

## ACCESSING EVALUATION REPORTS

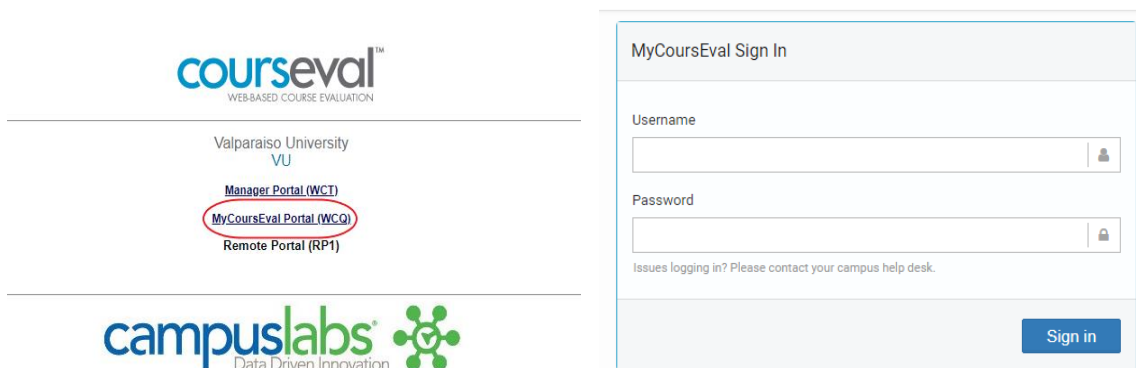
Beginning in the fall 2017 semester, the University moved to a standard assessment instrument (SAI or Student Assessment of Instruction) designed by the Course Evaluation Task Force and approved by Faculty Senate. The Task Force created a report template that not only listed results but specified how the results should be interpreted.

Evaluation reports using the Task Force template are emailed to instructors, department chairs/administrative staff, and deans after grades have been submitted. In addition, a file with the raw data for each department is sent to all departmental contacts. Each academic unit can do further statistical analysis as needed.

In response to faculty requests, CoursEval reports using the SAI are also available by logging into the CoursEval web site.

## ACCESSING SURVEY RESULTS IN COURSEVAL

1. Go to the CoursEval site at [courseval.valpo.edu](http://courseval.valpo.edu) and log in through the MyCoursEval Portal using your VU network credentials. This is the username and password that you use to access DataVU and Blackboard. (The Manager Portal is used by CoursEval managers to create and manage surveys.)



The image shows two parts of the CoursEval interface. On the left is the main website header, and on the right is a sign-in form.

**Courseval Website Header:**

- Logo: **courseval™** WEB-BASED COURSE EVALUATION
- Valparaiso University VU
- Manager Portal (WCT)
- MyCoursEval Portal (WCG)** (circled in red)
- Remote Portal (RP1)
- campuslabs® Data Driven Innovation

**MyCoursEval Sign In Form:**

- Title: MyCoursEval Sign In
- Username:
- Password:
- Issues logging in? Please contact your campus help desk.
- Sign in button

- Results for the most recent evaluations will be shown on your home page. In order to view results from previous years, please hover over the “Reports” icon in the upper left hand corner and select “Evaluation Reports” from the dropdown menu.

mycourseeval Valparaiso University Stanislaus Zygmunt.mzygmunt

Home Surveys **Reports** Help Exit

Welcome to Valparaiso University's online course evaluations site!

**My Reports**

**PHYS-141L EVB**  
Experimental Physics I  
Stanislaus Zygmunt  
2018FA Full Term and Second 7 Weeks Teaching Evaluation  
View Report  
Closed on Dec 9  
Response Rate: 59% (13 of 22)

**PHYS-141L F**  
Experimental Physics I  
Stanislaus Zygmunt  
2018FA Full Term and Second 7 Weeks Teaching Evaluation  
View Report  
Closed on Dec 9  
Response Rate: 56% (10 of 18)

- By selecting the year and period from the dropdown boxes, you can access earlier reports. And you have the option of viewing, printing, or creating a PDF of the evaluation. (I prefer the “view” option and selecting “Ctrl P” to print or create a PDF. This yields a document with less white or unused space.)

mycourseeval Valparaiso University Stanislaus Zygmunt.mzygmunt

Home Surveys Reports Help Exit

Type: Standard  
Department: PHYS  
Year: 2016  
Period: 2016FA  
Focus: Show All  
Status: Closed  
Survey: Show All

View: Comparative  
Settings: STANDARD survey c  
Options View PDF Print

**Evaluation Reports**

Course Number - Section ID	Survey Name	Close Date	Course Name	Responsible Faculty	Resp. Recvd	Resp. Exp.	% Recvd	Include	Access Role
PHYS-111L - A	2016FA_physics_labs	Dec 10, 2016	Essentials of Physics Lab	Zygmunt, Stanislaus	5	5	100%	<input type="checkbox"/>	<a href="#">?</a>
PHYS-111L - EVA	2016FA_physics_labs	Dec 10, 2016	Essentials of Physics Lab	Zygmunt, Stanislaus	5	7	71%	<input type="checkbox"/>	<a href="#">?</a>
PHYS-141L - A	2016FA_physics_labs	Dec 10, 2016	Experimental Physics I	Zygmunt, Stanislaus	10	19	53%	<input type="checkbox"/>	<a href="#">?</a>
PHYS-141L - EVA	2016FA_physics_labs	Dec 10, 2016	Experimental Physics I	Zygmunt, Stanislaus	9	17	53%	<input type="checkbox"/>	<a href="#">?</a>
PHYS-151 - A	2016FA_physics_classes	Dec 10, 2016	Physics: Mech & Heat - Honors	Zygmunt, Stanislaus	8	10	80%	<input type="checkbox"/>	<a href="#">?</a>