EvaluAction

Course evaluation platform

How to view the teaching and course evaluation reports

Office of Academic Affairs

evaluaction.uOttawa.ca

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At the University of Ottawa, all courses involving at least nine contact hours with the same professor are subject to an evaluation by students, regardless of the number of students and the teaching method used. If two or more professors teach a course, each professor is evaluated at the end of the term for the portion of the course they taught, so long as this portion consists of more than nine contact hours.

Types of reports

1. Faculty Reports

In the EvaluAction platform, professors have access to:

- their own full teaching workload A-Report. The A-Report is produced if there are six or more respondents.
- their own Personal Report which includes:
  - the P-report
  - the student comments
  - the report containing the results of a customized formative evaluation, if applicable

The Personal Report is produced if there are one or more respondents.

2. Three-year reports

Reports for the past three years are normally generated in June and include data from the past nine terms. For example, in 2020, reports included data from Winter 2017 to Fall 2019 terms.

The types of reports are:

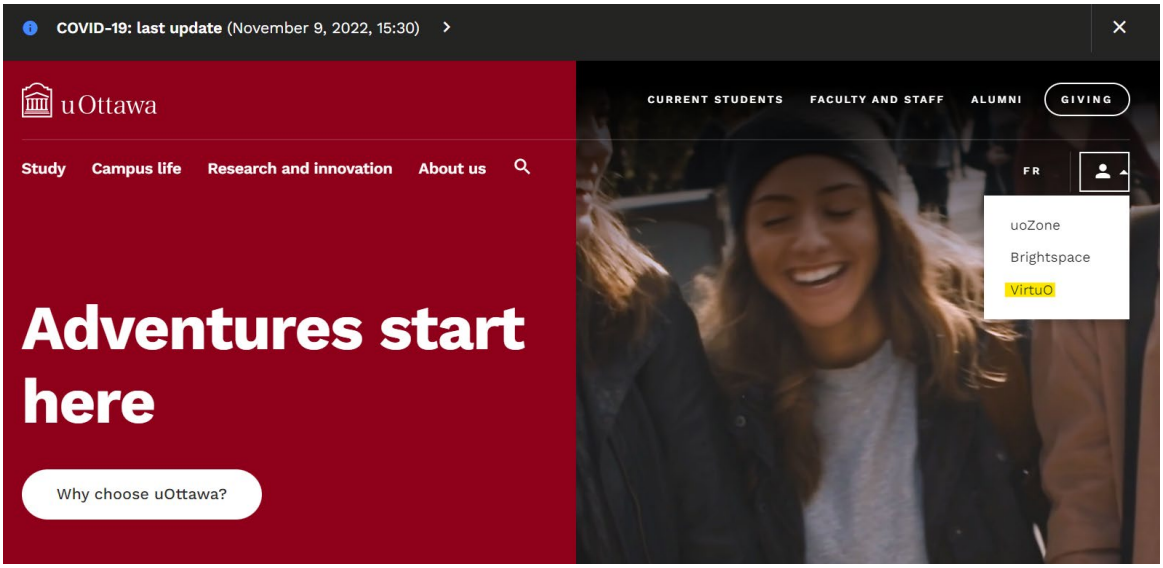
- **A-Report: Summary for the last three academic years (APUO)**
  These are individual reports for APUO professors showing their entire workload for the past nine terms.

- **Evaluation scale for the A-Report for the last three academic years**

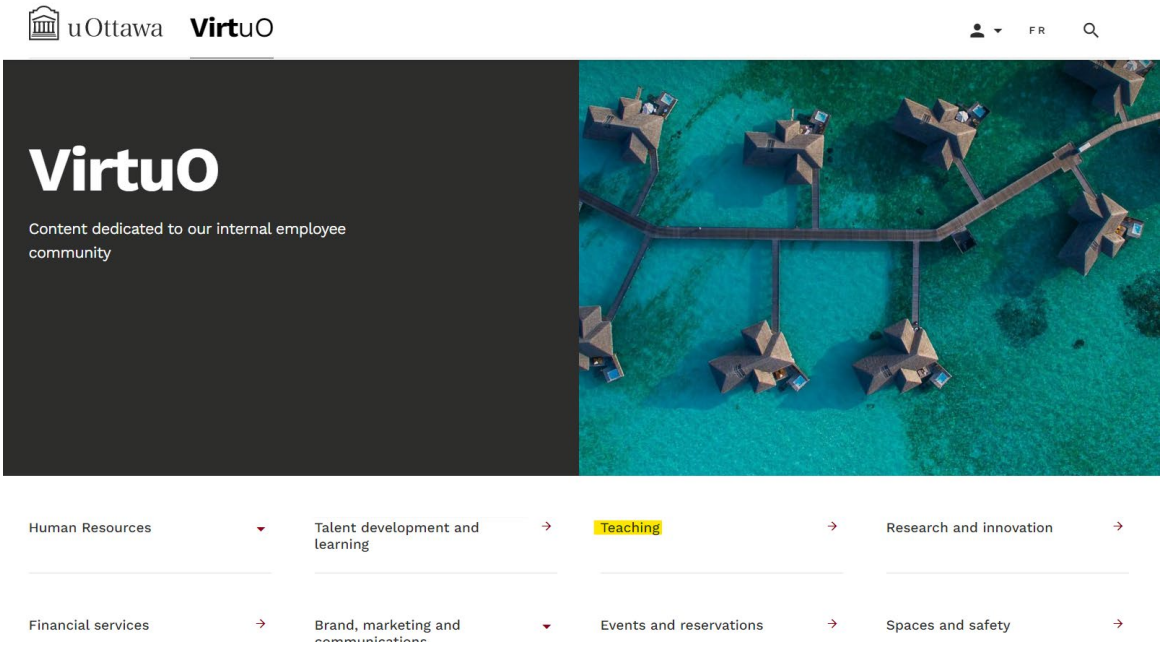
  This is a one-page report generated for each faculty. The evaluations included in the calculation are those for faculty courses taught by APUO professors.

How to view reports

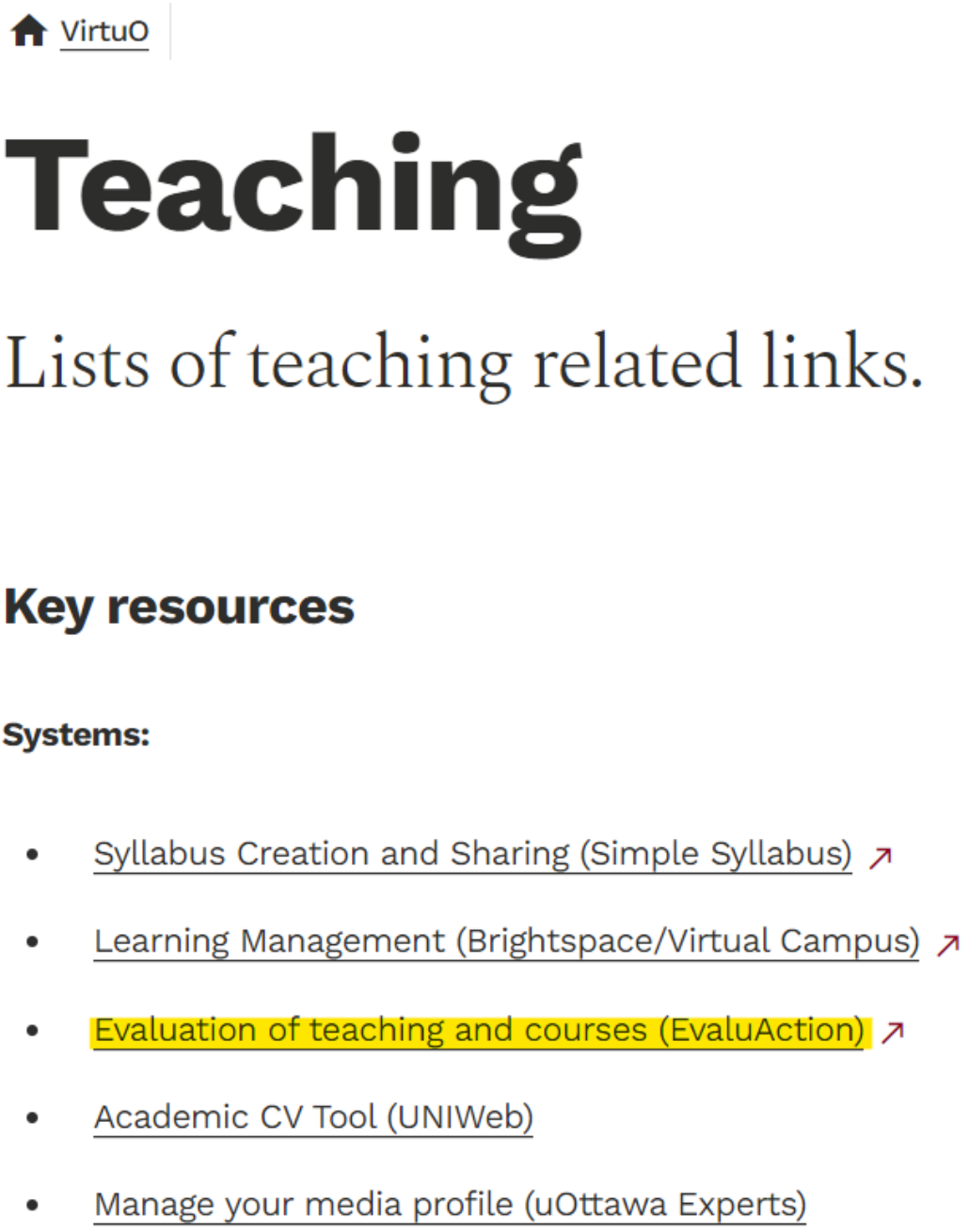
Log into VirtuO using your uoAccess ID (University email username and password).



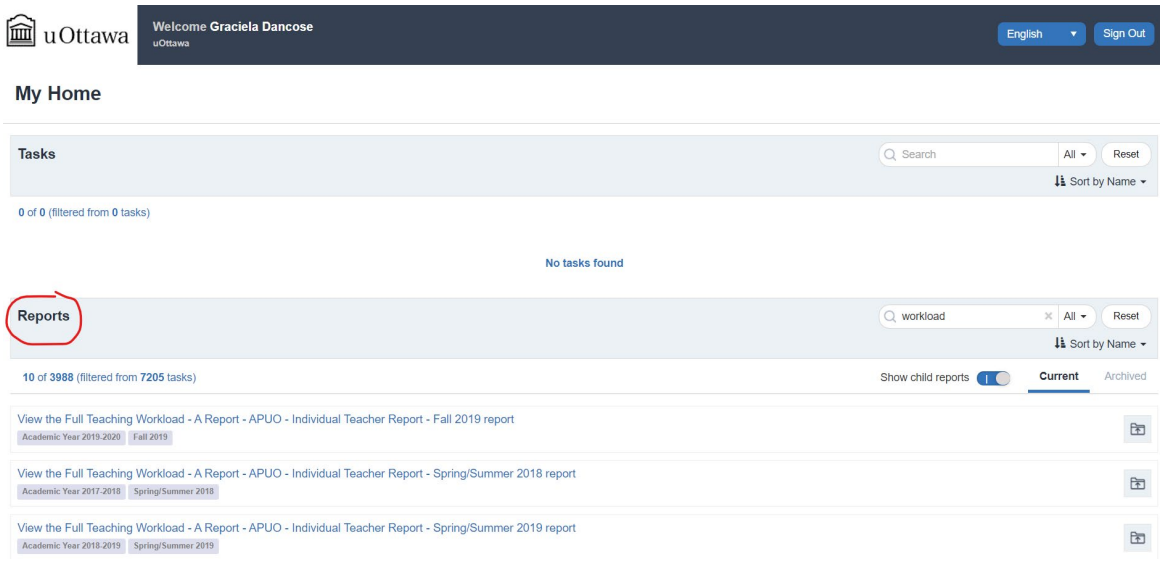
Once logged in, click on *Teaching*:



Click the *Evaluation of teaching and couses* (*EvaluAction)* link:

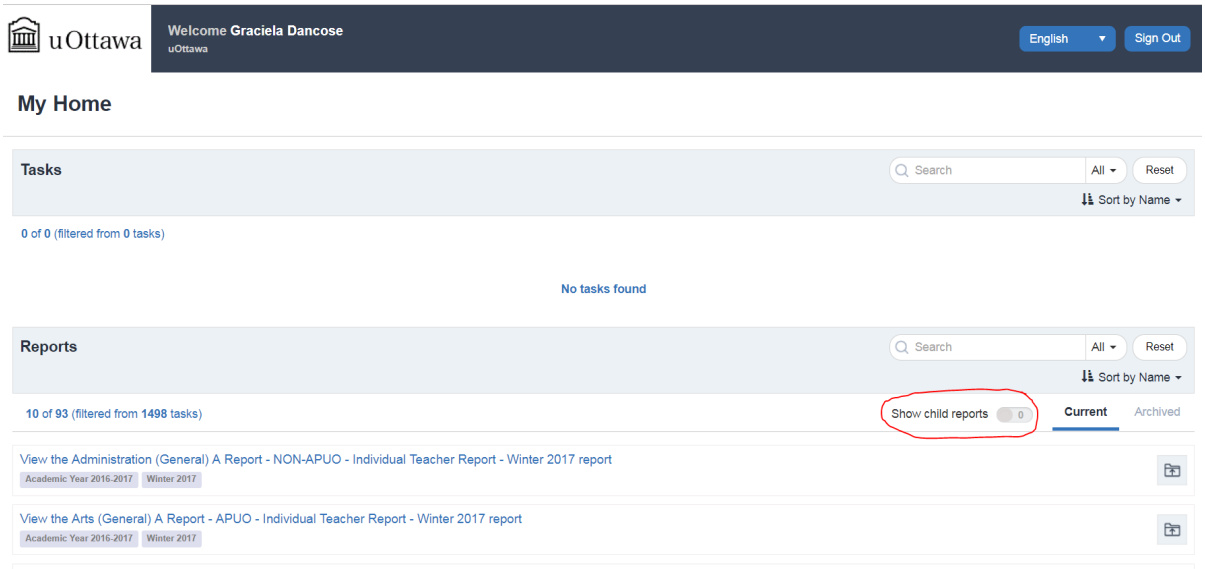


You will see a dashboard resembling the one below. Your reports will be listed under *Reports*. Click on the reports you wish to view, download, or print.

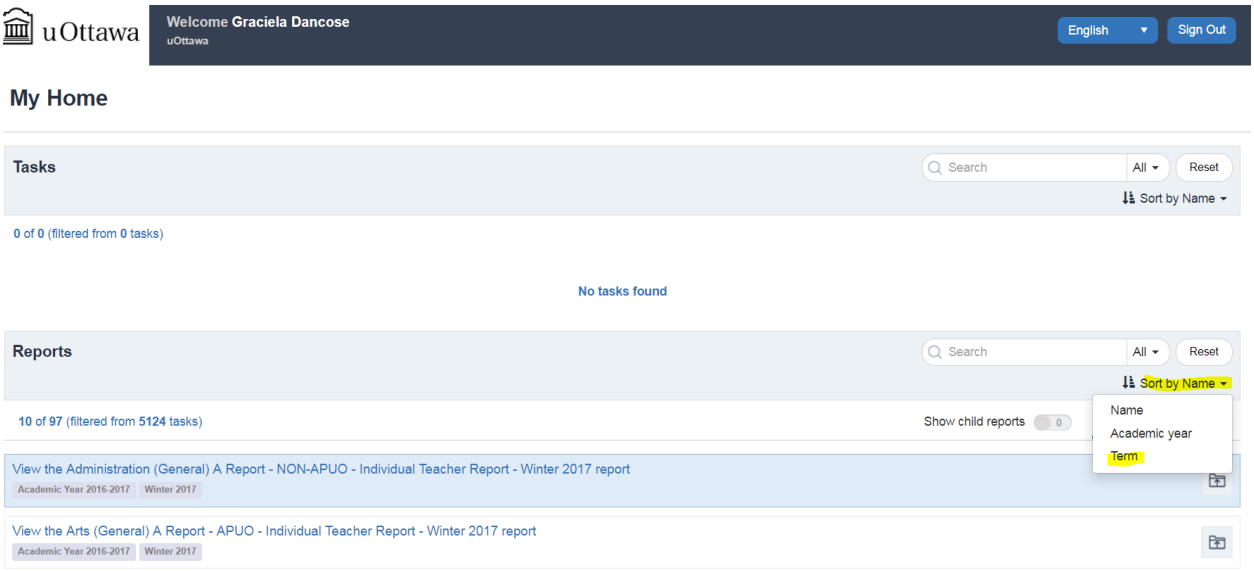


How to conduct a search in EvaluAction

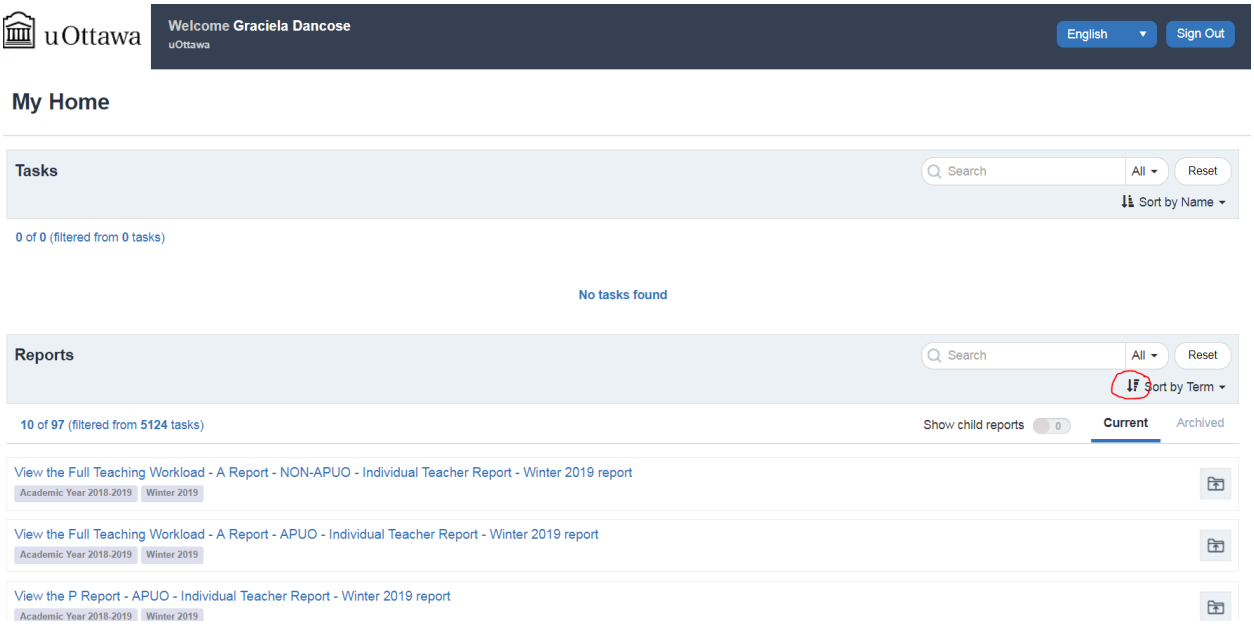
To make it easier to find reports, you can hide child report(s) by clicking *Show child reports* (the blue button will turn grey).



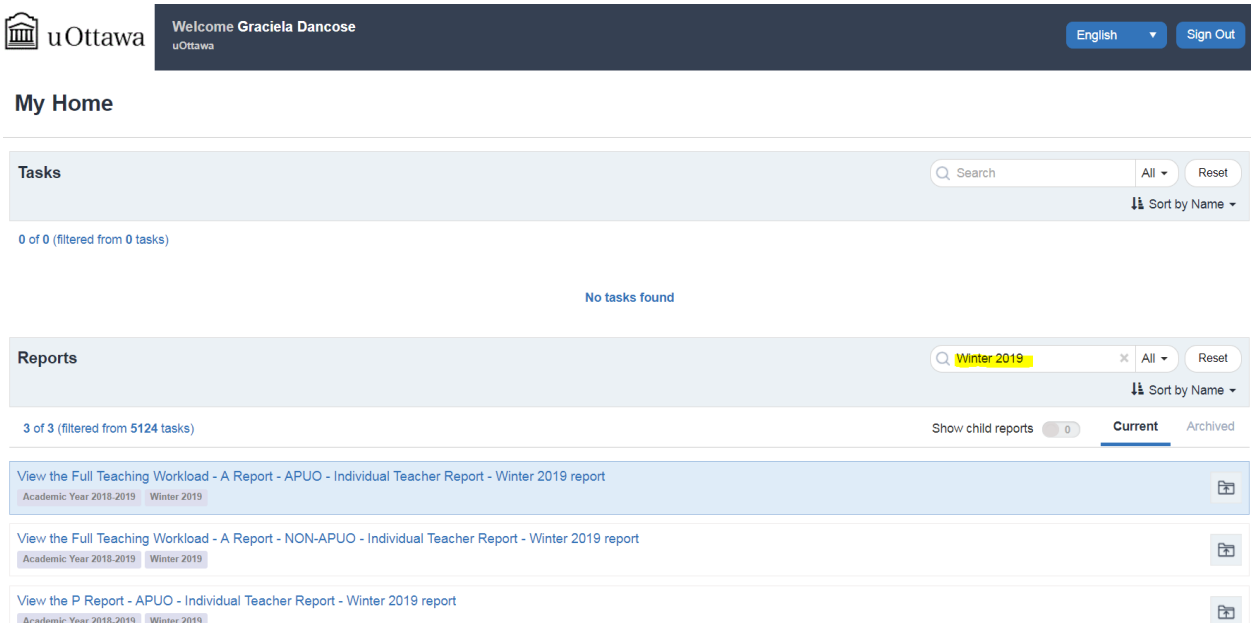
You can also sort your reports by academic year or by term by clicking *Sort by Name* and choosing *Academic year* or *Term*.


uOttawa
Welcome Graciela Dancose
uOttawa
English
Sign Out
My Home
Tasks
Search
All
Reset
Sort by Name
0 of 0 (filtered from 0 tasks)
No tasks found
Reports
Search
All
Reset
Sort by Name
Name
Academic year
Term
10 of 97 (filtered from 5124 tasks)
Show child reports
0
View the Administration (General) A Report - NON-APUO - Individual Teacher Report - Winter 2017 report
Academic Year 2016-2017
Winter 2017
View the Arts (General) A Report - APUO - Individual Teacher Report - Winter 2017 report
Academic Year 2016-2017
Winter 2017

To to see the most recent reports first, sort your reports in descending order:



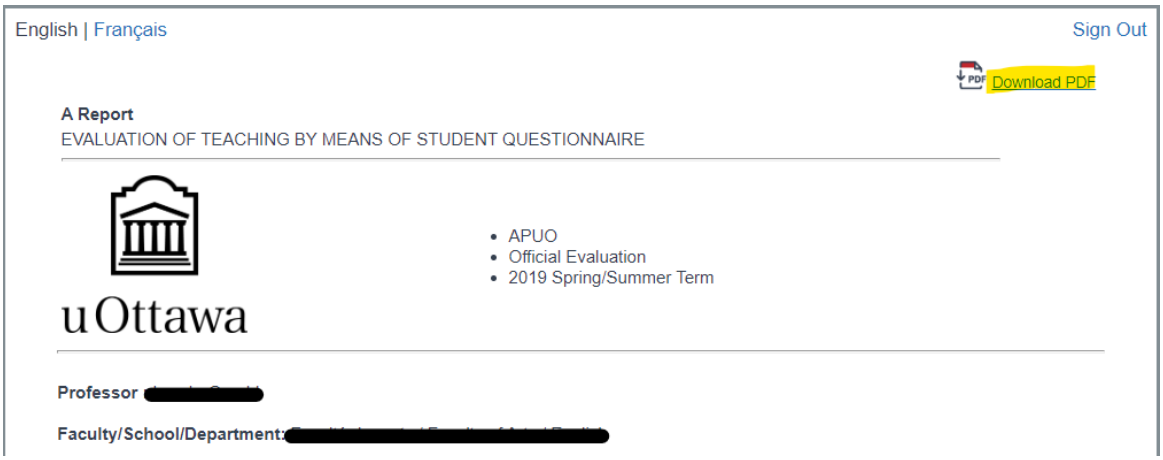
To find reports for a specific term or academic year, type the term or year in the search box:



If you are looking for your personal reports, type "personal" in the search box.

How to download and print a report

To download a report, click *Download PDF* beside the report link. You can then save the report to your computer and print it.



The Personal Report

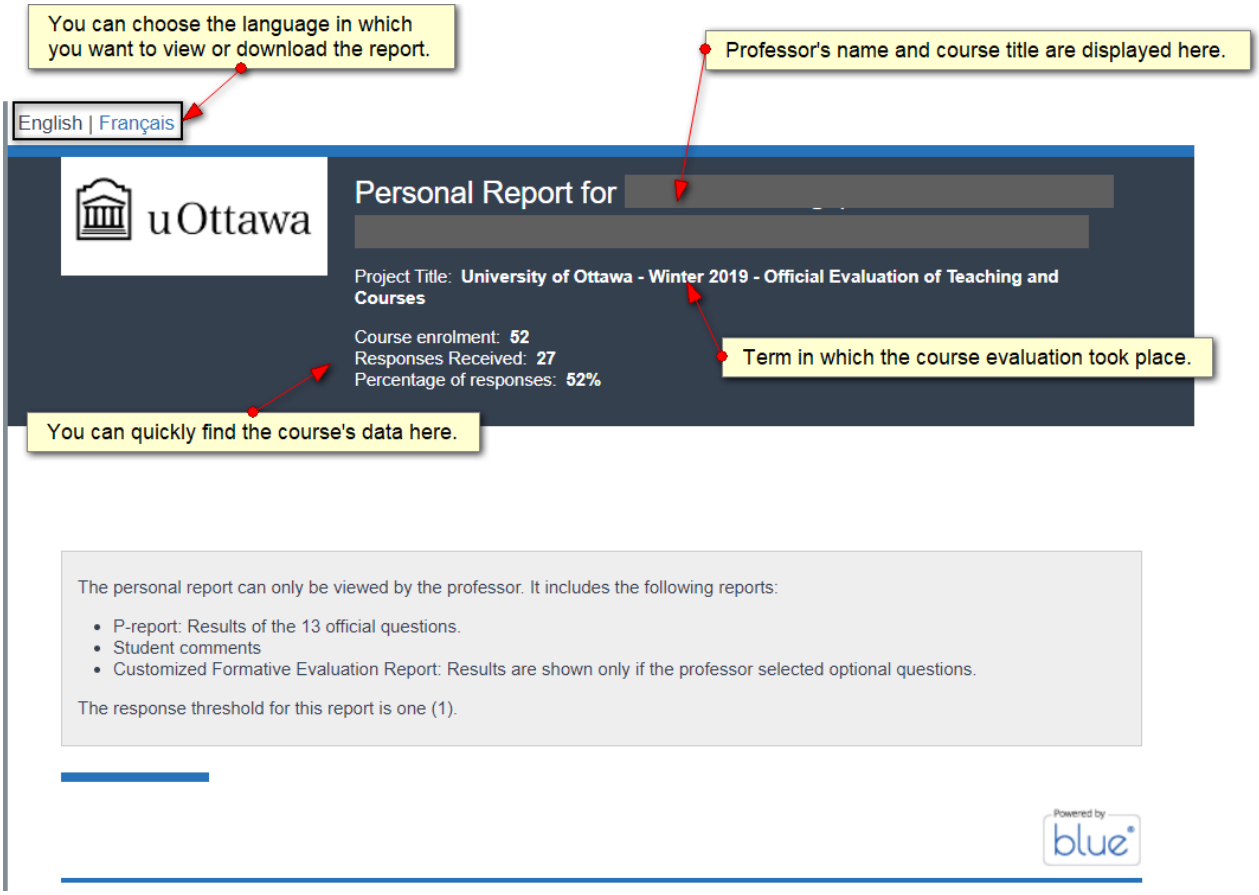
On October 21, 2019, the Senate approved a recommendation issued by the Senate Committee on Teaching and Teaching Evaluation to adopt the Personal Report that brings together in a single report:

- the P-report
- student comments
- the customized formative evaluation reports (if applicable)

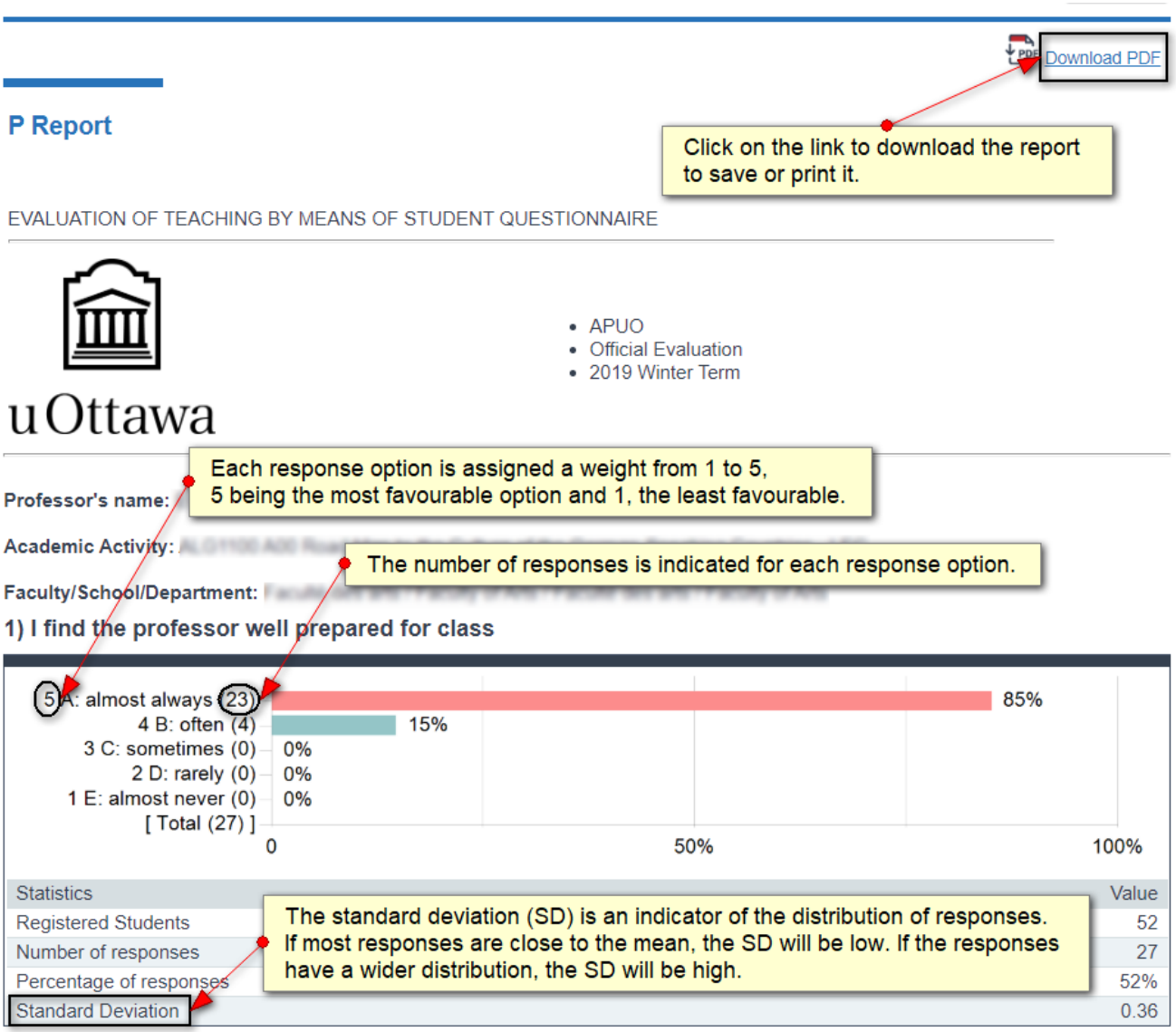
The minimum number of respondents required to produce the P-report has been reduced to one (1) and the X-Report has been abolished. Thus, professors who teach small classes have the option of including the P-report in their teaching dossier.

As for the A-report and the Course Evaluation Report (formerly S-report), the minimum number of respondents remains six (6).

The Personal Report has a cover page:



The data in the P-Report and in customized formative evaluation reports are now presented in bar graphs. The standard deviation has also been added.



APUO faculty members receive their results as a percentage of responses. Non-APUO members obtain an average determined by the score of the response options.

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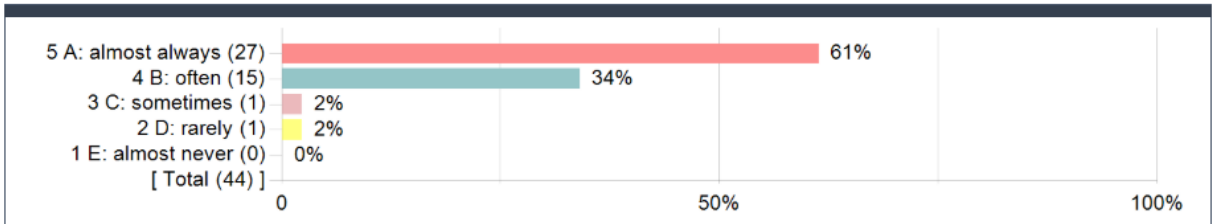
- NON APUO
- Official Evaluation
- 2019 Winter Term

Professor's name: [redacted]

Academic Activity: [redacted]

Faculty/School/Department: [redacted]

1) I find the professor well prepared for class



Statistics	Value
Registered Students	76
Number of responses	44
Average	4.55
Standard Deviation	0.66

If you have any questions, please feel free to contact Graciela Dancose, Course Evaluation Coordinator at: evaluaction@uOttawa.ca.