

# CourseEval Faculty User Guide



*Oglethorpe University uses an online course evaluation system, CourseEval™, for gathering and disseminating the results of student evaluation of instruction. Information and procedures are summarized in this brief user guide.*

**Oglethorpe University**

**Institutional Research and Planning**

**[www.ir.oglethorpe.edu](http://www.ir.oglethorpe.edu)**

**Spring 2018**

## HOW DO I LOG IN TO COURSEVAL?

You and your students will use your OU username and password to access the CourseEval system. Use this login page to access the system:

<https://p3.courseval.net/etw/ets/et.asp?nxappid=HY2&nxmid=this.LOGUSERIN>

Faculty and students involved in the course evaluation process are also sent login information during each course evaluation period. The link to the CourseEval portal can also be found at <https://ir.oglethorpe.edu/>.

**OGLETHORPE** ACADEMICS EXPERIENCE ATHLETICS LIFE ADMISSION ABOUT

**INSTITUTIONAL RESEARCH**

- OU Student Profile
- Freshman Profile
- Data Request Form
- Rate Your Courses**
- Common Data Set
- Useful Institutional Research Information

### RATE YOUR COURSES

#### COURSE EVALUATION DATES

Fall 2018: December 5-December 19  
Spring 2019 ADP1: March 6-March 20  
Spring 2019 TU & ADP2: May 3-May 17  
Summer 2019 Session 1: June 28-July 12  
Summer 2019 Session 2 and Evening Session: July 26-August 9

**FOR STUDENTS:**

Online Course Evaluations are available the last few weeks of each term. Faculty are not provided with the results until after grades are submitted. All of your courses will be evaluated using the online system, CourseEvals. Access is available using a computer, laptop, tablet or mobile device. This system provides an anonymous evaluation on your experience in all of your courses. You will receive an initial email each semester when the system opens and then several email reminders throughout the process as we look to increase participation.

*Note: If you do not see one of your courses listed, or cannot access the system, please send an email to [institutionalresearch@oglethorpe.edu](mailto:institutionalresearch@oglethorpe.edu). Please include your full name and which course you are inquiring about. The site administrator will work directly with you to ensure the courses you can evaluate are correct.*

**Gain Access to Course Evaluations**

- Visit <https://p3.courseval.net/etw/ets/et.asp?nxappid=HY2&nxmid=this.LOGUSERIN>
- Use your OU email address and password to gain access.

**RATE YOUR COURSES >**

After you click on the “Rate Your Courses” link, the following window will appear on your screen. Enter your OU Username and your OU password to login in to CourseEval. For security reasons, please do not share your OU Username and password with anyone.

mycourseval



Oglethorpe University

Welcome to CourseEval, Oglethorpe's Course Evaluation and survey web site! Enter your user name and password to login.

MyCourseEval Sign In

Username

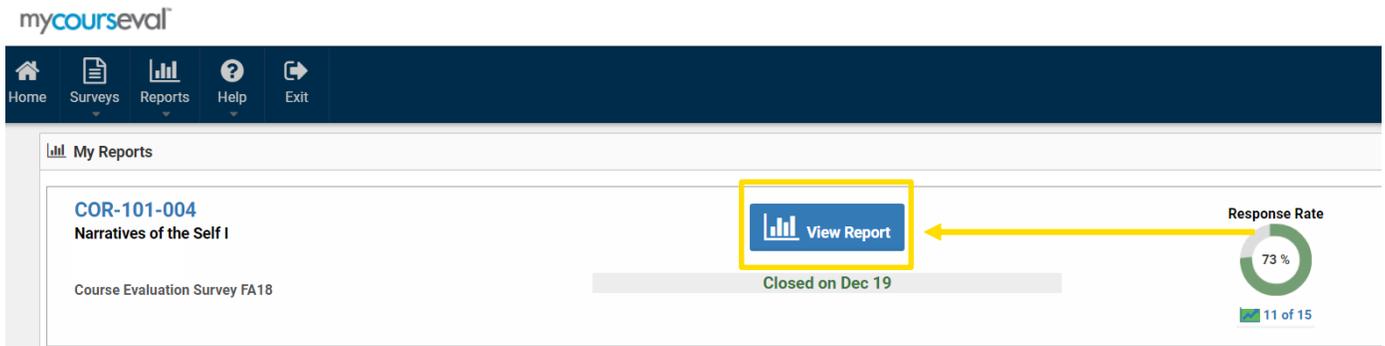
Password

Please enter your password  
Issues logging in? Please contact your campus help desk.

Sign in

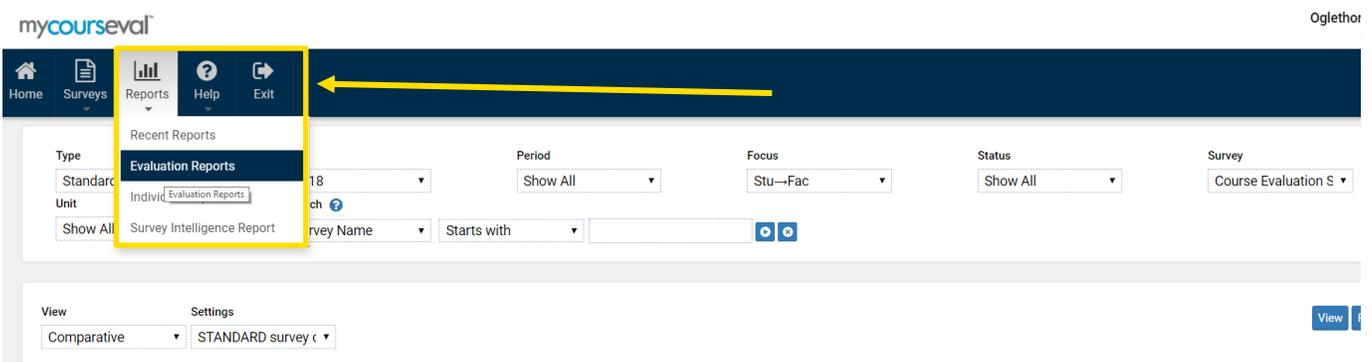
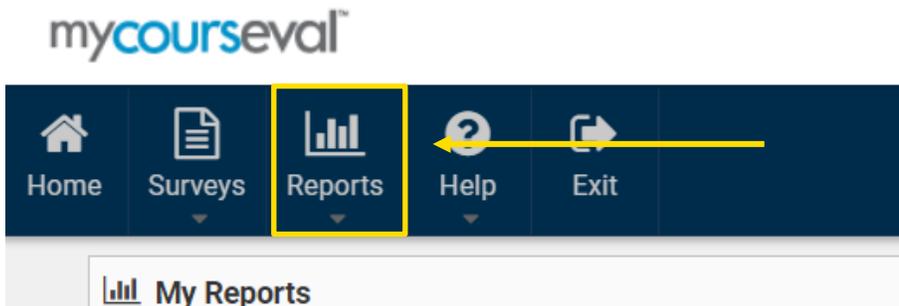
### **HOW DO I VIEW THE RESULTS OF MY EVALUATIONS?**

You will receive an email notification from the Office of Institutional Research when results have been released. After you log in to CourseEval, the following screen (landing page) will open. The “Home” screen will show the most recent semester’s evaluation results. You will see the course names, course numbers, responsible instructor, and response rate to that survey. You may click the “View Report” icon to see the results.



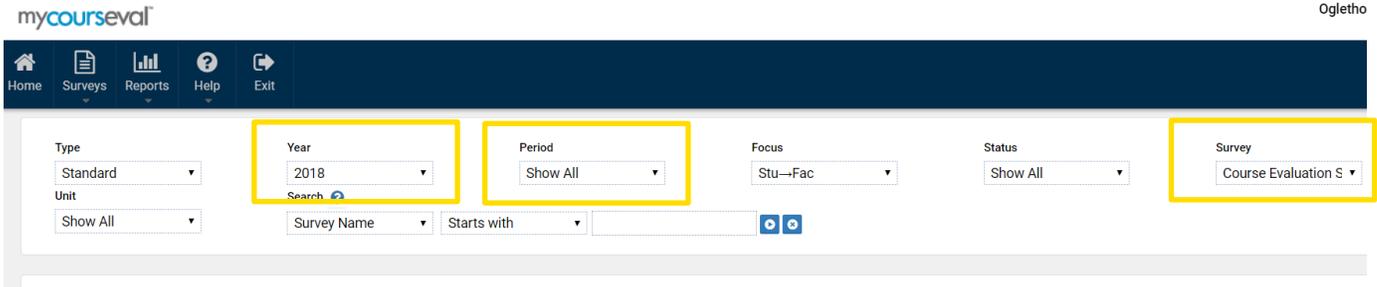
### **HOW DO I VIEW EVALUATIONS THAT DO NOT APPEAR ON MY LANDING PAGE?**

Note that closed surveys will be removed from the landing page after 90 days. Evaluation reports are available indefinitely as long as the faculty member is employed at OU. If you do not see your survey on the landing page, hover over the “Reports” icon at the top of the page and select “Evaluation Reports” from the “Reports” menu.

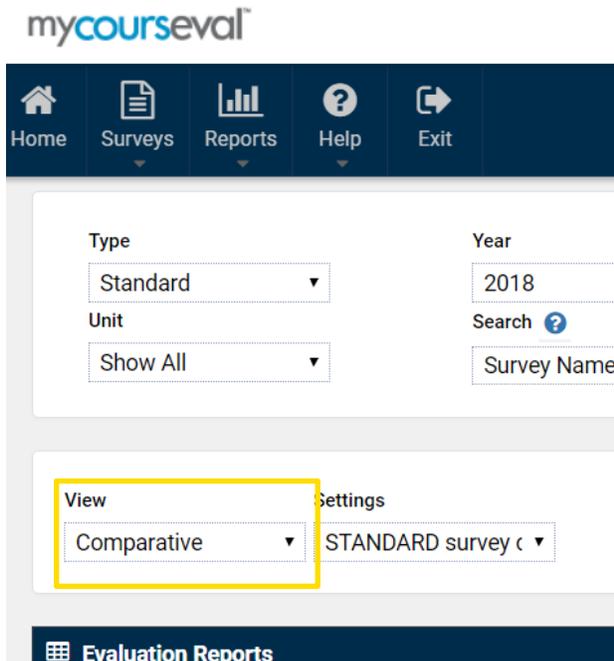


## HOW DO I GET THE RESULTS OF MY COURSE EVALUATIONS? STEP-BY-STEP INSTRUCTIONS

1. After you log into CoursEval, hover over the “Reports” icon and select “Evaluation Reports” from the “Reports” menu.
2. Select the year (2017, 2018, etc.) and period (spring, fall, etc.) from the drop-down menus to filter your survey list. Choose “Show All” (under survey) on the report evaluation page when selecting the course to view or select the specific semester you wish to view.



3. Be sure that the “view” is set to “comparative.”



4. Check the evaluations for which you wish to view results in the last column of the reports table. To view course results, click on “View” or “PDF” or “Print” in the upper right-hand corner of the table on the screen. This opens a new window that lists the summative results for each course section that has been selected.

The screenshot shows the mycourseval interface with a navigation bar at the top (Home, Surveys, Reports, Help, Exit) and a search filter section. Below the filters is a table titled "Evaluation Reports". The table has columns for Course Number, Survey Name, Period, Status, Close Date, Course Name, Responsible Faculty, Unit, Resp. Rec'd, Resp. Exp., % Rec'd, and Access Role. A yellow box highlights the "View", "PDF", and "Print" buttons in the top right corner of the table. A yellow arrow points from these buttons to the "View" button in the table's header row.

| Course Number - Section ID | Survey Name                                  | Period | Status | Close Date   | Course Name | Responsible Faculty | Unit | Resp. Rec'd | Resp. Exp. | % Rec'd | Include                             | Access Role |
|----------------------------|--|--------|--------|--------------|-------------|---------------------|------|-------------|------------|---------|-------------------------------------|-------------|
|                            | Course Evaluation Survey, Spring 2018 (SP18) | SP18R  | Closed | May 11, 2018 |             |                     |      | 9           | 19         | 47%     | <input checked="" type="checkbox"/> |             |
|                            | Course Evaluation Survey, Spring 2018 (SP18) | SP18R  | Closed | May 11, 2018 |             |                     |      | 4           | 14         | 29%     | <input type="checkbox"/>            |             |
|                            | Course Evaluation Survey, Spring 2018 (SP18) | SP18R  | Closed | May 11, 2018 |             |                     |      | 3           | 6          | 50%     | <input type="checkbox"/>            |             |

### **HOW DO I VIEW STUDENT COMMENTS?**

Comments are located in two places: a) the Evaluation Report when the view is set to comparative or b) the Detailed Results by clicking on the Overall Results Detailed Report (icon on last column of table). In the Detailed Report, a full report can be viewed (including scaled and open-ended responses) for each individual class. The responses to the open-ended questions follow the scaled responses on this report. They appear in individual text boxes.

### **CAN I SEE HOW AN INDIVIDUAL COMMENTER RESPONDED TO THE LIKERT-SCALE QUESTIONS?**

Yes. Click the magnifying glass next to any comment to view all responses associated with that individual survey. If a student does not write a comment, then you will not see a complete individual survey.

### **IS IT POSSIBLE TO COMPARE MY INDIVIDUAL RESULTS TO THE OVERALL RESULTS FOR OU?**

No. We do not have university wide statistics.

**HOW DO I PRINT INDIVIDUAL EVALUATIONS?** To print individual evaluations, scroll down to a comment or an open-ended evaluation question in the report. Click on the magnifying glass to view all responses associated with that individual report.

After you click the magnifying glass, the individual student evaluation will pop up on the screen. You can print it using one of a few methods. Mac users can use "command + P." PC users can right click inside the window and choose print.

### **WHAT DO I DO IF I HAVE A PROBLEM WITH OR QUESTION ABOUT COURSEVAL?**

If the problem is largely **technical** in nature (login problems, difficulty viewing certain screens, etc.), contact Dr. Carrie Mata in the Office of Institutional Research [at cmata@oglethorpe.edu](mailto:cmata@oglethorpe.edu).

### **LOGOUT**

When you are finished using CourseVal, please log out and close your browser to protect your privacy.