



User Guide:

CampusLabs Anthology — Faculty

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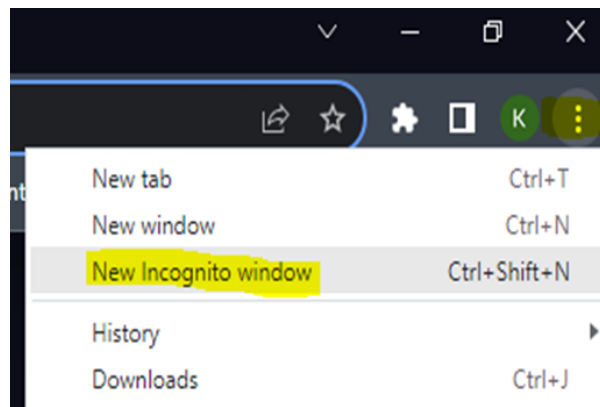
Welcome to the Kean University Faculty Portal!

This guide will help you navigate the platform efficiently and make the most of its features. Follow the steps below to access, use, and manage your faculty resources.

Accessing the Faculty Portal

To access the Kean University Faculty Portal, follow these steps:

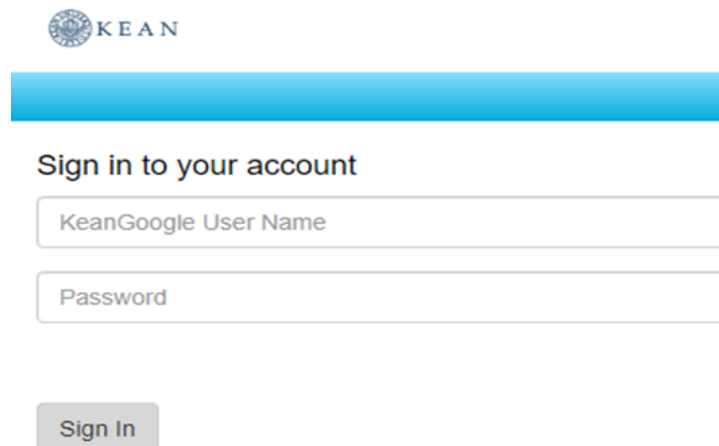
- Open Your Browser:
 - Use a web browser such as Chrome, Firefox, Safari, or Edge. For preference and better performance, please open an incognito tab.



- Navigate to the Portal URL:
 - Enter the following URL into your browser's address bar:
<https://Kean.campuslabs.com/faculty>

Logging In

- Enter Your Credentials:

The login form for the Kean University Faculty Portal. At the top is the Kean University logo and name. Below it is a blue horizontal bar. The text 'Sign in to your account' is displayed. There are two input fields: 'KeanGoogle User Name' and 'Password'. Below the fields is a 'Sign In' button.

- On the login page, you will be prompted to enter your Kean University username and password.
- Username: Your Kean username
- Password: Your Kean University password.
- Click 'Sign In'
- Multi-Factor Authentication:
 - If required, complete the multi-factor authentication process as directed.
- Forgot Password:
 - If you forget your password, click on the 'Forgot Password' link and follow the instructions to reset it.

Navigating the Dashboard

Upon logging in, you will be directed to the dashboard. This page offers an overview of essential information and tools available to faculty members.

- Instructors will find a personalized homepage that displays all their course sections, provides updated response rates for each section every 15 minutes, and grants access to their reports and course roster information.

The screenshot displays the Faculty Dashboard interface. At the top, a dark blue header bar contains the 'Faculty' logo on the left and a user profile icon labeled 'Sample' on the right. Below the header, a light gray navigation bar lists several links: Home, Course Evaluation Questions, Feedback ^{10/14}, Response Sessions, and Rubrics. The main content area is titled 'Sample Instructor' and includes a 'Change Term' section with a dropdown menu currently set to 'Fall 2016'. Below this is a 'Course Evaluations Summary Report' section featuring a document icon and a link to 'Homegrown Evaluation' with a truncated URL. The 'My Courses' section is partially visible, showing a card for 'ANT 340 (1)'. This card includes a 'Roster: 8' indicator and a 'View Course Roster' button. Under the course title, there is a 'Course Evaluations' section showing a green checkmark for 'Completed' on '8/23/2016 at 11:59 PM EST', a 'View Results' button, a '75%' response rate, and an '8' enrolled students count.

- ***Change Term***

- Use the dropdown menu to select the term for which you wish to view your course evaluations summary report, or to access the current course evaluations for the course you are teaching.

- ***Course Evaluations Summary Report***

- In this session, you can access the summary report for course evaluations across all your courses.

- ***My Courses***

- Instructors can view the dates when evaluations will open and close, as well as when reports will be available. They will also see a "View Results" button if the data has been released. By clicking the "View Results" button, instructors can access quantitative and qualitative reports, along with a segmented comparison report for each course.
- The course roster can be viewed by selecting the course details.
- Summary Reports will appear at the top of the page as soon as the reports are released.
- Instructors have the option to provide a unique link to students enrolled in their course sections.

Open Course Evaluations

- ***Administration***

- The Office of Accreditation and Assessment is responsible for managing the administration of course evaluations. Faculty will receive an email a few days prior to the evaluations opening, which will include information about the opening and closing dates and times.

- ***Communication***

- On the day the course evaluations open, both faculty and students will receive an email outlining the steps they need to follow.

- ***Reminders***

- The Office of Accreditation and Assessment will implement an email reminder campaign for students and faculty regarding the status of course evaluations. Additionally, faculty will be encouraged to remind their students to participate in order to increase response rates.

- ***“My Courses”***

- Upon logging into CampusLabs, you will see a list of the courses you are teaching on your homepage, marked as "Active," along with the current response rate progress.

The screenshot shows the course page for ACC 249 (1). At the top right, there is a 'Roster: 22' label and a 'View Course Roster' button. The main heading is 'ACC 249 (1)'. Below this, the 'Course Evaluations' section is highlighted with a red box. It contains an 'Active' status with a flask icon, '8 Days Remaining', and 'Ends 12/8/2017 at 11:59 PM EST'. A 'View Evaluation Link' button is also present. To the right of the evaluation section, there is a 'Response Rate' of 0% and 'Enrolled Students' of 22.

- Please ensure that your student roster is accurate. If you notice any discrepancies, such as missing or additional students, contact assessment@kean.edu as soon as possible.

- ***Direct Evaluation Link***

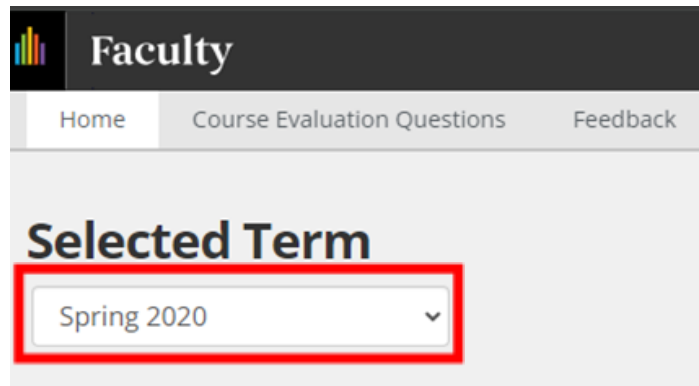
- Although the Office of Accreditation and Assessment regularly sends emails with a direct link for students to access their course evaluations, instructors also have the option to provide a unique link to students enrolled in their course sections. The "View Evaluation Link" button will appear to instructors once the evaluation period opens. By clicking this button, instructors will be able to generate a unique evaluation link that they can share with their students.

This screenshot shows the same course page as before, but with a 'Direct Evaluation Link' modal open. The modal contains the text: 'Present the following unique link to enrolled students for direct access to the course section evaluation.' Below this, it displays the unique link: 'ACC 249 (1): https://demo.campuslabs.today/courseeval/ce/acc/249/1'. A 'Close' button is located at the bottom right of the modal. The 'View Evaluation Link' button on the course page is also highlighted with a red box.

Accessing Reports

Once the reports are available, faculty will receive an email from our office notifying them that the course evaluation reports are ready for review on their dashboard. This email will also include helpful suggestions for making the most of these reports.

- The first step in viewing your reports is to ensure you have selected the correct term. If not, switch to the desired term.



- ***Course evaluations summary Report***

- The course evaluations summary report is divided into two sections: face-to-face course evaluations and online/hybrid course evaluations. The available options may vary depending on the types of classes you taught. By selecting one of these options, you will receive a summary report for all the courses you taught during the semester. This report consolidates evaluations for all your classes into a single document.

- ***View Results***

- To view course evaluations for each class you taught, go to the “My Courses” section. Next to the class for which you want to see results, click on “View Results.” This will open a page displaying the student evaluation results for that course.

A screenshot of a 'My Courses' dashboard. At the top, it says 'My Courses'. Below that, there is a section for 'GE 3000 (ONF03)' with a 'Roster: 23' label and a 'View Course Roster' button. Underneath, there is a 'Course Evaluations' section. It shows a green checkmark and the word 'Completed', followed by the date and time 'On 3/23/2020 at 11:59 PM EST'. A 'View Results' button is highlighted with a red rectangular box. To the right of this button, there is a '39%' 'Response Rate' and '23' 'Enrolled Students'.

Understanding your Reports

- *Summary Report*

- Once you open your summary report, you will find options at the top to print and save the report, which we recommend for record-keeping. The report includes a list of the courses you taught, each with an assigned key letter to identify responses for that specific course. For each course, you will see the report status, the number of enrolled students, the number of respondents, and the response rate. At the top of the course list, you will also find options to view both quantitative and qualitative data.

Summary Report

Print

Susan Ahern

Term: Spring 2020

Quantitative

Qualitative

Course Sections	Key	Report Status	Enrolled Students	Responded Students	Response Rates
GE 2021 (01): RESEARCH AND TECHNOLOGY	A	Released	26	19	73.08%
GE 2021 (02): RESEARCH AND TECHNOLOGY	B	Released	28	19	67.86%

- Quantitative Response

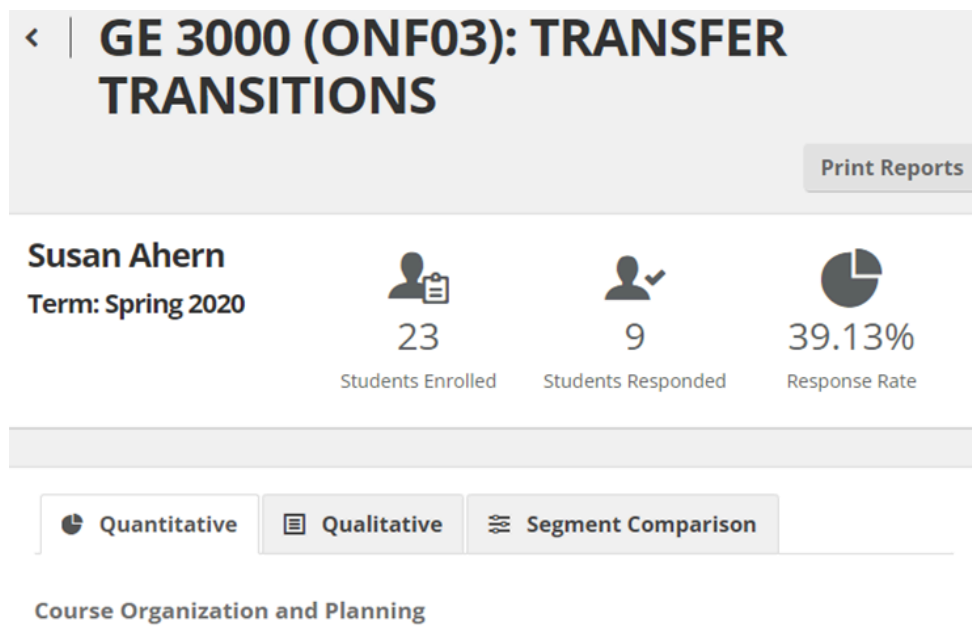
- Numerical data collected through course evaluations. These responses typically involve structured questions with predefined answer options, such as rating scales (e.g., 1 to 5) or multiple-choice answers. Quantitative data is used to measure specific aspects of the course and instructor performance. This data allows for statistical analysis to identify trends, patterns, and areas needing improvement.

- Qualitative

- Qualitative responses are textual or open-ended feedback provided by students in the course evaluation. These responses are descriptive and provide richer detail about students' experiences and opinions. Qualitative data helps to capture nuanced feedback that quantitative data might miss. It provides context, examples, and detailed observations about what students liked or disliked about the course.

- **Regular Report**

- Once you open the course evaluation for a specific course, you will find options at the top to print and save the report, which we recommend for your records. Additionally, the report will display the number of students enrolled, the number of students who responded to the evaluation, and the response rate.



- Quantitative Response

- Numerical data from structured questions, used for statistical analysis of overall trends. This data allows for statistical analysis to identify trends, patterns, and areas needing improvement.

- Qualitative Response

- Textual feedback from open-ended questions, providing detailed insights and context. It provides context, examples, and detailed observations about what students liked or disliked about the course.

- Segment Comparison
 - Segment comparison involves analyzing evaluation data by different subgroups or segments to identify variations in responses among different populations within the course. This comparison helps to understand how different groups of students perceive the course and instructor differently. It can highlight specific needs or concerns of particular segments.

Best Practices To Increase Response Rates

- ***Timing and Frequency:***

- Strategic Timing: Administer course evaluations at the beginning of the class when students are more likely to be engaged and reflective.
- Regular Communication: Utilize multiple communication channels, such as email reminders and class announcements, to reinforce the importance of participation.
- The Office of Accreditation and Assessment sends two emails per week reminding faculty and students about the course evaluations.
- We encourage professors to make announcements on Canvas, reminding students about the evaluations.

- ***Clarity and Accessibility:***

- Clear Instructions: Provide concise and transparent instructions for completing evaluations, clarifying how feedback will be utilized and the confidentiality of responses.
- User-Friendly Platforms: Our evaluations are available in different platforms and are easily accessible and compatible with various devices to facilitate seamless participation. Phone/laptop

- ***Encouragement:***

- Positive Reinforcement: acknowledgment of participation to motivate students to complete evaluations.
- Recognition: Highlight the impact of student feedback on course enhancements and express appreciation for their contributions.

- ***Importance of Feedback Loop:***

- Transparency: Establish a transparent feedback loop wherein faculty communicate with students about the utilization of their feedback and the resulting improvements.

- Closing the Loop: Demonstrate the value of student input by implementing visible changes based on feedback and sharing these enhancements with the class.

Extra Resources

For additional resources, please visit our website, watch our video on course evaluations, and review the Office of Accreditation and Assessment Procedure Manual.

This guide is designed to help you navigate and make the most of the Kean University Faculty Portal. If you have any questions or encounter any issues, please do not hesitate to contact the Office of Accreditation and Assessment.

- Website
 - [Faculty Resources | Kean University](#)
- Faculty Course Evaluations - Maximizing Results and Making Meaningful Changes
 - [Maximizing Results and Making Meaningful Changes](#)
- Office of Accreditation and Assessment Procedures Manual
 - [Updated Kean University Accreditation and Assessment Procedures Manual](#)