

Viewing the Ratings Summary in Eval25

The Ratings Summary page displays a Category Summary of student ratings for their instructor that shows the Course Mean, Department Mean, and University Mean. This summary can be displayed as either a bar chart or a table chart.

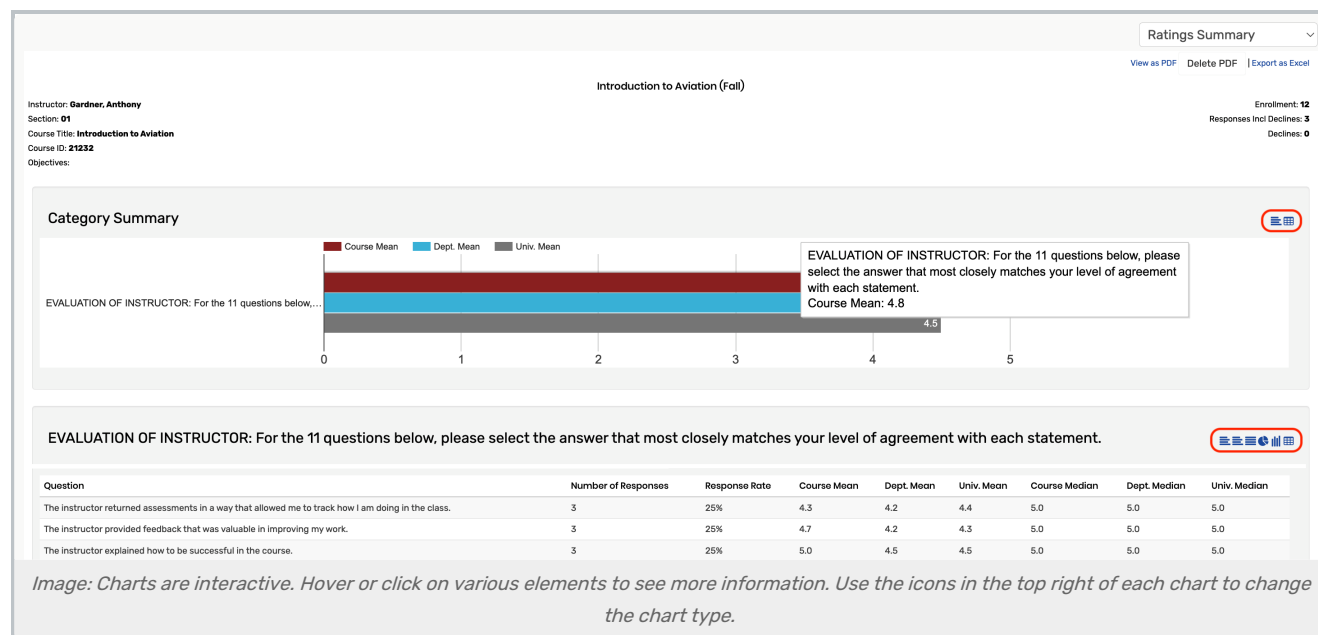
Please see the [Calculations section of the FAQ](#) for more information on how these values are calculated.

The Evaluation of the Instructor section adds to the information with data for each evaluation question and can be displayed as a percent or a count for all chart formats, except the pie chart.

More information can be viewed by hovering over any of the charts, except the table chart. This information is available in various charts including a...

- Bar chart
- Bar chart - mean
- Stacked bar chart
- Pie chart
- Column chart
- Table chart

Use the icons in the top-right to update the chart type.



Accessing the Ratings Summary Page

- From the **My Courses** page, click the **View** link under the **Ratings** column for one of your courses in a closed evaluation term.
- From any **Evaluation Summary** page, click **Ratings Summary** in the dropdown box at the top of the page.

Using the Ratings Summary Page

To see a variety of charts for the summary or evaluation, click that bar chart icon on the top right side of each section. Various files and reports can be generated:

- **PDF** - Click "View as PDF" at the top of the page.
- **Excel File** - Click "Export as Excel" at the top of the page.
- **Comment Summary** - Click "Comments" or "Comments Report" in the dropdown box at the top of the page. Then see [Viewing the Comments Report](#)
- **Individual Responses** - Click "Individual Responses" in the dropdown box at the top of the page. Then see [Viewing the Individual Responses Report](#)