



CoursEval™ Portal Features for Reports Faculty 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 MyCourseEval Sign In form. The form has a light gray header with the text "MyCourseEval Sign In". Below the header, there are two input fields: "Username" and "Password". The Username field has a small person icon on the right side. The Password field has a small lock icon on the right side. Below the Password field, there is a small text link that says "Issues logging in? Please contact your campus help desk." At the bottom right of the form, there is a blue button with the text "Sign in".

Portal home page

The portal home page is the My Reports page. As the “Responsible Faculty” (i.e. faculty member teaching course) you will only see the list of courses you are teaching for the active course evaluation session and the response rate. In this example, the active session is SU2016-4 (Summer 1 2016, 8 wk, 10 wk & Summer II 2016 5 wk). The reports for active sessions become available two days after the grade submission deadline.



My Reports

ENGL-1301 104CL
Composition I (010)

██████████
College of the Mainland Course Evaluation SU2016-4

[View Report](#)

This report will be available on Aug 17

Closes in 4 days

Course Response Rate

Response Rate
53 %
9 of 17

Once reports are available, the My Reports page will look like the following:

ENGL-1301 057IN
Composition I (010)

██████████
College of the Mainland Online Course Evaluation SU2016-1

[View Report](#)

Closed on Jul 6

Click here to view report

Response Rate
65 %
13 of 20

After selecting View Report, the Survey Report window will open with the evaluation results for that course.



Survey Report - Google Chrome
<https://p9.courseval.net/etw/ets/et.asp?CFNK=0867DE7E-FF75-4CA4-B0B4-034488150889&nxappid=9S2&nx>

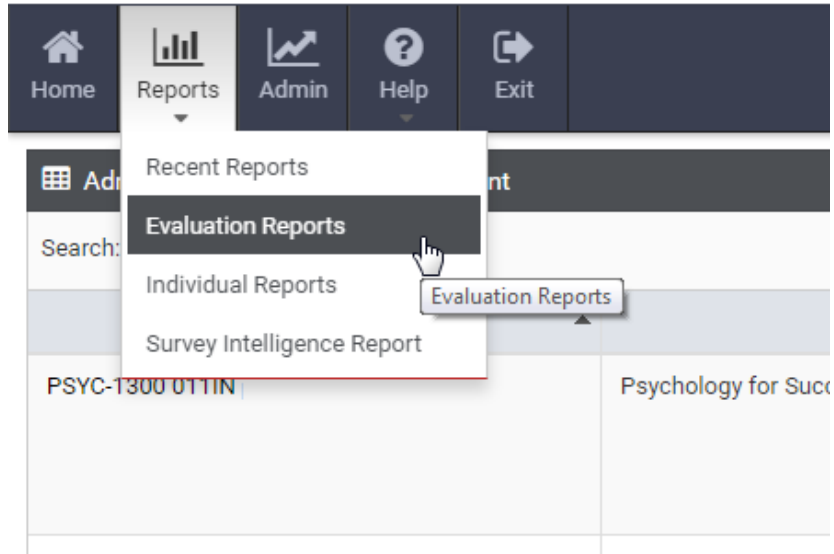
College of the Mainland Online Course Evaluation SU2016-1		College of the Mainland CourseEval Pilot	
Course:	[REDACTED]	Department:	[REDACTED]
Responsible Faculty:	[REDACTED]	Responses / Expected:	13 / 20 (65%)

Course Questions	ENGL-1301 - 057IN								
	Responses					Course			
	SD	D	N	A	SA	N	Med.	Mode	Std Dev
Q1	0	1	2	3	7	13	5	5	.97
Q2	1	0	4	1	7	13	5	5	1.24
Q3	0	0	2	4	7	13	5	5	.74
Q4	0	0	1	5	7	13	5	5	.63
Q5	0	1	2	7	3	13	4	4	.83
Q6	0	0	2	8	2	12	4	4	.58
Q7	0	2	3	4	4	13	4	4,5	1.05
Q8	0	0	1	9	3	13	4	4	.53
Q9	0	0	1	6	6	13	4	4,5	.62
Q10	0	0	1	6	5	12	4	4	.62
Q11	0	0	0	7	6	13	4	4	.50
Q12	0	0	0	8	4	12	4	4	.47
Q13	0	1	4	6	2	13	4	4	.82
Q14	0	0	0	6	3	9	4	4	.47

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

Reports

In order to view, print, or save any current or historical reports. **The Evaluation Reports screen** offers a variety of options for sorting reports. Go to the Reports option within the header on the Home Page and select Evaluation Reports.



The screenshot shows a dark blue navigation bar with icons and labels for Home, Reports, Admin, Help, and Exit. The Reports menu is open, displaying a list of report types: Recent Reports, Evaluation Reports (highlighted with a mouse cursor), Individual Reports, and Survey Intelligence Report. A tooltip for 'Evaluation Reports' is also visible over the list item. Below the navigation bar, a search bar and a table with columns for course numbers and titles are partially visible.



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 – *SP2016-5; SU2016-1; Show All*
- Status – keep set to Closed
- Survey – *College of the Mainland Course Evaluation (F2F); College of the Mainland Online Course Evaluation (Internet); Show All*
- 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*

Type: Year: Period: Status: Survey: Department:

View: Settings:




[View](#) [PDF](#) [Print](#)

Course Number - Section ID	Survey Name	Period	Close Date	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include	Access Role
ENGL-1301 057N	College of the Mainland Online Course Evaluation SU2016-1	SU2016-1	Jul 6, 2016	Composition I (010)		13	20	65%	<input type="checkbox"/>	?
ENGL-1302 053N	College of the Mainland Online Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		14	19	74%	<input type="checkbox"/>	?
ENGL-1302 057N	College of the Mainland Online Course Evaluation SU2016-1	SU2016-1	Jul 6, 2016	Composition II (010)		11	20	55%	<input type="checkbox"/>	?
ENGL-1302 101CL	College of the Mainland Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		16	23	70%	<input checked="" type="checkbox"/>	?
ENGL-1302 102CL	College of the Mainland Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		17	24	71%	<input type="checkbox"/>	?


Showing 1 to 5 of 5 entries

Previous **1** Next

The Evaluation Reports page also allows the option of searching for a specific Course Number, Period, etc. Reports can be sorted by any of the columns within the report simply by clicking on the column name for instance selecting Period as listed below sorts the reports by evaluation session. 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: 

Course Number - Section ID	Survey Name	Period	Close Date	Course Name	Responsible Faculty	Resp. Rec'd	Resp. Exp.	%	Include
ENGL-1302 101CL	College of the Mainland Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		16	23		<input checked="" type="checkbox"/>
ENGL-1302 102CL	College of the Mainland Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		17	24	71%	<input type="checkbox"/>
ENGL-1302 053IN	College of the Mainland Online Course Evaluation Spring 2016	SP2016-5	May 6, 2016	Composition II (010)		14	19	74%	<input type="checkbox"/>
ENGL-1301 057IN	College of the Mainland Online Course Evaluation SU2016-1	SU2016-1	Jul 6, 2016	Composition I (010)		13	20	65%	<input type="checkbox"/>
ENGL-1302 057IN	College of the Mainland Online Course Evaluation SU2016-1	SU2016-1	Jul 6, 2016	Composition II (010)		11	20	55%	<input type="checkbox"/>

Showing 1 to 5 of 5 entries Previous



The Survey Report can now be printed or saved.

Survey Report
1 / 3

College of the Mainland Course Evaluation Spring 2016 SP2016-5						College of the Mainland CourseEval Pilot					
Course: ██████████						Department: ██████████					
Responsible Faculty: ██████████						Responses / Expected: 16 / 23 (69.57%)					
ENGL-1302 - 101CL											
Course Questions						Responses			Course		
	SD	D	N	A	SA	N	Med.	Mode	Std	Dev	
Q1	0	0	0	5	11	16	5	5	.46		
Q2	0	0	0	5	11	16	5	5	.46		
Q3	0	1	0	3	11	15	5	5	.80		
Q4	0	2	1	4	9	16	5	5	1.03		
Q5	0	0	2	4	9	15	5	5	.72		
Q6	0	0	0	5	9	14	5	5	.48		
Q7	0	0	1	5	10	16	5	5	.61		
Q8	0	0	4	3	9	16	5	5	.85		
Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5											
ENGL-1302 - 101CL											
Overall Evaluation						Responses			Course		
	SD	D	N	A	SA	N	Med.	Mode	Std	Dev	
Q9	0	0	2	4	9	15	5	5	.72		
Q10	0	0	2	3	11	16	5	5	.70		
Q11	0	0	0	8	8	16	4.5	4.5	.50		
Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5											
ENGL-1302 - 101CL											
Student Information						Responses			Course		
	A	B	C	D	F	N	Med.	Mode	Std	Dev	
Q12	6	8	2	0	0	16	4	4	.66		
Responses: [A] A=5 [B] B=4 [C] C=3 [D] D=2 [F] F=1											

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 Instructor User Documentation.