CoursEval Report Access Instructions for Faculty

Below you will find instructions on logging in to the system to retrieve your evaluation results/reports. There are many reporting options available to you, so please feel free to explore the features of the system.

Accessing the Reports

You will be receiving an email from the CoursEval system that contains your designated username and password. You will need this information to login to the site to retrieve your reports. The email will also provide a list of the courses that were assessed.

To log on to the system, click the 'Login Now' button present in the email and enter your User Name and Password on the web page displayed.
In CoursEval, there are two basic types of reports:

- **Evaluation Reports**
- **Detailed Results**

Evaluation reports are the preferred report view. You can select which type of report you wish to view by clicking the ‘Reports’ option at the top of the screen.

**Evaluation Reports**

This screen displays the faculty list for the year, term and survey selected in the drop-down menus. To view the results for a different set of surveys, change the selections from the drop-down menus and allow the screen to refresh.

There are two basic types of Evaluation Report views: *Comparative* and *Individual*. You can select the type of report you wish to view from the drop down list next to ‘View.’

- **Comparative view**: presents an overview of the performance of all individuals evaluated for each course.
- **Individual view**: presents the performance of each person by giving a combined mean by subcategory.
Evaluation Report

The default report view will provide a series of bar graphs and numerical results obtained for your course. If you selected more than one course from the reports page, they will be displayed in sequence as you scroll down the page.

The reporting system provides comparative results for your course, other courses in your department and all of the courses (campus wide) included in the evaluation period for your survey. Basic statistics such as standard deviation and mean are provided for your use as well.

You may print any of these reports by clicking the ‘Print’ option located on the Evaluation Reports home page.
**Detailed Results**

The Detailed Results screen focuses on individual performance. This screen displays the faculty list for the year, term and survey selected in the drop-down menus.

To view the results for a different set of surveys, change the selections from the drop-down menus and allow the screen to refresh.

There are two types of reports available for each course:

- **Overall**
- **Individual**

To view either of these reports, click on the small graph button associated with the desired report.
The Overall Results Screen shows the evaluation results that pertain specifically to the listed course.

The Assessed Individual Result Screen shows evaluation results that pertain specifically to the selected Instructor.
Response Key:


Dec = Decile Rank (Higher is better)