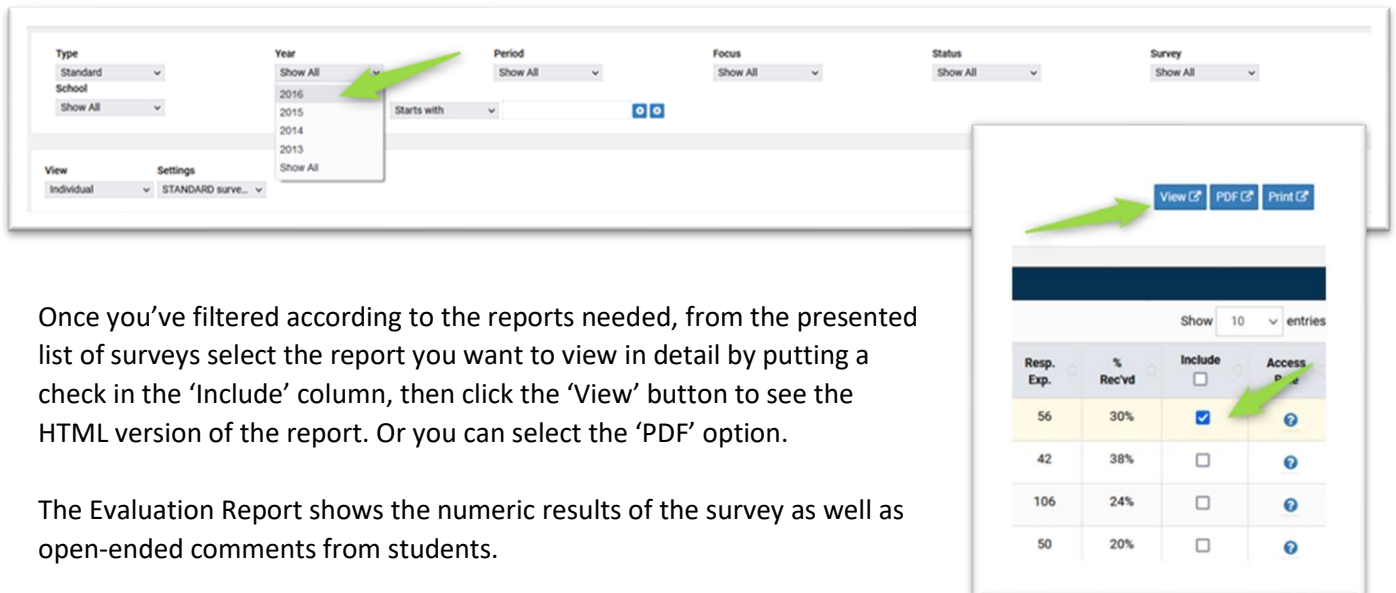
A list of previous surveys will be presented.

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.

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.