



## **CoursEval™ Portal Features for Reports Department Administrator Overview**

### **Overview**

*CoursEval™* is our new web-based course evaluation system, it is a user-friendly environment, accessible on any device or browser and integrated into Blackboard. This new system allows students direct access to their course evaluations via email sent directly to **COM email addresses**. Faculty can see real time response rates for all courses within an open session. Reports are available shortly after grades are due which ensures prompt review for faculty, administrative assistants, department chairs and deans.

### **How to log in**

Go to <https://p9.courseval.net/etw/ets/et.asp?nxappid=9S2&nxmid=start&cktr=%> and use your network user name and password.

A screenshot of the MyCoursEval Sign In form. The form has a light gray header with the text "MyCoursEval Sign In". Below the header are two input fields: "Username" and "Password". Each field has a small icon on the right side (a person icon for the username field and a lock icon for the password field). Below the password field is a link that says "Issues logging in? Please contact your campus help desk." At the bottom right of the form is a blue button with the text "Sign in".

### **Portal home page**

Administrative Assistants, Department Chairs and Deans have rights to view all reports within their respective departments. Responsible faculty (i.e. faculty member teaching course) have access to only their own reports.

The portal home page is the Administrator View by Department Page which shows the most recent course evaluation session of reports available. In the following example SU2016-1 (Summer 1 2016, 1<sup>st</sup> 5-wk session) is available. Historical reports are accessible on a different screen that you will see shortly.



To view current available reports for a particular rubric, click on the blue box in the reports column. If you have an extensive list of rubrics within your department, you also have the option of searching for a particular rubric (e.g. PSYC, ECON).

Department	# Reports
ECON	1
GOVT	7
HIST	6
PSYC	9

The **Administrator Reports by Department** page is now showing The Search feature which can be used to look up specific faculty names or courses. To view and print a specific evaluation report, select the pdf icon in the reports column.

Course Number	Course Name	Faculty	Deadline	Response Rate	Report
PSYC-1300 011IN	Psychology for Success (090)	Lawanda Franks	Closed on Jul 6, 2016 5:00 PM	59% 13 of 22	
PSYC-1300 111CL	Psychology for Success (090)	Richard Avery	Closed on Jul 6, 2016 5:00 PM	59% 13 of 22	

The Survey Report can now be printed or downloaded.

Survey Report
1 / 3

Click here to  
print or  
download

College of the Mainland Online Course Evaluation SU2016-1 SU2016-1		College of the Mainland CourseEval Pilot	
Course:	[REDACTED]	Department:	PSYC
Responsible Faculty:	[REDACTED]	Responses / Expected:	13 / 22 (59.09%)

Course Questions	PSYC-1300 - 0111N									
	Responses					Course				
	SD	D	N	A	SA	N	Med.	Mode	Std Dev	
Q1 The material is presented in an organized manner.	0	0	0	1	12	13	5	5	.27	
Q2 The course objectives are clear.	0	0	0	1	12	13	5	5	.27	
Q3 The required text is comprehensible.	0	0	0	1	12	13	5	5	.27	
Q4 The required text was an important component of the course.	0	0	0	1	12	13	5	5	.27	
Q5 Course assignments and exams are evaluated and graded fairly.	0	0	0	1	12	13	5	5	.27	
Q6 Exams reflect the course content and classroom experience.	0	0	2	1	10	13	5	5	.74	
Q7 Grading procedures are easy to understand.	0	0	0	1	12	13	5	5	.27	
Q8 I received feedback on my performance in a reasonable time frame.	0	0	0	0	13	13	5	5	0	
Q9 Course platform (Blackboard) is easy to use.	0	0	0	1	12	13	5	5	.27	
Q10 Course platform (Blackboard) is reliable.	0	0	0	1	12	13	5	5	.27	
Q11 Online content is delivered effectively.	0	0	0	1	12	13	5	5	.27	
Q12 The course promoted student-to-student and student to faculty interaction and collaboration.	0	0	1	2	9	12	5	5	.62	
Q13 More time was required to complete this course than I expected.	0	1	2	1	9	13	5	5		
Q14 I was able to get the technical support I needed.	0	0	1	2	8	11	5	5		

Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5

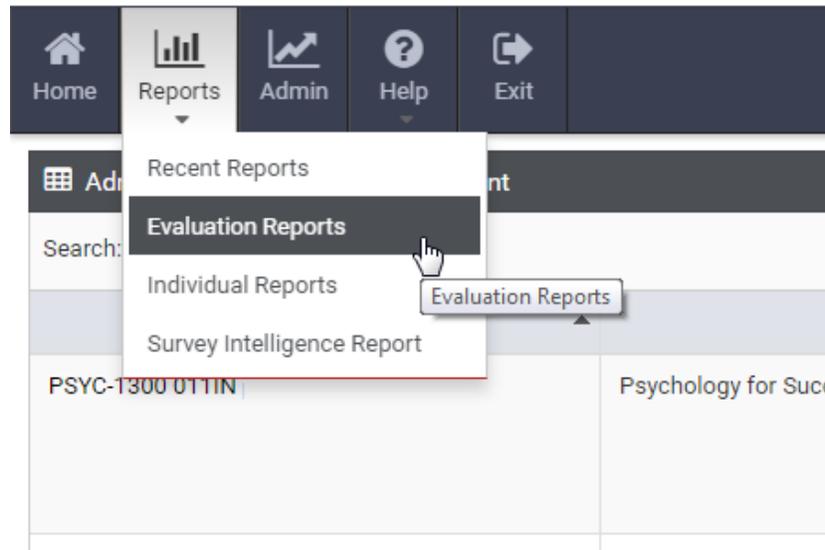
Overall Evaluation	PSYC-1300 - 0111N									
	Responses					Course				
	SD	D	N	A	SA	N	Med.	Mode	Std Dev	
Q15 I have learned a great deal in this course.	0	0	2	2	9	13	5	5		
Q16 Overall, I would recommend this course to other students.	0	1	1	1	10	13	5	5	.94	
Q17 I put a lot of effort into this course.	0	0	0	3	10	13	5	5	.42	

Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5

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### Reports without comments & historical reports

To view or print reports without comments or reports from previous course evaluation sessions. Go to the Reports option within the header and select Evaluation Reports.



The Evaluation Reports screen offers a variety of options for sorting reports. Items chosen here will depend upon standard practices within each department for how evaluation records are grouped and saved.

**Selections for Grouping Evaluation Reports** – Dropdown menus (located at the top of the page) are provided for customizing groups of evaluation reports

- Type – keep set to Standard
- Year
- Period – Select session or *Show All*
- Status – keep set to Closed
- Survey – *College of the Mainland Course Evaluation (F2F); College of the Mainland Online Course Evaluation (Internet)*
- Department – Rubric (e.g. PSYC, ECON, Show All)
- View – Comparative or Individual (at this time these options are not activated so the report will not change)
- Settings – *STANDARD survey default (Course Evaluation Report WITH Comments); Course Evaluation Report No Comments; Show All*
  - *STANDARD survey default (Course Evaluation Report WITH Comments) - department report kept on file*
  - *Course Evaluation Report No Comments – report published to the Web*
  - *Show All*



Type:  Year:  Period:  **Select Period** Status:  Survey:  **Select Survey** Department:  **Select Dpt.**  
 View:  Settings:  **Select Settings**

**Evaluation Reports**  
 Search:   
 Show 10 entries

Course Number - Section ID	Survey Name	Close Date	Course Name	Responsible Faculty	Resp. Rec'd	Resp. Exp.	% Rec'd	Include	Access Role
PSYC-1300 111CL	College of the Mainland Course Evaluation SU2016-1	Jul 6, 2016	Psychology for Success (090)	Avery, Richard	13	22	59%	<input checked="" type="checkbox"/>	

The Evaluation Reports page also allows the option of sorting by any of the columns within the report simply by clicking on the column name for instance selecting Responsible Faculty as listed below alphabetizes the list of faculty reports. Don't forget to select individual reports by checking the box in the Include column or select all. Once the reports have been selected, click on PDF and print or save accordingly.

**Evaluation Reports**  
 Search:   
 Show 10 entries

Course Number - Section ID	Survey Name	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'd	Resp. Exp.	% Rec'd	Include
PSYC-2301 011IN	College of the Mainland Online Course Evaluation SU2016-1	Jul 6, 2016	General Psychology (080)	Alvarez, Douglas	PSYC	14	30	47%	<input type="checkbox"/>
PSYC-1300 111CL	College of the Mainland Course Evaluation SU2016-1	Jul 6, 2016	Psychology for Success (090)	Avery, Richard	PSYC	13	22	59%	<input type="checkbox"/>

The *CoursEval*<sup>TM</sup> Portal log in link and this document can be found online at <http://www.com.edu/institutional-research/links> or on Infocentral at I:\Institutional Research\Course Evaluation Reports\CoursEval Department Administrator Documentation.