

Comments Analysis Worksheet

The Worksheet is intended for instructors and teaching assistants to use to make sense of student comments. Often multiple comments are related to the same category; for example, 10 students may all make comments about the assignments being unclear. This is not really 10 different comments but rather one comment 10 times. The multiple mentions give it weight, but it is only one area that needs to be addressed for improvement.

Tips for Analysis:

To facilitate organizing the comments, we have created a table which identifies the categories for the questions.

- The *Comments Analysis Worksheet*¹ helps organize student comments and make sense of the written data. The worksheet has been organized alphabetically in sections according to most frequently commented categories.
- Note any student comments that will help in interpretation.
- Indicate positive and negative comments.
- Record the frequency of comments surrounding each theme to help identify the areas where students felt most strongly.
- Add any personal notes that will help in the process of building on the feedback received.

Comments should be tracked according to the category(ies) they relate to and whether they are positive or negative. Note that one comment may contain multiple points related to different comment categories. Any comments that are particularly insightful or constructive should be noted.



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Comments Analysis Worksheet					
Comment Category	Sample Positive Student Comments	Total +	Sample Negative Student Comments	Total -	Personal notes
Overall (Course or Instructor)					
Clarity & Difficulty					
Organization & Structure					
Interest					
Teaching Strategies					
Assessment & Feedback					
Outside of Classroom Communication					
Personal Traits					
Physical Environment					

This worksheet is taken from *Interpreting End-Of-Course Evaluation Results*, available at: <http://www.mcgill.ca/mercury/instructors/interpretation>.