How to access your student evaluations in Digital Measures
student evaluation process overview

- Each term we prepare the list of courses to be evaluated
  - That list includes courses coded LEC, LAB, SEM, STU, and FLD with enrollment of 5 or more students
  - All independent study, thesis, and other “one on one” class types are excluded
- We define an evaluation period, usually the last ten days before final exams begin.
- Students are notified by university email (@islander.tamucc.edu) when they can fill out their evaluations, and are given the web link and password to use.
- Students receive email reminders every three days until they complete their evaluations.
- When the evaluation window closes, it cannot be reopened for stragglers.
- Faculty receive their student evaluation reports after the deadline for final grades.
Where are my student evaluation reports?

- Student course/instructor evaluation reports are sent to faculty as email attachments each term after grades are due.

- Evaluation reports are also stored *permanently* in Digital Measures and can be retrieved at any time.

- In addition to the instructor, only department chairs and deans have access to view student evaluations for faculty teaching in their respective department or college.
Here is how to do it

- Login to Digital Measures using the link provided elsewhere on this page
- After successfully logging in, you should see a screen like this one:
A word about the choices on the left:

**Manage Your Activities** is where you enter teaching, scholarly/creative, and service information for your CV.

**Run Custom Reports** is where you print your CV, Annual Activity Report, or Student Evaluations.

**View Respondents** is where you can see “real-time” how many (and what percent) of your students have submitted their course evaluations while the data collection period is in progress. A very useful tool to encourage participation…

(We currently do not use Run Ad Hoc Reports)
STEP 1: Click Run Custom Reports, and “Faculty Activity Report” Appears

Click the drop-down arrow to see other reports from the list.
Click “Student Evaluation Report”
Then the “Select Report” button
STEP 2: select which term you want.

Select the report to run.
Note: You must click SELECT REPORT if you change the report to build.

1. Student Evaluation Report

Select the term(s) to use.
Click here to select the term(s).
Terms selected: Summer 2 2010

Select the file format.

Select the page size.

BUILD REPORT
A box like this will open, check the term you want, and click save.
Click “Build Report” and you will get a PDF copy of the report, including student comments. You can view it, or print it, or rename and save it elsewhere.