CoursEval^{TM} **Portal Features for Reports**
Department Administrator Overview

Overview

CoursEval^{TM} 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.

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, 1st 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).

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.

The Survey Report can now be printed or downloaded.

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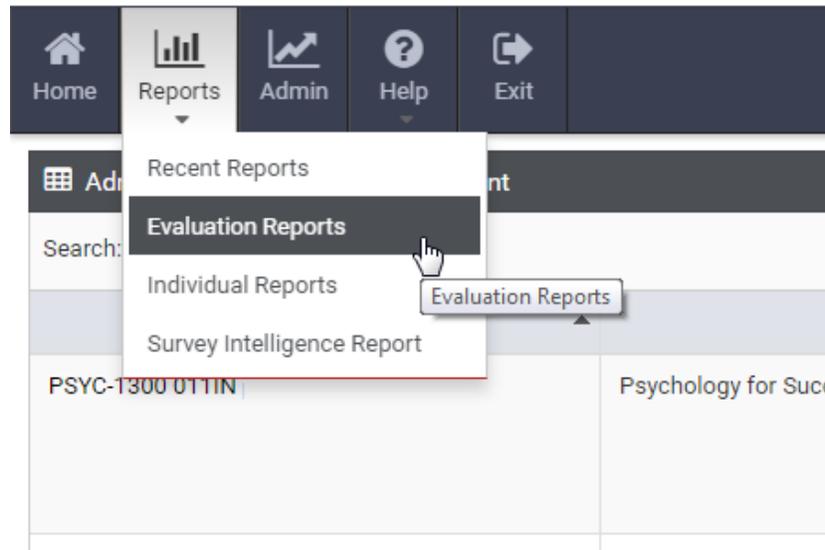
The Evaluation Reports screen offers a variety of options for sorting reports. Items chosen here will depend upon standard practices within each department for how evaluation records are grouped and saved.

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*

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.

The *CoursEval*^{TM} 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.