

EvaluAction

Course evaluation platform

How to view the teaching and course
evaluation reports

Office of Academic Affairs

evaluation.uOttawa.ca



uOttawa

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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

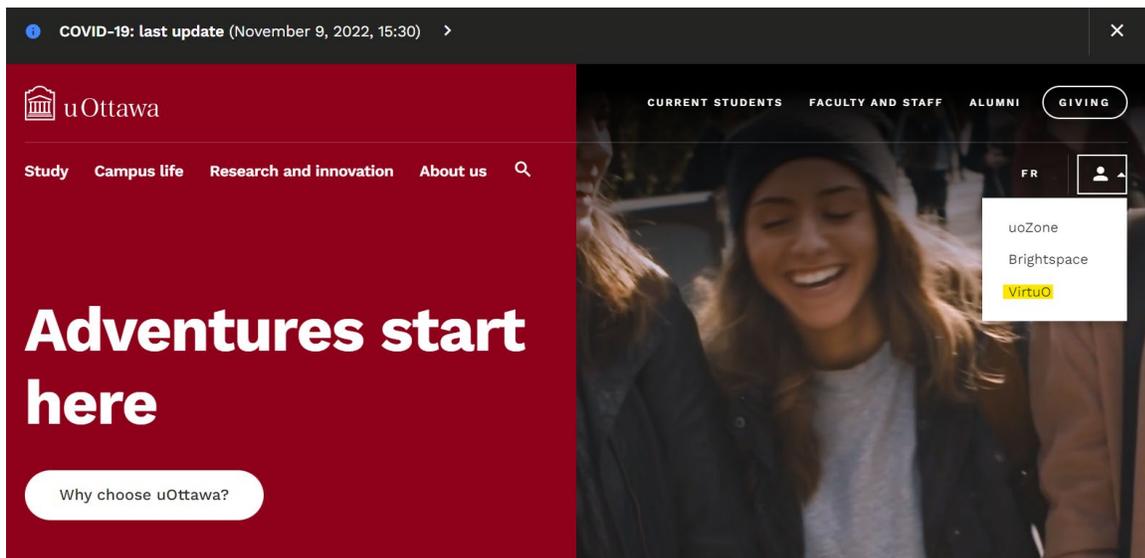
Reports for the past three years are normally generated in June and include data from the past nine terms. For example, in 2020, reports included data from Winter 2017 to Fall 2019 terms.

The types of reports are:

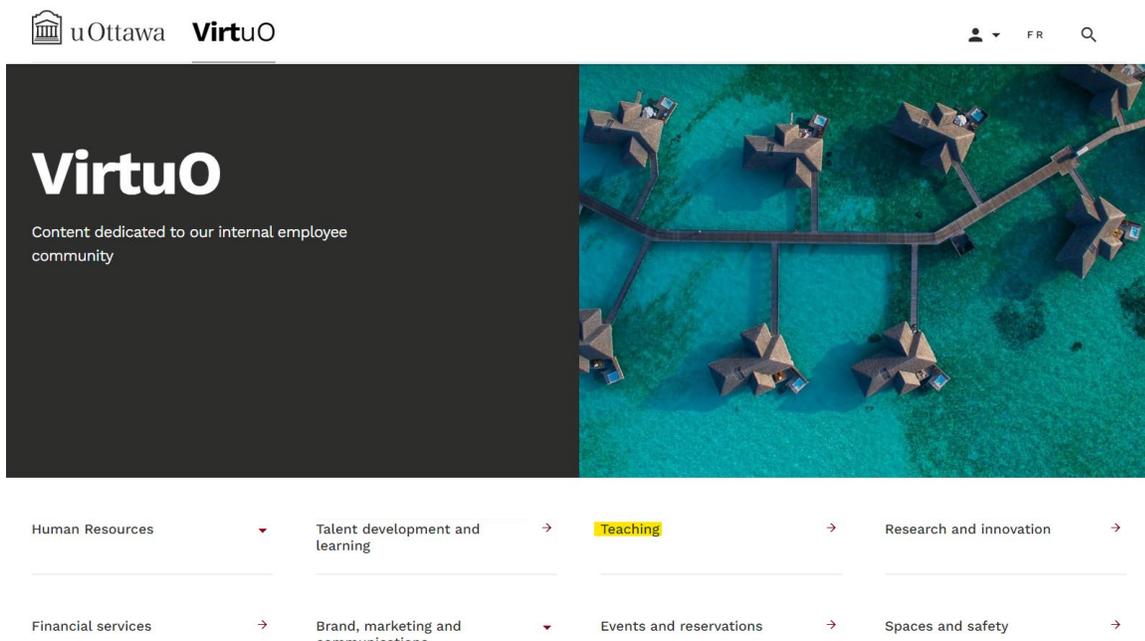
- **A-Report: Summary for the last three academic years (APUO)**
These are individual reports for APUO professors showing their entire workload for the past nine terms.
- **Evaluation scale for the A-Report for the last three academic years**
This is a one-page report generated for each faculty. The 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 courses (EvaluAction)* link:



Teaching

Lists of teaching related links.

Key resources

Systems:

- [Syllabus Creation and Sharing \(Simple Syllabus\)](#) ↗
- [Learning Management \(Brightspace/Virtual Campus\)](#) ↗
- [Evaluation of teaching and courses \(EvaluAction\)](#) ↗
- [Academic CV Tool \(UNIWeb\)](#)
- [Manage your media profile \(uOttawa Experts\)](#)

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.

Welcome Graciela Dancose
uOttawa

English Sign Out

My Home

Tasks

0 of 0 (filtered from 0 tasks)

No tasks found

Reports

10 of 3988 (filtered from 7205 tasks)

Show child reports Current Archived

workload All Reset

Sort by Name

- View the Full Teaching Workload - A Report - APUO - Individual Teacher Report - Fall 2019 report
Academic Year 2019-2020 | Fall 2019
- View the Full Teaching Workload - A Report - APUO - Individual Teacher Report - Spring/Summer 2018 report
Academic Year 2017-2018 | Spring/Summer 2018
- View the Full Teaching Workload - A Report - APUO - Individual Teacher Report - Spring/Summer 2019 report
Academic Year 2018-2019 | Spring/Summer 2019

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).

Welcome Graciela Dancose
uOttawa

English Sign Out

My Home

Tasks

0 of 0 (filtered from 0 tasks)

No tasks found

Reports

10 of 93 (filtered from 1498 tasks)

Show child reports Current Archived

Search All Reset

Sort by Name

- 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

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



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

10 of 97 (filtered from 5124 tasks)

Show child reports 0

Name
Academic year
Term

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:

The screenshot shows the 'My Home' dashboard for user Graciela Dancose. The 'Reports' section is active, displaying a search bar and a dropdown menu set to 'Sort by Term', which is circled in red. Below the search bar, there are three report entries for Winter 2019, each with a 'View' button and a 'Print' icon. The 'Current' tab is selected, and the 'Show child reports' toggle is off.

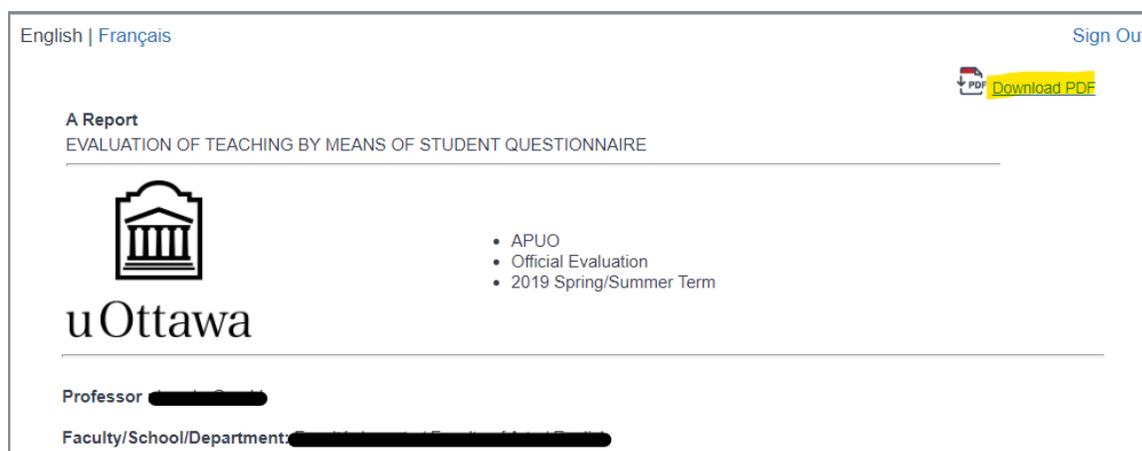
To find reports for a specific term or academic year, type the term or year in the search box:

This screenshot shows the same 'My Home' dashboard, but with 'Winter 2019' entered in the search box. The search results are filtered to show 3 reports for Winter 2019. The 'Sort by Name' dropdown is now set to 'Sort by Name' with a downward arrow. The 'Current' tab remains selected.

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 screenshot shows a web interface for a report. At the top left, there are language options: "English | Français". At the top right, there is a "Sign Out" link. Below the language options, there is a "Download PDF" button with a PDF icon. The main content area is titled "A Report" and "EVALUATION OF TEACHING BY MEANS OF STUDENT QUESTIONNAIRE". Below this, there is the uOttawa logo and a list of details: "• APUO", "• Official Evaluation", and "• 2019 Spring/Summer Term". At the bottom, there are fields for "Professor" and "Faculty/School/Department", both of which are redacted with black bars.

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 screenshot shows the cover page of a Personal Report. At the top left, there is a language selection menu with 'English' and 'Français' options. The main header area features the uOttawa logo and the text 'Personal Report for' followed by a redacted name and course title. Below this, the project title is 'University of Ottawa - Winter 2019 - Official Evaluation of Teaching and Courses'. Course statistics are listed: 'Course enrolment: 52', 'Responses Received: 27', and 'Percentage of responses: 52%'. A 'blue' logo is visible in the bottom right corner. A grey box contains text about report access and a list of report types: P-report, Student comments, and Customized Formative Evaluation Report. A response threshold of one (1) is also noted.

You can choose the language in which you want to view or download the report.

English | Français

Professor's name and course title are displayed here.

Personal Report for [Redacted]

Project Title: University of Ottawa - Winter 2019 - Official Evaluation of Teaching and Courses

Course enrolment: 52
Responses Received: 27
Percentage of responses: 52%

Term in which the course evaluation took place.

You can quickly find the course's data here.

The personal report can only be viewed by the professor. It includes the following reports:

- P-report: Results of the 13 official questions.
- Student comments
- Customized Formative Evaluation Report: Results are shown only if the professor selected optional questions.

The response threshold for this report is one (1).

Powered by blue

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.

P Report

 [Download PDF](#)

Click on the link to download the report to save or print it.

EVALUATION OF TEACHING BY MEANS OF STUDENT QUESTIONNAIRE



uOttawa

- APUO
- Official Evaluation
- 2019 Winter Term

Professor's name:

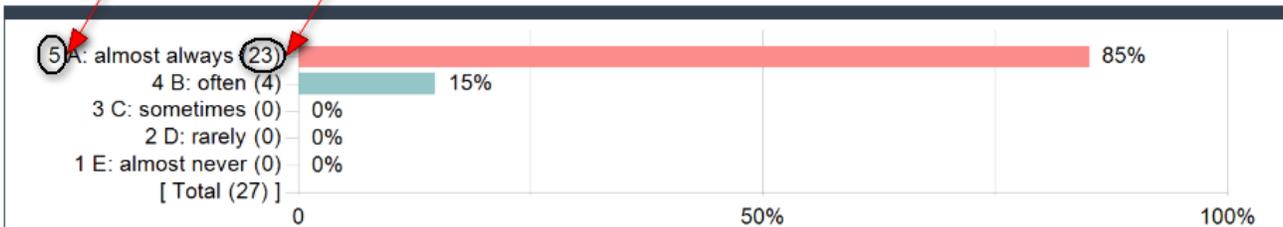
Each response option is assigned a weight from 1 to 5, 5 being the most favourable option and 1, the least favourable.

Academic Activity:

The number of responses is indicated for each response option.

Faculty/School/Department:

1) I find the professor well prepared for class



Statistics	Value
Registered Students	52
Number of responses	27
Percentage of responses	52%
Standard Deviation	0.36

The standard deviation (SD) is an indicator of the distribution of responses. If most responses are close to the mean, the SD will be low. If the responses have a wider distribution, the SD will be high.

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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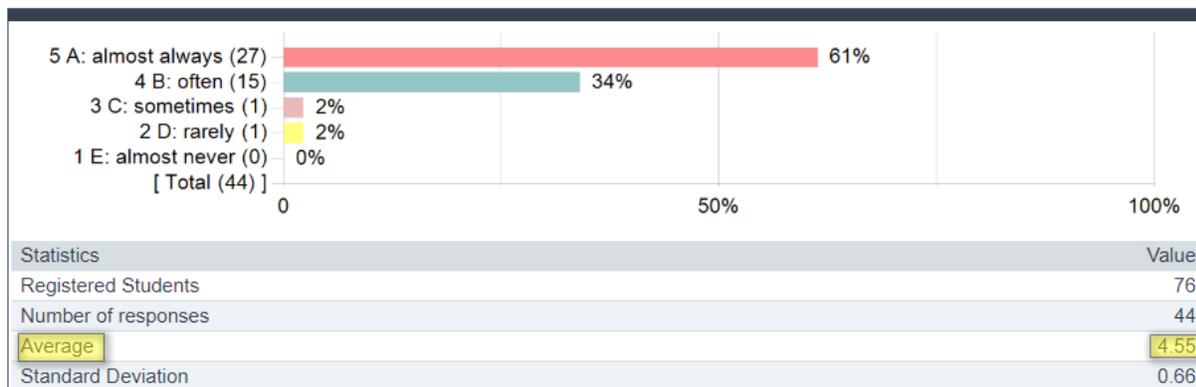
- NON APUO
- Official Evaluation
- 2019 Winter Term

Professor's name: [REDACTED]

Academic Activity: [REDACTED]

Faculty/School/Department: [REDACTED]

1) I find the professor well prepared for class



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