

Checking Campus Labs Course Evaluation Response Rates

1. To access your course evaluations, please go to <https://towson.campuslabs.com/faculty/>
2. Login to the site using your campus username and password.

Towson University Authenticated Login

Use your Towson University NetID to log into

Campus Labs

(<https://federation.campuslabs.com/shibboleth>)

Username

Password

Login

[Forgot Password](#)

[Manage My NetID](#)

[Terms and Conditions](#)

[Questions and/or Comments?](#)

3. Once inside the site you will see all courses that you are teaching for the current term. For each of the sections in this listing, you will see a response rate (as seen in figure A below).

The screenshot displays the 'Sample Instructor' dashboard. At the top right, there are buttons for 'Course Evaluation Questions' and 'Data Tools'. Below this is a 'By Term' section with a dropdown menu currently set to 'Fall 2016'. A red arrow labeled 'Figure B' points to this dropdown. The main content area is titled 'Course Evaluations Summary' and shows a card for 'Homegrown Evaluati...' with a list of course sections: 'ACC 141 (1), ACC 249 (1), ACC 249 (...)'. A note below the card states: 'Course Sections in this report are currently under evaluation.' Below this is the 'My Courses' section, which lists 'ACC 141 (1)'. A red arrow labeled 'Figure A' points to the '75%' response rate for this course. To the right of the course name, it says 'Roster: 8' and 'View Course Roster'. Underneath the course name, there is a 'Course Evaluations' section with a 'Completed' status (indicated by a green checkmark), a 'View Results' button, and the text 'On 8/23/2016 at 11:59 PM EST'. To the right of this, there is a 'Response Rate' of 75% and 'Enrolled Students' of 8.

4. To see your response rates from previous terms, click the term drop down (figure B above)