

ACCESSING COURSEVAL REPORTS

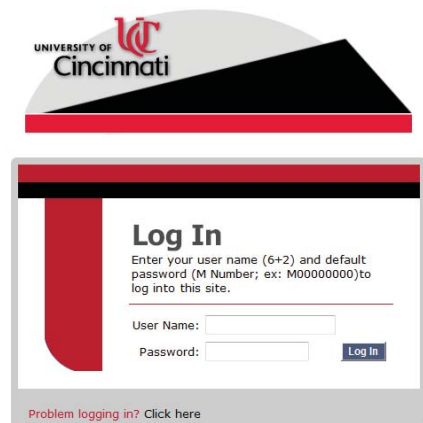
CoursEval is a web-based evaluation tool that will allow instructors to view completed evaluations of themselves and/or their courses. This software is a great way to keep track of student evaluation data and minimize the amount of paper used for course evaluations. To get started using the evaluation tool, follow the directions below.

LOGGING IN

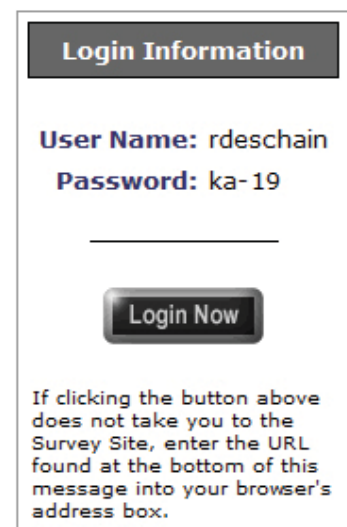
Once evaluation results become available an e-mail will be sent out to an instructor's UC e-mail account. The e-mail will indicate which evaluation results are available and provide information on how to log into the CoursEval system.

To login to the CoursEval system:

- Click the "Login Now" button from within the results e-mail announcement or navigate your browser to <http://evaluation.uc.edu>
- Enter the username and password provided in the e-mail. These fields are case sensitive, so be sure to enter it exactly as it appears.



The screenshot shows the University of Cincinnati logo at the top. Below it is a "Log In" form with the following text: "Enter your user name (6+2) and default password (M Number; ex: M0000000) to log into this site." There are two input fields: "User Name:" and "Password:". A "Log In" button is located to the right of the password field. At the bottom of the form, there is a link: "Problem logging in? Click here".



Login Information

User Name: rdeschain
Password: ka-19

[Login Now](#)

If clicking the button above does not take you to the Survey Site, enter the URL found at the bottom of this message into your browser's address box.



The password field is case sensitive. Your default password is your M#, that is a capital M followed by a zero.



VIEWING REPORTS

There are two types of reports available in the system, Evaluation Reports and Detailed Results. Evaluation reports show numeric values for responses as well as comments that are inputted in open ended questions. Detailed results provide a combination of numeric results, a graphic representation of the results, and open-ended items when available.

To access evaluation reports:

- Once logged into the system hold your cursor over “Reports” in the navigation bar at the top of the screen.
- Click either “Evaluation Reports” or “Detailed Results”
- Follow the instructions below for information regarding each of the report types.



EVALUATION REPORT

The default report view will provide numerical results obtained for a course. Evaluation reports can be viewed by survey type, year, period, status and name. Before viewing an evaluation report the proper selections need to be made. Once the proper selections are made there are two versions of reports available, comparative and individual view. Comparative view presents an overview of the performance of all individuals evaluated for each course; whereas, the Individual view presents the performance of each person assessed in separate sections of the report. If more than one course is selected from the reports page, they will be displayed in sequence as you scroll down the page.

To view an Evaluation Report:

- Follow the instructions “To access evaluation reports.”
- Set the Survey Type to Standard, Rotation or Non-course depending on the Evaluation. Most evaluations use the Standard type. However, many summer quarter evaluations use the Rotation type.
- Set the remaining drop-down menus to “Show All”
- Set the ‘View’ drop-down menu to either “Comparative” or “Individual”
- Select which surveys you wish to view using the checkboxes in the ‘Include’ column.
- Click “View Report.”

- You may print any of these reports by clicking the “Print” option located on the Evaluation Reports page, or by selecting “File” then “Print” from your browser window.

Evaluation Reports										Kreischer Facadmin, Noah			
Survey Type:	Survey Year:	Survey Period:	Survey Status:	Survey:									
Standard	Show All	Show All	Show All	Show All									

View: Comparative		Hide Private O's									View Report	Print
Survey Name	Year	Period	Status	Course Number - Sect. ID	Course Name	Responsible Faculty	Close Date	Resp. Rec'd	Resp. Exp.	% Rec'd	Include	
UCIcTest	2009	09W	Active	ucit_FTRC_Test1 001	FTRC Test Course 1	Kreischer Facadmin, Noah	//	10	23	43%	<input checked="" type="checkbox"/>	


Note!


Do not overlook the ‘Survey Type’ as many summer evaluations make use of the ‘Rotation’ type.

DETAILED RESULTS

The Detailed Results screen focuses on individual performance. Detailed results can be viewed by survey year, term and name. Before viewing the detailed results the proper selections need to be made.

To view the Detailed Results:

- Follow the instructions “To access evaluation reports.”
- Set the ‘Year’ and ‘Term’ to “Show All.”
- Click the ‘Overall Report’ icon next to the course you wish to view. 
- You may print the detailed report by selecting “File” then “Print” from the active browser window that is displaying the report.

Individual Reports							
Course	Course Name	Department	Year	Assessed Individual	Res	Overall Report	
09STEST 001	09S UCit Test	UCit Test		Kreischer Facadmin, Noah,	1		

Year: Show All Term: Show All Survey: Test | 09S | CECH | Example

Search Course Number [] Go Clear
 Find anywhere in field

CHANGE YOUR PASSWORD

To change your password:

- Log in to the CourEval site using your 6+2 and your M# as your default password.
- Hold your cursor over the “Other” link and select “Change Password.”
- On the following page provide a new password and click the “Save” button.

Note!

The password field is case sensitive. Your default password is your M#, that is a capital M followed by a zero.