Overview

The Online Course Evaluation (OCE) Chair Viewer is a web-based application that provides course evaluation information to stakeholders and other interested parties. The Chair Viewer is designed to provide evaluation information to specific individuals that would not typically have Faculty or Student Viewer access.
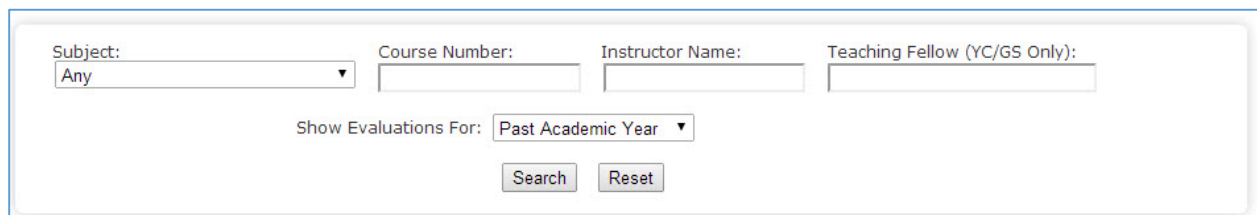
Granting Access

Access for the Chair Viewer is granted by the Registrar.

Using the Chair Viewer

The Chair Viewer is accessed through this URL: https://faculty.yale.edu/oce-viewer/chair

Once logged in via Yale's central authentication service (CAS), the Chair Viewer search page will display. Course evaluations are searchable by subject, course number, instructor name and/or teaching fellow.

> ➢ Subject: The subject list will be limited based on the access granted. When more than one subject is available, the option to search 'Any' will be available.
>   o   When 'Any' is selected, limit the search by entering a course number, instructor name and/or a teaching fellow. A warning message will appear to indicate that the search requires additional criteria.
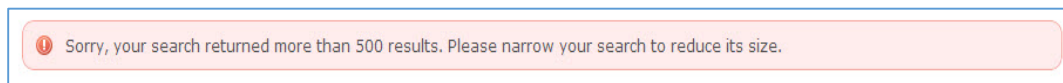
> ➢ Course Number: Enter the course number, but do not include any pre- or suffixes. For example, 114a should be entered as 114.
> ➢ Instructor Name: The instructor's full name or partial name can be entered.
> ➢ Teaching Fellow: The teaching fellow's full name or partial name can be entered. Currently, the teaching fellow search is available for Yale College and the Graduate School only.
> ➢ Show Evaluations For: The academic terms available in the dropdown list will be reflective of the individual's access level and/or role setup by the Registrar. Academic terms are grouped for ease of comparing more than one term, when available, or may be listed individually to search by a specific term. Summer courses are not currently included.

➢ Search: Use the search button to submit search criteria. Courses will be listed in the search results pane. Only courses with evaluations will appear in the list. If no courses are found, the message 'No records found' will display.

➢ Reset: Use the reset button to clear prior search criteria and start a new search.

Viewing and Printing Course Evaluations

From the **Search Results** pane, course evaluations can be viewed or printed. Search results can also be sorted by the Term, Subject, Course Number, Instructor or Title by selecting the column heading.
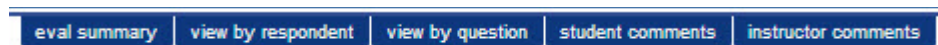
Search Results

Export		Term	Subject	Course Number	Instructor	Title
☐ Select all	Export to PDF					
☐	View	Spring 15	ARCG	001 01 ×		Egypt and Northeast Africa: A Multidisciplinary Approach

Note: The instructor's name is purposely removed from this screenshot.

➢ View: Only one course evaluation may be viewed at a time. Select the **View** button to open the course evaluation.

➢ Export: To create a PDF for one or multiple course evaluations, select the checkbox next to the course or courses or choose **Select all**. To create a PDF that can be printed or saved, select Export to PDF. The report created will show evaluation information *by respondent*.

   o **Evaluations are confidential**. If a course evaluation must be printed, be careful to retrieve the printed evaluation immediately, keep it in a secure place and shred it when it is no longer needed.

About the Course Evaluation

When the course is viewed, there are several reports available. Along the top right-hand side of the page, a menu bar will show: eval summary, view by respondent, view by question, student comments and instructor comments. The eval summary and instructor comments reports are not configurable. Availability of the view by respondent, view by question and student comments reports are determined by the Registrar.

| eval summary | view by respondent | view by question | student comments | instructor comments |

EVALUATION SUMMARY ENROLLED: **196** RESPONSES: **165** DECLINED: **14** NO RESPONSE: **17**	The evaluation summary will provide the number of enrolled students and the number of completed, declined and incomplete evaluations. Questions that have been graphed will also appear in the eval summary. The graph view can be changed from bars vertical to bars horizontal, area, area stepped and line.
View by Respondent	The view by respondent report provides each individual evaluation by number, highest to lowest. From this tab, the ability to export an individual evaluation or all evaluations for the course is provided.
View by Question	The view by question report provides the answers to each question in question number order. From this tab, the ability to export the selected question is provided. Selection of the Individual Responses Link will navigate to the individual evaluation; this is useful for viewing how a respondent answered all questions.
Student Comments	The student comments report separates all questions that require a comment response.
Instructor Comments	If the school uses a Student Viewer and has configured the Respond to Evaluation feature, instructors may leave a comment for students.