

Overview of SPOT Reports

How to Access Your Reports:

Login at **my.tcu.edu** using your TCU username and password.

From the **Main Menu** drop down box, select **Faculty** or **Student Center**, then select **SPOT**. Or click on the SPOT icon under Timely Links.

When you first log in, you will come to your My EvalCenter page (see sample below):

The screenshot shows the My EvalCenter interface. At the top, there is a search bar with "All years" selected and a "Customize" button. Below is a table with columns: Preview, CRN, Dept, Num, Sec, Course, Type, Not Resp, % Resp, Survey Start, Auto Email, Survey End, See, and Notes. The table contains five rows of survey data. Below the table are two charts: "Response Rates" showing a pie chart with 11 Not Responded (28.21%) and 28 Responded (71.79%), and "myFocus" showing a line graph of scores for three items over four semesters (2012-Fall, 2013-Spring, 2014-Spring, 2014-Fall). The scores are: Item 1 (red) [4.11, 3.64, 4.33, 5.00], Item 2 (blue) [4.11, 3.92, 4.00, 5.00], Item 3 (yellow) [3.78, 3.64, 4.00, 5.00]. A "Focus on these:" section highlights two items: "The instructor created and maintained an atmosphere of civility and respect." and "The instructor appeared to have deep knowledge of the subject."

Preview	CRN	Dept	Num	Sec	Course	Type	Not Resp	% Resp	Survey Start	Auto Email	Survey End	See	Notes
	123FA2014-GAP:96499	Z_DEMO JOUR	34567		Journalism Skills	LEC	0	100 %	12/04/14	not set	12/05/14		Online see
	12345SP14	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/07/14	not set	04/21/14		Online see
	6789FA12Fa-12	Z_DEMO JOUR	5678	202	Intro to Social Skills	LEC	11	0 %	11/20/13	not set	12/06/13		Online see
	12345FA12	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/17/13	not set	05/01/13		Online see
	123FA2012-GAP:53418	Z_DEMO JOUR	34567	21	Journalism Skills	LEC	0	100 %	09/26/12	not set	09/27/12		Online see

Response Rates:
Not Responded: 11 (28.21%)
Responded: 28 (71.79%)

myFocus:
The instructor created and maintained an atmosphere of civility and respect.
The instructor appeared to have deep knowledge of the subject.

To get to your reports, you will click on the hyperlink under the "See" column on the right hand side.

When you click on "Reports" for the selected course, the Custom Report will display. If a tutorial video pops up first and you do not want to watch it at that time, just click on "Skip" or "Skip permanently" and it will take you to the custom report for the course.

The Custom Report:

The Custom Report shows the distribution of a survey item's responses. This report can be customized to include other columns or hide some of the ones you currently see.

➤ The columns you will see in the table of the Custom Report are:

- N – Number of students that responded
- RR – Response Rate
- Top Two – Percent that answered in the top two answers – Strongly Agree and Agree

- AVG – Instructor’s average per question in this course
- “Pramuth” Avg – Instructor’s average per question for all courses - CUMULATIVE
- “Pramuth” SP14 – Instructor’s average per question for all courses in this semester
- “1234” Avg – Base course average per question for all courses - CUMULATIVE
- “1234” SP14 – Base course average per question for all courses in this semester
- “Z-DEMO JOUR” Avg – Department average per question for all courses - CUMULATIVE
- “Z_DEMO JOUR” SP14 – Department average per question for all courses in this semester
- DIV Avg – College average per question for all courses - CUMULATIVE
- DIV SP14 – College average per question for all courses in this semester
- SCH Avg – TCU average per question for all courses - CUMULATIVE
- SCH SP14 – TCU average per question for all courses in this semester

NOTE: the CUMULATIVE average is for all courses taught starting in Fall 2012 to the present. However, starting in Spring 2017, we implemented a new, shortened survey. Questions 4 (My performance), 5 (Course work helped) and 12 (Instructor well prepared) are new questions so the cumulative average for those will start from Spring 2017.

Question Text	N	RR	Top Two	Avg	Pramuth Avg	Pramuth SP14	1234 Avg	1234 SP14	Z_DEMO JOUR Avg	Z_DEMO JOUR SP14	Div Avg	Div SP14	Sch Avg	Sch SP14	Yes	No	Str Disagr	Disagr	Neither	Agree	Str Agree
1 This course is a requirement	3	100%	100%	0	0.5	0	0.4	0	0.5	0	0.5	0	0.8	0.8		100%					
2 Am a major in the department offering this course	3	100%	100%	0.3	0.6	0.3	0.5	0.3	0.6	0.3	0.6	0.3	0.5	0.5	33%	67%					
3 Prepared	3	100%	67%	3.3	3.9	3.3	3.8	3.3	3.6	3.3	3.6	3.3	4.1	4.1	33%			33%	33%		
4 Interested	3	100%	33%	3	3.8	3	3.6	3	3.7	3	3.7	3	4.1	4.1	33%			33%	33%		
5 Worked hard	3	100%	67%	3.3	4.1	3.3	4	3.3	3.9	3.3	3.9	3.3	4.4	4.4	33%				33%	33%	
6 Assignments helped	3	100%	67%	4	4.1	4	4	4	3.8	4	3.8	4	4.1	4.1				33%	33%	33%	
7 Instructor provided useful feedback on my work	3	100%	100%	4.3	4.1	4.3	3.9	4.3	3.9	4.3	3.9	4.3	4.1	4.1					67%	33%	
8 Course activities and materials helped me achieve course objectives	3	100%	67%	4	4.1	4	4	4	3.9	4	3.9	4	4.2	4.2				33%	33%	33%	
9 Assignments, exams were appropriately challenging, manageable	3	100%	100%	4	3.9	4	4.1	4	3.8	4	3.8	4	4.1	4.1					100%		
10 Syllabus clearly explains how my course grade will be calculated	3	100%	67%	4.3	4.0	4.3	4.1	4.3	3.8	4.3	3.8	4.3	4.4	4.4				33%			67%
13 Instructor encouraged active involvement in this class	3	100%	67%	3.7	4	3.7	4	3.7	3.7	3.7	3.7	3.7	4.4	4.4				33%		33%	33%
14 Instructor seemed interested in teaching this class	3	100%	67%	4	4.0	4	3.9	4	3.8	4	3.8	4	4.6	4.6				33%	33%	33%	
15 Instructor treated students fairly	3	100%	100%	4.7	4.2	4.7	4.1	4.7	4.1	4.7	4.1	4.7	4.5	4.5					33%		67%
16 Instructor created and maintained an atmosphere of civility and respect	3	100%	67%	4.3	4.1	4.3	3.8	4.3	4	4.3	4	4.3	4.5	4.5				33%			67%
17 Felt welcome to ask questions or make comments in class	3	100%	100%	4.3	4.0	4.3	4.1	4.3	3.9	4.3	3.9	4.3	4.5	4.4						67%	33%
18 Felt welcome seeking help outside of class or online	3	100%	100%	4.7	4.2	4.7	4.1	4.7	4.1	4.7	4.1	4.7	4.4	4.4						33%	67%
21 Instructor was well organized	3	100%	67%	4	3.9	4	3.8	4	3.7	4	3.7	4	4.3	4.3				33%	33%	33%	
22 Course was well structured	3	100%	100%	4.3	4.1	4.3	4	4.3	3.8	4.3	3.8	4.3	4.3	4.3						67%	33%
25 Class time was used effectively to help me learn	3	100%	100%	4	3.9	4	3.9	4	3.8	4	3.8	4	4.2	4.2						100%	

***Important Note:** To customize this table to include other columns or to hide columns you currently see, click on the [Change Columns](#) hyperlink on the right hand side of the Custom Report table. Click on the columns you want to add or uncheck the columns you want to hide and then click on “Use Until Logout”.

➤ Filtering Options:

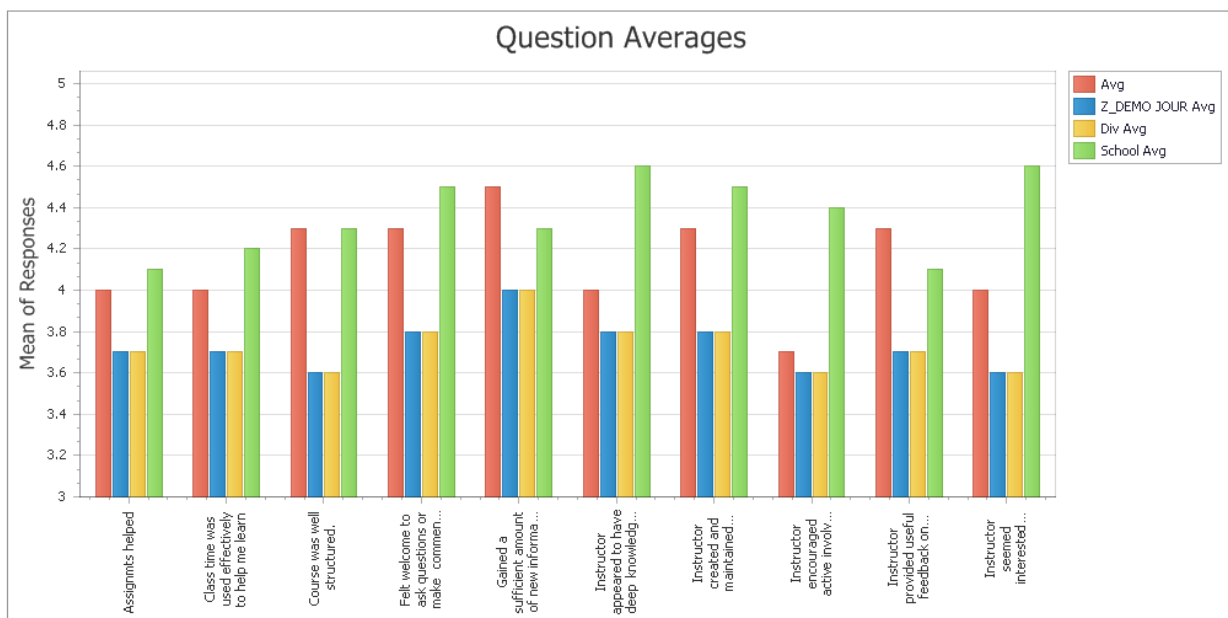
- The [blue hyperlinks](#) within the report may be clicked on to drill down and show how a particular group has responded to the other items in the survey. For example, if you want to see how majors in the department in which the course is offered responded to the survey, you would simply click on the [%](#) hyperlink associated with "Yes - Am a major in the department offering this course."
- Furthermore, within the custom report, users can filter on student characteristics such as discriminate overall and rating tendency- overall. These calculations become more precise as further data is added to the eSPOT system.

The discriminate overall of the student is a calculation that determines how discriminating is the pattern of a student's responses based on ALL of the assessments a student has ever completed in the eSPOT system since Fall 2012. Does the student always respond with "3"s to every survey item or does the student appear to give some thought to each response? Students are classified into six categories from Very Discriminate to Careless.

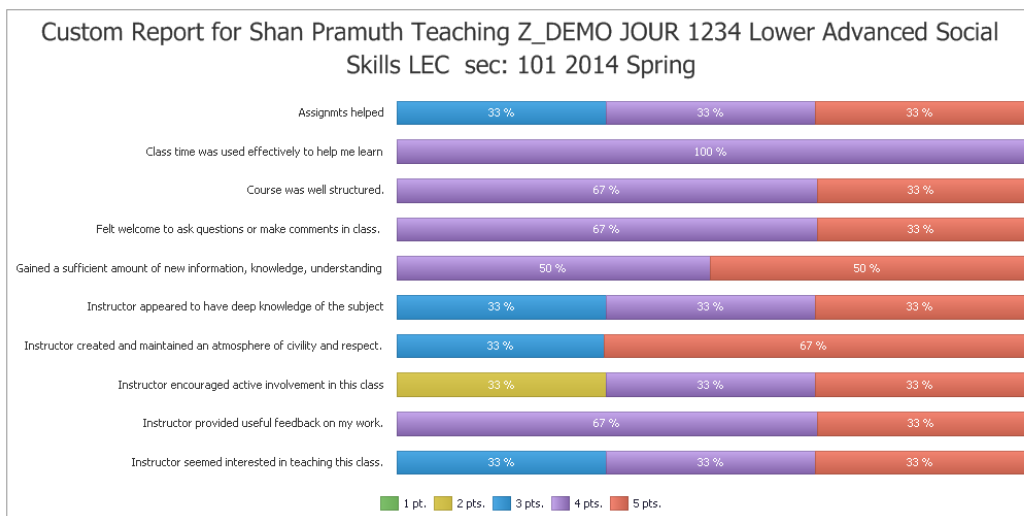
The rating tendency - overall of the student is a calculation that determines the student's scoring tendency when you look at ALL of the assessments a student has ever completed in the eSPOT system since Fall 2012. Students are classified into five categories from Very Easy Grader to Very Hard Grader.

➤ Custom Report Charts:

- Below the Custom Report table, you will see a **Questions Averages** chart which highlights questions from the survey and compares it with the Department, College and TCU average.



- Below that you will see a **Distribution of scores** chart evaluating the same questions in the Questions Averages chart.



➤ Comments:

Next, you will see a list of all comments or text responses from the survey. The comments are grouped together under each question. (The comments on the Custom Report are also available as a separate report.)

Student Disposition Text Responses	
	Question: What worked well in this course that helped you learn
V. Satisfied	Nothing.
Dissatisfied	Video presentations were great
Dissatisfied	concepts explained using reallife situations from the news and internet
Dissatisfied	i definitely gained more knowledge about the topics we had
Dissatisfied	I learned how to be better organized with my time.
Dissatisfied	The tests were a big improvement over his last ones.

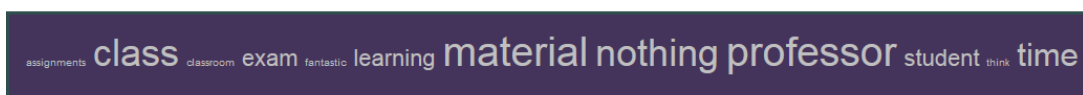
IMPORTANT: Next to some student comments, there is a student disposition description given. The "**Student Disposition**" is a quick visual tool designed to give some context for the comments. The student disposition is a calculation that determines the student's satisfaction (i.e. tends to be very satisfied/dissatisfied on all assessments). Please remember that the student disposition calculation is based on ALL of the student's eSPOT submissions in the current system since Fall 2012. Therefore, next to a very positive comment, the student disposition may be that of Dissatisfied. This means that based on all assessment data in the system for the student he or she is generally dissatisfied, but may have had a great experience in a particular class. If you see "Dissatisfied", it means that the student overall gave LOW scores on numeric questions. If you see a blank area, it means that the student who wrote that comment was giving 'middle range' scores to numeric questions. If you see "V. Satisfied", it means that the student overall gave HIGH scores for numeric questions.

➤ Word Cloud Analysis:

Word Cloud shows instructors trends and themes in their comments. The bigger a word is, the more prominently it is used throughout the comments. If you click on the word, it will give you all the comments that contain that particular word.

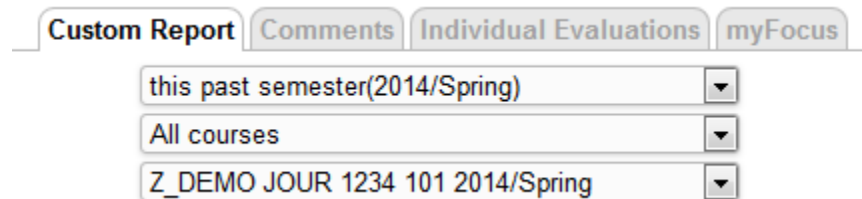
Commonly Occurring Words and Phrases from Your Students' Comments

Show Preferences



The Comments Report, Individual Evaluations and myFocus Report:

You can get to these three reports by clicking on the appropriate tab at the top of the screen of your Custom Report.



The image shows a user interface for selecting reports. At the top, there are four tabs: 'Custom Report', 'Comments', 'Individual Evaluations', and 'myFocus'. Below the tabs are three dropdown menus. The first dropdown menu is set to 'this past semester(2014/Spring)'. The second dropdown menu is set to 'All courses'. The third dropdown menu is set to 'Z_DEMO JOUR 1234 101 2014/Spring'.

- The Comments Report groups together all the comments given for a particular question so it's easy to see similarities or patterns. It also includes Student Disposition. See note above for an explanation.
- The Individual Evaluation Report displays the individual surveys for each student who completes an assessment for a course. This report format is similar to traditional paper assessments.
- The myFocus report is a summary report for ALL classes uploaded to the eSPOT system since Fall 2012. This includes classes from the current and prior semesters using SmartEvals! (although the data from prior semesters is weighted less than the data from the current semester). With the myFocus development tool, instructors have the ability to see areas for improvement, according to their course assessments, and create "Action Plans" to improve their performance. Instructors also have the opportunity to see areas where they excel, and provide best practices advice to their peers.
 - Instructors will receive a myFocus score for instructor-level questions on their course assessment surveys (except write-in comments). These myFocus scores are calculated by including ALL of an instructor's responses from ALL of his/her classes in the system. Scores range from 1 – 100, based on the following three components:
 - Average of the instructor's percentile rank scores for each question
 - Confidence Interval calculation for each question
 - Question Applicability

The scores are then compared to those of other instructors who were asked the same question.

- The Color Spectrum: A myFocus report may be shaded green (instructor's mean score was in top 30th percentile among the comparison group), white (instructor's mean scores was within the middle range of the comparison group), and/or red (instructor's mean scores was in approximately the bottom 30th percentile).

PLEASE NOTE: *The comparison group is currently set as the University. Also, please keep in mind that there will always be a bottom 30% and that the relativity of scores should always be examined.*