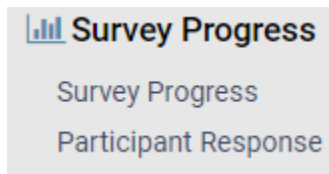


## Accessing Survey Progress and Participant Response Screens

1. Go to <http://courseval.valpo.edu> and log in as a Manager through the **Manager Portal**. (You will use your VU network username and password.)
2. Click on the **Reports** icon in the upper right corner of the screen and then click on **Survey Progress or Participant Response**.



3. For **Survey Progress** or **Participant Response**, check the drop down boxes at the top of the screen and select the appropriate values.

**Type** – **Standard** for Teaching/Course Evaluations

**Status** – **Show All** or **Active**

**Department** – Please select your department. This will limit the selection to your department surveys and will help reduce the number of retrieved surveys.

If you are not seeing a particular survey, please double check your drop down box selections and select **Show All** for **Focus, Status, Survey, Department**. Please leave **Survey Name Starts with** as blank.