

Guidelines for Reporting Student Ratings for Review

Annotate Your Student Ratings (~ ½ page)

Course Data

Course Title & Number
Instructor
Term(s) and year(s)
Enrollment
Respondents (#, %)

Course Description

- brief description of course content, goals, etc. (1 short paragraph)
- primary teaching methods (1-2 lines)
- class format (# sessions/week; duration of each session)
- brief description of students (e.g. % juniors/seniors, % non-majors, etc.)

Student Ratings

- Is the response rate representative?
- What were the primary issues raised by students?
- Identify themes from the summary data report and student comments. This is your opportunity to direct reviewers' attention to particular results or comments that are most useful or informative. Help reviewers read and interpret your results rather than leaving it up to them to identify significant themes and appropriate responses.
 - strengths (2-3 themes)
 - challenges (2-3 themes)
- What changes did/will you make to address student concerns?

Analyzing your Results

Identify areas that students see as needing improvement in your quantitative results. Compare these to themes that appear in students' written comments. A quick approach for identifying themes is to build a list of topics that repeatedly arise as you read students' comments. Keep a cumulative tally of the comments that could be assigned to each theme. Let the frequency of the comments under each theme guide your course revisions.

Another method is to create an electronic document with all of the students' answers to each question. Reading students' responses in electronic form rather than handwritten comments, can help create the distance necessary to focus on the underlying content rather than personal criticisms. Sort student comments into groups based on similarity and label the group with a subject heading. Then rank the groups based on the frequency of comments in each. Some common themes include: Labs, Homework, Groupwork, Lecture, Instructor Style, Availability, Textbook, and Exams.