Ursuline College

Accessing your on-line CoursEval Reports
Course Evaluation Process

- Most students will evaluate each of their courses/professors with a standard questionnaire during the last week of classes using CoursEval.
- After the survey closes, deans/directors and program/dept. chairs will review the reports.
- Faculty will be given access to the reports 3 – 4 weeks after the survey closes.
- Check with your dean/director/chair for specific access dates.
Why Are The Evaluations Important?

- Constructive feedback will help you continue to practice more effective teaching methods.
- The Deans and other Administrators depend on the students’ perceptions of the course and the instructor in their evaluation of teaching effectiveness.
- Many state, regional and professional accrediting agencies expect student evaluations to be a part of a college’s assessment process.
How do I access the Evaluation Reports?

- Enable (allow pop-ups) your pop-up blocker
- Sign in to MyUrsuline using your Ursuline log-in
- Click on the Faculty Tab
- Click on **My CoursEval**, then click on the **CoursEval™** link to access your reports
Welcome back Beth DiNatale Johnson Ph.D.

Faculty Course Control

No courses match the given search criteria. Please change the search criteria and search again.

Course List for Beth DiNatale Johnson Ph.D

View Details

View My Faculty Schedule

Grade Entry

View Course List

My CoursEval

You can view your available reports by going to your CoursEval Home Page
You will be on a Faculty Landing Page ‘My Reports’ which looks like this:
My Reports provides you with three viewing options:

Icon:
- This icon appears when single-course results are available
- This feature takes you to the full list of reports under the Report>Evaluation Reports tab
- This previews the layout of the active or closed survey

To access reports:
- Select the course you are going to review & click View Report
- Select All Reports to see all available reports & select report(s) to view
- Select Preview Survey to see what the survey looked like from the students’ point of view (POV)
Additional icons

- Sticky Notes will appear to the far right on the screen indicating the expected/ received counts with response rate percentage and Open Until or Deadline notifications.

- A clear notice of no access will show when reports are not yet released by the CoursEval administrator.
Accessing Evaluation Reports

- Click on the View Reports tab to access the Evaluation Reports screen
Accessing Evaluation Reports cont...

- Across the top of the screen you will see a series of boxes which read:
  - **TYPE**  **YEAR**  **PERIOD**  **STATUS**  **SURVEY**  **DEPT.**
  - **Type**, select Standard from the drop down box
  - **Year**, select from the drop down box, the applicable year, 2011, 2010, 2009, etc.
  - **Period**, select from the drop down box the applicable period, 1011FA, 1011SP, etc.
Accessing Evaluation Reports cont....

- **Status**, select ‘closed’ from the drop down box. Note: Responsible faculty can only access ‘closed’ surveys after they have been released by the Dean and Dept. Chair, typically 20 days after the survey closed.

- **Survey**, select the applicable *survey name* from the drop down box. The survey name will usually include in an abbreviated format the term, year and department.

- **Department**, select the appropriate *department name* from the drop down box, English, SociaWork, Ursulstud, etc. Please check with your department CoursEval Administrator for further clarification of the department names.
Accessing Evaluation Reports cont...

- If you teach in multiple departments, you must select the correct survey and department in order to see your evaluations.
Viewing/Printing or Saving Evaluation Reports

- In the light blue line above your list of courses, you will see the following boxes.
  - View, select ‘Comparative’ or ‘Individual’ from the drop down box
  - View or Print, place a check in the box beside the specific report then,
  - Click on View Report for the report to appear on your screen
  - For a hard copy of your evaluation, click the Print option
  - Right click on your mouse to access the ‘Save as’ option
CoursEval

SIMPLE

ANONYMOUS

&

GREEN

Embrace the process!

* Classes excluded from the online course evaluation process are determined at the department level.