Checking Response Rates in Digital Measures

At any time during the evaluation period, instructors can check to see what the response rate is on any of the evaluations. Just following these three easy steps.

- 1. Go to <u>http://www.csu.edu/course-eval</u> and log into the system with your CSU username and password.
- 2. Once logged in, click on "View Respondents"



3. Make sure the term selected is the current term and the response rates information will appear. You have the overall response rate for all evaluations associated with you, as well as the individual response rates for each evaluation. You can also use the Course dropdown list to just select the specific course you are interested in viewing or download the information to an Excel Spreadsheet.

| Manage Questions | Welcome, Course Instructor. | Thursday, November 29, 2012 |
|--|---|-----------------------------|
| Run Custom Reports View Respondents Contact Our Helpdesk | View Response Rates | |
| Submit Your Feedback Privacy Statement | Term Fall 2012 ▼ Course | |
| Change Your Password Logoff | | |
| | Download Response Ra | tes: <u>Worksheet</u> |
| | Total | |
| | Total Instruments 13 Responses 9 | 33 (100.00%) (6.77%) |
| | B E 4310, Section 61 Sales: Instructor, Course: | lizosika |
| | Total Instruments Responses | 4 (100.00%) 0 (0.00%) |
| | BIOL 3065, Section 61 Individual Topics: Instru | ictor, Course: lizosika |
| | Total Instruments Responses | 2 (100.00%) 0 (0.00%) |