

Pre-2019 Student Comment Reports for P&T files

Accessing CollegeNet

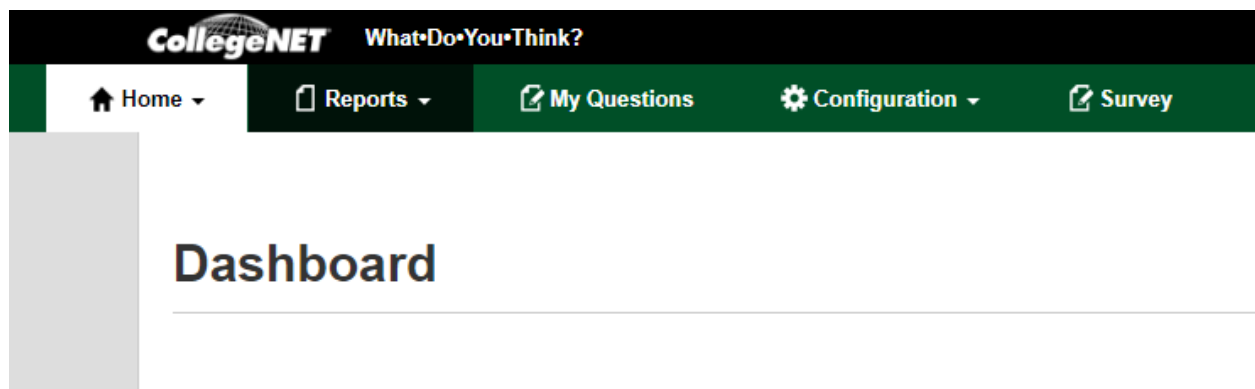
Log into Duckweb at duckweb.uoregon.edu

Select “**Course Surveys**” in main menu

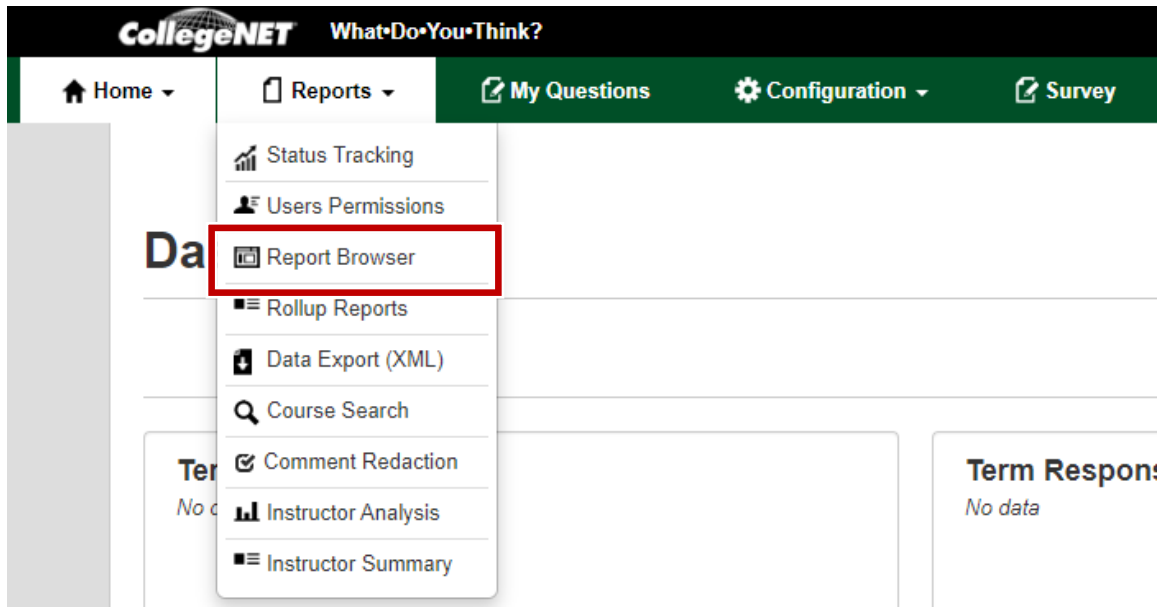
Then “**Open the course surveys site**” which takes you to the collegeNet site in a separate webpage.

Navigating to the New Comment Report

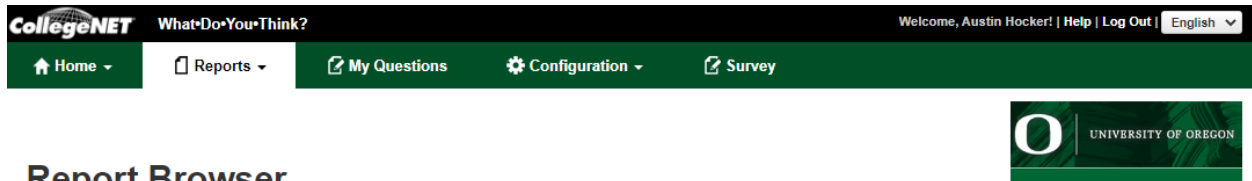
At the top of the new screen you will have a number of possible menus based on your access level.



Under “**reports**” you have multiple options for reporting features (again depending on your access level)



“Report Browser” lets you view or download pdf reports for individual instructors or a specific class.



Report Browser

Please select a course evaluation report to view.

Term	School (can select multiple)	Department (can select multiple)	Instructor (can select multiple)	Course
All (118 terms)	All (10 schools)	Geological Sciences	Harding, Elizabeth	All (34 courses)
Summer 2020 E-SES	Arts & Sciences, College	German and Scandinavia	Hawkes, Teresa	HPHY 399 Zombies are R
Summer Law 2020 IR	Business, Lundquist Colle	History	Hermosillo, Robert	HPHY 399 Zombies are R
Summer 2020 Law E-SES	Design, College of	Human Physiology	Hinkel-Lipsker, Jake	HPHY 399 Zombies are R
Winter 2020 IR	Education, College of	Humanities	Hocker, Austin	HPHY 570 Test Course
Winter 2020 IR mba	Graduate School	Indigenous, Race & Eth S	Holexa, Joshua	Human Physiology 101 +
Winter 2020 E-SES mba	Honors College	International Studies	Hopkins, Robin	Human Physiology 101 +
Winter 2020 E-SES	Journalism and Communi	Judaic Studies	Howe, Stephanie	Human Physiology 101 +
Spring 2020 Law M-SES	Law, School of	Latin American Studies	Howell, David	Human Physiology 211 M
Winter 2020 M-SES	Music and Dance, School	Linguistics	Huxtable, Adrianna	Human Physiology 212 +

Search Go Reset (Total 36) [View All](#)

Previous **1** 2 3 Next

Term	Course	Instructor	Type	Action
Fall 2019 IR	Human Physiology61112991	Prof Skills I: Eff Tch	L	View <input type="checkbox"/>
Fall 2019 E-SES	Human Physiology61112991	Prof Skills I: Eff Tch	L	View <input type="checkbox"/>
Fall 2019 M-SES	Human Physiology61112991	Prof Skills I: Eff Tch	L	View <input type="checkbox"/>

**This page takes a few seconds to load.

Producing the [Pre-2019 Student Comment Report](#) as a PDF

Select the **appropriate terms for the review window**

Then choose the **school, department, and instructor.**

Select the **courses to include** by checking the check boxes on the right side (image below)

Previous 1 2 3 Next

Term	Course		Type	Instructor	Action
Fall 2019 IR	Human Physiology61112991	Prof Skills I: Eff Tch	L	Hocker, Austin	View <input type="checkbox"/>
Fall 2019 E-SES	Human Physiology61112991	Prof Skills I: Eff Tch	L	Hocker, Austin	View <input type="checkbox"/>
Fall 2019 M-SES	Human Physiology61112991	Prof Skills I: Eff Tch	L	Hocker, Austin	View <input type="checkbox"/>
Winter 2019 EOT TEST	HPHY570	Test Course	L	Hocker, Austin	View <input type="checkbox"/>
Summer 2018 PILOT ir	HPHY399	Zombies are Reall	O	Hocker, Austin	View <input type="checkbox"/>
Summer 2018 PILOT mid	HPHY399	Zombies are Reall	L	Hocker, Austin	View <input type="checkbox"/>
Summer 2018 PILOT eot	HPHY399	Zombies are Reall	O	Hocker, Austin	View <input type="checkbox"/>
Summer 2017	Human Physiology32242151	+ Lab	B	Hocker, Austin	View <input type="checkbox"/>
Summer 2017	Human Physiology32442163	+ Lab	B	Hocker, Austin	View <input type="checkbox"/>
Fall 2016	Human Physiology21212870	+ Dis	D	Hocker, Austin	View <input type="checkbox"/>
Fall 2016	Human Physiology21212872	+ Dis	D	Hocker, Austin	View <input type="checkbox"/>

And then select **“Create Batch File”** at the bottom of the screen

D	Hocker, Austin	View	<input checked="" type="checkbox"/>
D	Hocker, Austin	View	<input checked="" type="checkbox"/>
L	Hocker, Austin	View	<input checked="" type="checkbox"/>
L	Hocker, Austin	View	<input checked="" type="checkbox"/>
B	Hocker, Austin	View	<input checked="" type="checkbox"/>
E	Hocker, Austin	View	<input checked="" type="checkbox"/>

You have 15 items in your queue. [Create Batch File >>](#)

Then select “Batch Reports” at the bottom of the next screen



Choose “a single PDF File”

“Pre-2019 Student Comment Report” creates a report of all student comments from student evaluations before Fall 2019.

Batch Reports

Output Type

- A single PDF File
- A ZIP PDF File
- An Excel File

Reports

- Per Respondent
- New Ratings Summary
- Pre-2019 Student Comment Report
- End of Term Survey
- Instructor Reflection
- Midterm Student Exp Report
- Midway Student Experience Survey
- End Student Experience Survey

Process Batch

Back to Report Browser

Clear batch Queue

Click “process batch” and then **scroll up** to the top of the page to find the link to download the report

Contents of the Pre-2019 Student Comment Report

The report will have a page for each course with the instructor name, enrollment, number of responses, and the student comments listed below. (example below)

Human Physiology I (Summer 2015)

Instructor: **Hocker, Austin**
Subject: **Human Physiology**
Catalog & Section: **322 41053**
Course ID: **41053**
Objectives:

Enrollment: **39**
Responses Incl Declines: **22**
Declines: **1**

Please share with us your thoughts on the course: (17 comments)

Q: Please comment on the instructor's strengths and areas for possible improvement.