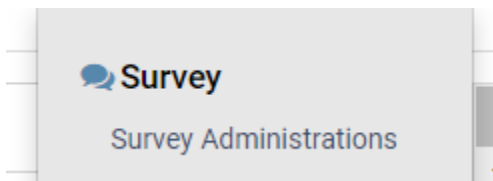
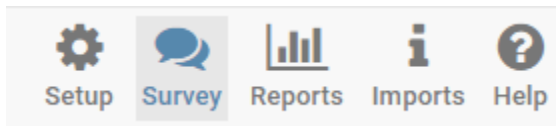


Reviewing the Sections Attached to the University Teaching Evaluation

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 **Survey** icon in the upper right corner of the screen and then click on **Survey Administrations**.



3. You will see a list of surveys.

Please find the appropriate survey which will appear in blue for surveys that are scheduled but not active. The survey will be labelled like

2019FA Full Term and Second 7 Weeks Teaching Evaluation or
2019FA First 7 Weeks Teaching Evaluation.

The words **“Teaching Evaluation”** will be in the Survey Administration name. If you do not see your survey. Please ensure that the dropdown boxes have the correct settings.

Survey/Template = **Survey**

Type = **Standard**

Focus = **Stu→Fac**

Year = **2019**

Period = **2019FA**

Status = **Show All**

Program = **Show All**

Search = Please leave blank.

- Please go to the farthest right column and click on the **Detailed Settings** icon (highlighted below).

Valparaíso University
Valparaíso University
VU

Setup Survey Reports Imports Help

Survey Administration

Bulk Change New Standard Survey Administration New Rotation Survey Administration New General Survey Administration

Survey/Template: Survey
Type: Standard
Focus: Stu→Fac
Year: 2019
Period: 2019FA
Status: No Status

Program: Show All
Search: Survey Name Starts with

Survey Administration Information				Content, Layout, and Results Access					Data Selection		
Survey Administration Name	Focus	Open/Close	Deadline	Select Q's	# Q's Ovr/Ppl	Set Order	Display Options	Results Access	Feedback Q's	Select Courses	Detailed Settings
2019FA Full Term and Second 7 Weeks Teaching Evaluation	Stu→Fac	Dec 1, 2019 Dec 8, 2019	Dec 8, 2019	28 (5/23)	↑	📄	📄	Not Enabled	📄	📄	⚙️

- You will see a list of sections. Please select your department by using the **Department** dropdown box in the upper left corner.

Detailed Survey Settings: 2019FA Full Term and Second 7 Weeks Teaching Evaluation

Return to List

Department: ENGL
View Option: View Responsible Fa
Action: Select Action...
Search: Course Number Starts with

Course Number (Section ID)	Course Name (Code)	Year	Custom Start/ End/ Release	Actual Availability From/ To/ Report	Custom Questions Selected	Participants Selected (Received)	Responsible Faculty	Question Category Settings	Preview Survey
ENGL-103 (A)	Adv Acad Skils Non-Native Engl (n/a)	1	set start set end n/a	Dec 1, 2019 6:00 AM Dec 8, 2019 11:59 PM	0	8/8 (0)	Grantz, Lynn Change	📄	🔍
ENGL-200 (B)	LS:Literatures of Immigration (n/a)	2	set start set end n/a	Dec 1, 2019 6:00 AM Dec 8, 2019 11:59 PM	0	14/14 (0)	Ruff, John Change	📄	🔍
ENGL-200 (C)	LS: Innocence and Experience (n/a)	2	set start set end n/a	Dec 1, 2019 6:00 AM Dec 8, 2019 11:59 PM	0	9/9 (0)	Byrne, Edward Change	📄	🔍

- Please check to make sure that
 - Instructor listings are correct and complete.
 - The appropriate sections are attached. (Please note that surveys are not administered in sections with only 1 or 2 students to protect student anonymity.)

Please notify me at Melizza.Zygmunt@valpo.edu as soon as possible if you see any discrepancies.

- Please click on the **Exit** icon in the upper right corner of the page to log out. (If you have any immediate questions, please feel free to call me at x7064.)