

Evaluating your Courses & Professors at Ursuline College

Using CourseEval
(on-line course evaluations)

I Get to Rate my Professors?

- Yes. Every semester you have the opportunity to evaluate each of your courses and professors with a standard questionnaire.
- The questionnaires are administered through a secure web-based program called CoursEval.
- Evaluations are typically accessible the last week of class.

Why is My Evaluation Important?

- Constructive feedback helps professors develop more effective teaching methods.
- Deans and other Administrators depend on your perceptions in their evaluation of the effectiveness of professors.
- Many state, regional and professional accrediting agencies expect student evaluations to be a part of a college's assessment process.

What will I have to do?

- Enable (allow pop-ups) your pop-up blocker via tools.
- Sign in to **MyUrsuline** using your Ursuline log-in.
- Click on the **Student** tab
- Look for **My CoursEval** on the left hand side of the screen under the orange bar.
- Click on the link to go to the AMS CourseEval website

The screenshot shows the MyUrsuline website interface. At the top left is the Ursuline logo with the tagline "VALUES·VOICE·VISION". Below the logo is a navigation bar with "Home", "Campus Life", "Students", and "My Pages" tabs. The "Home" tab is selected. Below the navigation bar is a "Welcome back" message with a search box and links for "(Personal Info | Logout)". The main content area is titled "MyUrsuline" and includes a "Welcome" message. The welcome message states: "MyUrsuline is the College's secure portal. It allows 24/7 access for students and staff. To enter the portal, you need your Ursuline login. If you have any problems logging in or other questions about using MyUrsuline, please complete a helpdesk request. Be sure to complete the form fully and provide contact information so we can respond back to you. Click here, [Flowan Helpdesk](#). If you do not have an Ursuline login, you can apply for one on the Computer Information Services home page." There is also a "Sign Up Now for Ursuline Emergency Alerts" link. On the left side, there is a "Quick Links" section with links for "My Courses", "My Pages", "ANGEL LMS", "E-mail Outlook web access", and "Ursuline College home page". A "Printer Friendly" link is located in the top right corner of the main content area.

You will be on the Student Landing Page

My Surveys

[Help Guide](#)

[Completed Surveys](#)
[Missed Surveys](#)

Welcome to Ursuline College's online course and faculty evaluation site!

If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site.

- First you will see your list of available surveys. Then click on Take Survey
- The survey will open where you will see all of the available questions. Save Progress or Submit when Finished
- Continue on with the next survey

You can view 'Completed and Missed Surveys' by clicking here.

Only 'open' or 'progress saved' surveys will appear on this page.

100 BH
Human Gross Anatomy
David Aack



The 'open until' survey date will appear on this sticky note.



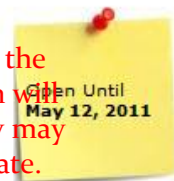
BIO 110 A 1
General Biology 1
Thomas Aabawa



100 02
Math
Dr. William Aahm



If you save a survey, the 'progress saved' icon will appear so the survey may be taken at a later date.



At the CoursEval site you will see a list of your courses:

First.....

- Select the course you are going to evaluate & open the survey.

Then.....

- ..answer a series of questions using a 1-4 scale where 1 means highly disagree and 4 means highly agree.
- Some of the questions are about the course itself, and others are about the instructor.
- Several questions are open-ended and give you the chance to respond with suggestions and comments.

What kind of comments are constructive?

- Constructive comments can include praise for helpful teaching practices, such as:
 - “The study guides are very helpful in preparing for exams.”
- Constructive comments can also include suggestions for improvement, such as:
 - “More illustrations and examples during the lecture would be helpful.”
- Be honest in your appraisal.

Click on Submit survey (red arrow) if you are finished. Click on Save Progress (yellow arrow) to come back at a later time.

The image shows a screenshot of a survey form titled "Faculty Questions" for "Brown, Cynthia". The form includes several questions with radio button options. At the bottom, there are two buttons: "Save Progress and Return to Survey List" (highlighted in yellow) and "Submit Survey" (highlighted in dark blue). A yellow arrow points to the "Save Progress" button, and a red arrow points to the "Submit Survey" button. The form also includes a "Comments" section with a text input field and a "Thank you" message.

Faculty Questions
Brown, Cynthia

To mark all questions in this section as 'Not Applicable', click here:

4) This instructor stimulates interest.

Strongly Disagree Disagree Undecided Agree Strongly Agree Not Applicable

5) My overall evaluation of this lecturers teaching is "good".

Strongly Disagree Disagree Undecided Agree Strongly Agree Not Applicable

6) Comments:

Comment

Thank you for taking the time to fill out this questionnaire.

[Save Progress and Return to Survey List](#) [Submit Survey](#)

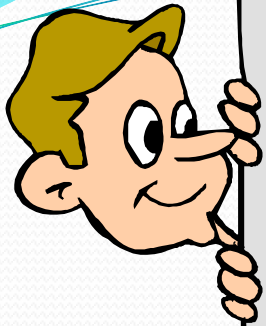
from www.ams-host5.com... www.ams-host5.com

What else do I need to know about CoursEval?

- Your survey will disappear from the SURVEY list once you submit it.
- You will receive frequent email reminders **until you complete an evaluation for each of your classes!**
- The evaluation process is simple and does not take much time.
- If your instructor requires proof, you can print out a confirmation by going to the Completed Survey tab.

One last thing....

- Your grade cannot be affected by your evaluation for two reasons:
 - Your log in and identification information are not connected to your evaluation. It is completely anonymous.
 - Your professors do not receive the results until after they have submitted final grades.



EASY!

**Log into
MyUrsuline →
Select Student Tab →
CourseEval →
Complete Survey →
Submit**

- You will receive an email stating the open and close dates for the survey.
- Our goal is 100% participation.

SIMPLE

ANONYMOUS

SAVE PAPER (Go GREEN!)

USE YOUR VOICE