How to use the University of Toronto Course Evaluation Summary Sheet Template

Introduction

The accompanying spreadsheet provides a template and/or example of how to best represent your course evaluation data (e.g., in your teaching dossier). This sheet is meant to provide a quick summary of, and reference to, *some* of your quantitative course evaluation data to provide readers with an overview and/or help provide context to the accompanying narrative in your teaching dossier.

Start by replacing the information on the upper left with your name and department. Following that, type the results from your course evaluations into the provided table. Further details and advice are provided below, including information that may be useful for those who are not regular users of Microsoft Excel or other similar spreadsheet software.

Regarding the use of course evaluations in your dossier more broadly, *you should consult with your division/department about the expectations and norms within your department/division* prior to preparing this chart and/or submitting your dossier for review. There may be particular information/data required either in the summary or in appendices (e.g., your full course evaluation reports).

Can I remove, modify, or add text, variables?

What is represented on this sheet is a *recommended minimum* representation of your course evaluation results for the main body of your teaching dossier. Namely it contains only the numerical institutional core items, institutional composite mean (average of core items 1 – 5), information to identify unique courses (e.g., section), and automatically calculates the average scores within items.

You may want to also add, include, or highlight:

- Departmental items
- Formative instructor-selected items (which are otherwise not available to others)
- Calculated response rates (e.g., % responding)
- Items that refer to the instructor specifically (e.g., core item #3)
- Comparative scores (e.g., with division, with program)
- Separate tables for each item or specific groups of items

How do I modify rows/columns (in Microsoft Excel)?

To resize a row or column move your cursor to the number or letter at header at the edge of the spreadsheet. Your cursor should change in appearance. You can then left click and drag to resize the column/row. You may also double-click to resize automatically to that row/column's contents.

To delete or insert a row/column, right-click on the number or letter at header at the edge of the spreadsheet. This will select that entire row or column (see row 6 circled at the top of the following page). From there you can choose to insert or delete a column.
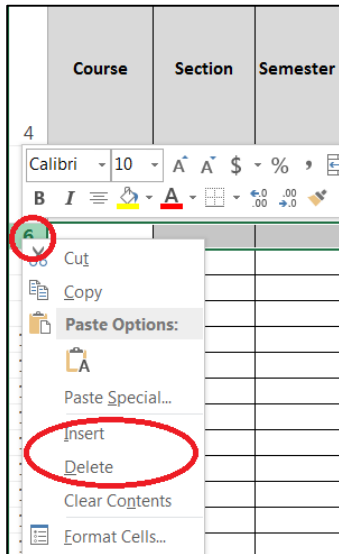
Note: When adding or removing columns, if you are retaining the automatic calculation of averages, ensure that the calculation is still accurate.

How do I include this table in the dossier?

Simply click on a cell (likely the upper left most cell) then drag and select the part(s) of the table/spreadsheet you wish to include and use the copy command (in Microsoft Excel on the PC, select the highlighted portion, right-click within the selected area then select 'copy').

You can then paste (right click and select 'paste') in a Word processor (e.g., Microsoft Word).

The table formatting is unusual after pasting, what do I do?

It can help to paste the table as an image. To do this in Microsoft office instead of pasting directly as described above, right click and look for the paste as a picture/image under paste options (or paste/special) depending on your version of Word.

You may also:

- Expand the margins for that page
- Reduce the font size in the table
- Break the table into multiple smaller tables

I have remaining questions about the sheet and/or how to depict my course evaluation data

We are happy to help. Submit a consultation request at:

http://teaching.utoronto.ca/teaching-support/consultations/request-form/