



SPOT Report Overview for Instructors

I. To Access your SPOT Reports:

- Log into **my.tcu.edu** using your TCU username and password.
- On the Home Page, click on **Faculty Center**, then select **SPOT** in the upper left hand corner.

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

myEvalCenter

Alert: You have not yet written an email to students. [Click here to change email](#)

73%
Current Overall Response Rate

class name professor
[See Student Comments](#)

Surveys Waiting to Be Opened

Summer 2018 Z_DEMO JOUR
5678 LEC 1
Intro to Social Skills 1
Won: Cara Gerrard

Begins: 6/30/2018 Ends: 7/2/2018 See Reports: 8/16/2018

Students responded: 0 / 3
0% response rate

+ Add Questions
Preview
Add/See Notes

Results Ready for Viewing

2018

Spring 2018 Z_DEMO JOUR
5678 LEC 1
Intro to Social Skills 1

Began: 5/10/2018 Ended: 5/11/2018 Released: 5/13/2018

Students responded: 2 / 2
100% response rate

Preview
[See Reports](#)
Add/See Notes

To get to your reports, you will click on the See Reports link under the “Results Ready for Viewing” section.

Results Ready for Viewing

2018

Spring 2018 Z_DEMO JOUR
5678 LEC 1
Intro to Social Skills 1

Began: 5/10/2018 Ended: 5/11/2018 Released: 5/13/2018

Students responded: 2 / 2
100% response rate

Preview
[See Reports](#)
Add/See Notes

When you click on “See 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.

II. 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.

Shan Pramuth Teaching Z_DEMO JOUR 5678 Lower Intro to Social Skills LEC sec: 1 2018 Spring

Custom Report | Comments | Individual Evaluations | myFocus

this past semester(2018/spring)
All courses
Z_DEMO JOUR 5678 1 2018/spring

Export | Choose Columns | Choose Questions

Question Text	N	RR	Top Two	My Avg	Pramuth Avg	Pramuth sp18	5678 Avg	5678 sp18	Z_DEMO JOUR Avg	Z_DEMO JOUR sp18	Coll Avg	Coll sp18	TCU Avg	TCU sp18	Yes	No
1 Course requirement	1	50%	100%	1	0.6	1	1	1	0.5	1	0.5	1	0.8	0.8	100%	0%
2 Major department	2	100%	100%	0.5	0.6	0.5	0.5	0.5	0.6	0.5	0.6	0.5	0.5	0.5	50%	50%
3 Interested	2	100%	100%	5	3.9	5	5	5	3.8	5	3.8	5	4.0	3.9	0%	100%
4 My performance	2	100%	100%	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3.2	3.2	50%	50%
5 Course work helped	2	100%	100%	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.1	4.1	0%	100%
8 Encouraged active involvement (Pramuth)	2	100%	100%	4.5	4.0	4.5	4.5	4.5	3.8	4.5	3.8	4.5	4.4	4.4	0%	100%
9 Treated students fairly (Pramuth)	2	100%	100%	4.5	4.2	4.5	4.5	4.5	4.1	4.5	4.1	4.5	4.5	4.5	0%	100%
10 Civility and respect (Pramuth)	2	100%	100%	5	4.1	5	5	5	4.0	5	4.0	5	4.5	4.6	0%	100%
11 Felt welcome seeking help (Pramuth)	2	100%	100%	4.5	4.2	4.5	4.5	4.5	4.1	4.5	4.1	4.5	4.4	4.4	0%	100%
12 Instructor well prepared (Pramuth)	2	100%	100%	5	5	5	5	5	5	5	5	5	4.5	4.5	0%	100%
13 Clear explanations provided (Pramuth)	2	100%	100%	4	4.1	4	4	4	4.0	4	4.0	4	4.3	4.3	0%	100%
14 Provided useful feedback (Pramuth)	2	100%	100%	4	4.1	4	4	4	3.9	4	3.9	4	4.1	4.2	0%	100%
Discriminate overall	2	100%													50%	50%
Rating tendency - overall	2	100%													0%	100%

➤ 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
- My AVG – Instructor’s average per question in this course
- “Pramuth” Avg – Instructor’s average per question for all courses - CUMULATIVE
- “Pramuth” SP18 – Instructor’s average per question for all courses in this semester
- “5678” Avg – Base course average per question for all courses - CUMULATIVE
- “5678” SP18 – 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” SP18 – Department average per question for all courses in this semester
- Coll Avg – College average per question for all courses - CUMULATIVE
- Coll SP14 – College average per question for all courses in this semester
- TCU Avg – TCU average per question for all courses - CUMULATIVE
- TCU SP18 – TCU average per question for all courses in this semester

NOTE: the CUMULATIVE average is for all courses taught from 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.

***Important Note:** To customize this table to include other columns or to hide columns you currently see, click on the [Choose Columns button](#) on the left 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" or "Save Permanently".

➤ Filtering Option:

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 click on the [%](#) hyperlink associated with "Yes - Am a major in the department offering this course."

Yes			No		
100%			0%		
50%			50%		
Str Disagr	Disagr	Neither	Agree	Str Agree	
0%	0%	0%	0%	100%	
Better		Same		Worse	
50%		50%		0%	
S Disagree	Disagree	Neither	Agree	S Agree	
0%	0%	0%	50%	50%	
Str Disagr	Disagr	Neither	Agree	Str Agree	
0%	0%	0%	50%	50%	
0%	0%	0%	50%	50%	
0%	0%	0%	0%	100%	
0%	0%	0%	50%	50%	
S Disagree	Disagree	Neither	Agree	S Agree	
0%	0%	0%	0%	100%	
Str Disagr	Disagr	Neither	Agree	Str Agree	
0%	0%	0%	100%	0%	
0%	0%	0%	100%	0%	

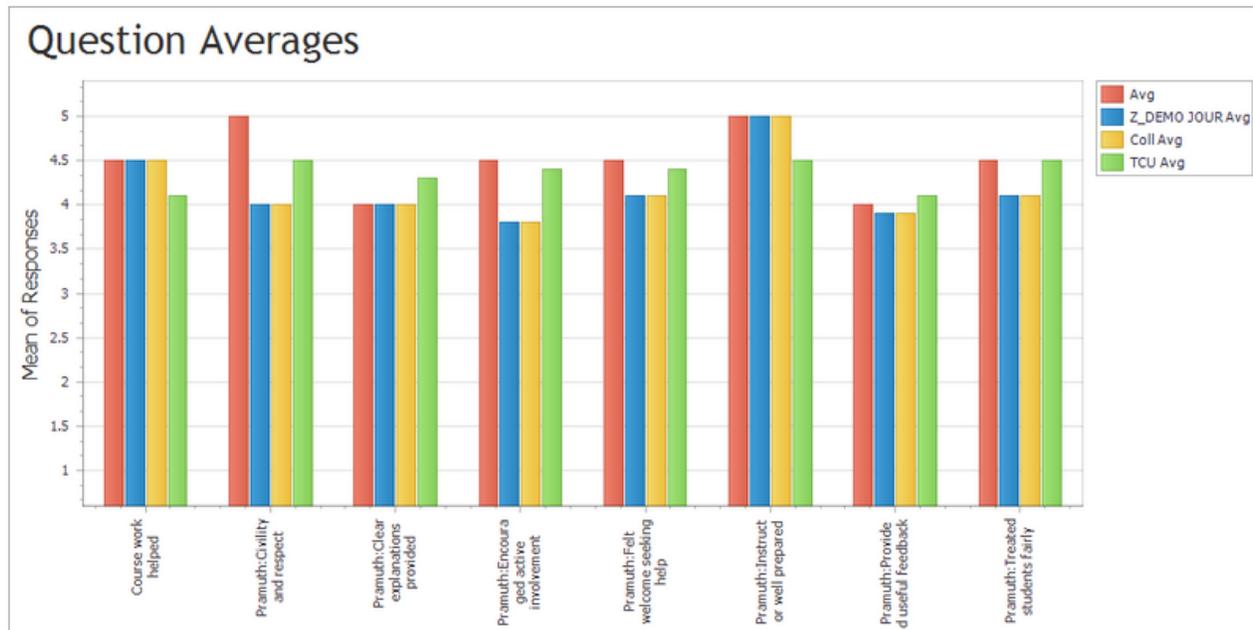
➤ Student Characteristics:

At the bottom of the custom report, there are student characteristics - discriminate overall and rating tendency- overall. These calculations become more precise as further data is added to the SPOT system.

- The discriminate overall of the student is a calculation that determines how discriminating the pattern of a student's responses are based on **ALL** of the assessments a student has ever completed in the SPOT system since Fall 2012. Students are classified into six categories from Very Discriminate to Not At All Discriminate.
- 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 SPOT system since Fall 2012. Students are classified into five categories from Very Easy Grader to Very Hard Grader.

➤ Custom Report Charts:

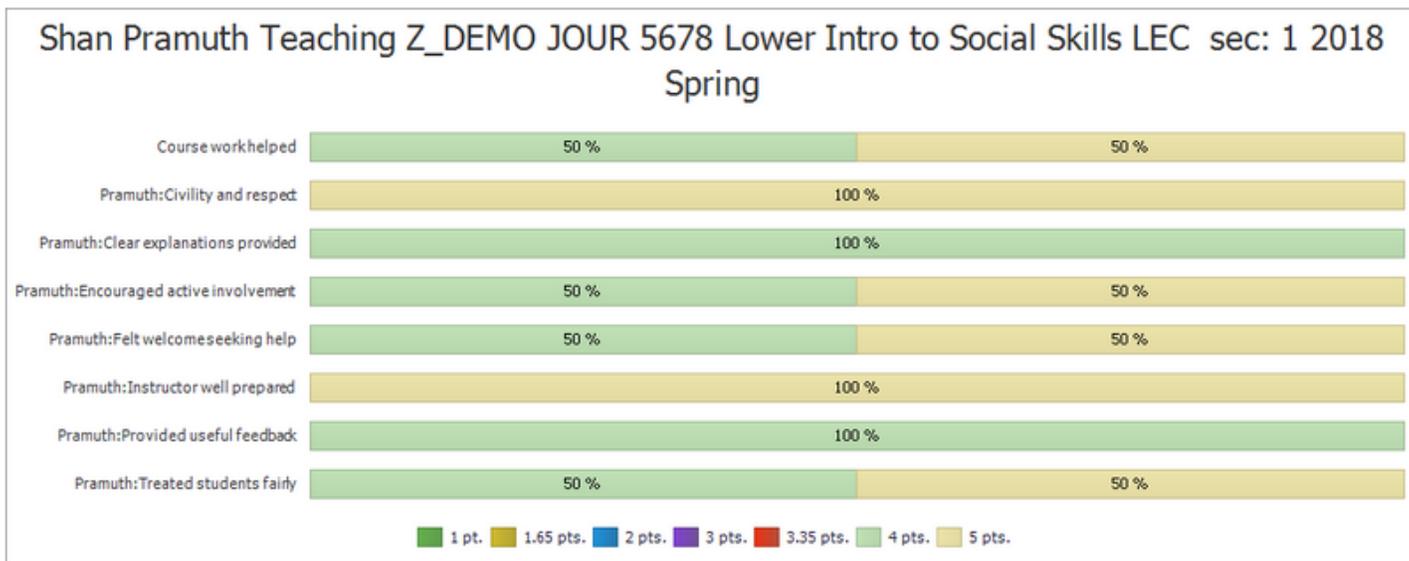
Below the Custom Report table, you will see a **Questions Averages** chart which highlights questions from the survey and compares it with the Department, College and TCU average.



Hide chart of averages

Edit all chart questions

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



Hide chart of Scores

Edit all chart questions

NOTE: You can edit which questions show on the charts by clicking on the “Edit all chart questions” button.

➤ **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	Questions	Text Responses
V. Satisfied	Question: What worked well	Lectures were very interesting.
V. Satisfied	Question: What worked well	Professor instruction and handouts.
V. Satisfied	Question: Suggestions for improving	Syllabus needs to be more clear on paper requirements.
V. Satisfied	Question: Suggestions for improving	Nothing. The class was great!

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 SPOT 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:**

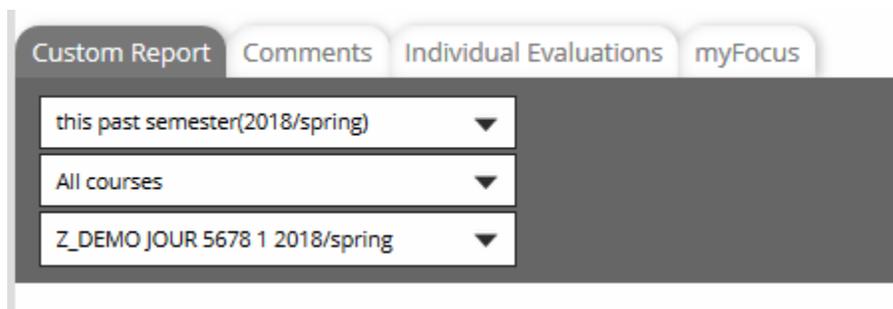
Word Cloud shows instructors trends and themes in their comments. The bigger a word is, the more prominently it is used throughout the comments. If you click on the word, it will give you all the comments that contain that particular word.

Commonly Occurring Words and Phrases from Your Students' Comments Show Preferences



III. 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 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 SPOT 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.*