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


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

After selecting View Report, the Survey Report window will open with the evaluation results for that course.
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.
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
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.
The Survey Report can now be printed or saved.

The *CoursEval*™ Portal log in link and this document can be found online at [http://www.com.edu/institutional-research/links](http://www.com.edu/institutional-research/links) or on Infocentral at I:\Institutional Research\Course Evaluation Reports\CoursEval Instructor User Documentation.