

## CoursEval Webinar Series

*Pt 2- Advanced Rotation  
Settings and Reporting*

June 4th  
from 2-3 (EST)

[Click here to register](#)

*Peer, Self, and  
Administrative Evaluations*

July 9th  
from 2-3 (EST)

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**We welcome your topic  
suggestions!**

**Starting in June we will  
begin to publish our  
newsletters on a  
quarterly basis.**

### Tip of the Month

**Always review  
your reports  
before releasing  
the data to the  
faculty. Make  
sure you are  
familiar with the  
surveys that were  
run as well as the  
different options  
that are available  
in the Evaluation  
Report. Be  
prepared to  
answer any  
questions that  
come up.**



May 2009

Number 11

## Common Reporting Questions

### Who can view CourseEval's reports?

- CourseEval Managers, School Administrators, Department Administrators (Course and Faculty), Faculty, and Preceptors, and Teaching Assistants.

### What reports are available on the Faculty Portal?

- The Evaluation Report and Detailed Report.

### How are reports released?

- The release of reports is done by CourseEval managers in the "Results Access" area of the Survey List.

### What are the more common errors that end users create or do when working with reports?

- The biggest error is not having the options set correctly to produce the data needed. Before the reports are released always:
  - Pay attention to the menu at the top!
  - Check the option settings on the reports by viewing the report to see if the output matches what you think the report should look like. If the report doesn't match, change the options and try again.
  - Give faculty the correct instructions for viewing a report. For example, if faculty members are asked to add feedback, the report should be set to individual view for the feedback to appear on the report.
  - Make sure that when the results are ready for release that the settings in the Survey List → Results Access are set up correctly. Be sure to test them first.
  - And finally, if you want to give faculty the ability to change the report view (not the data) make sure that the setting "Report Display Options: Allow Faculty and Students to change default report display options at the survey site." in Survey, Survey Site Set Up is turned on.

## Customer Spotlight

**North Carolina A&T  
State University**

Our feature school for this month's Spotlight is North Carolina A&T (NCAT), who has been using CourseEval campus-wide since 2005. Alton Rucker, from the Office of Institutional Research and Planning, has managed the system for all five years and has certainly handled a large number of student records each semester—especially with the school's ten thousand plus enrolled. Alton has conducted both course-based and non-course based surveys that include surveys for the graduate school, the purchasing department, and other factions at the institution. When asked about NCAT's experience with CourseEval, Alton states that it's, "A lot better and easier than paper," and "Faculty love the different evaluations [available]." CourseEval's set-up and support have been the key to keeping the faculty and students at NCAT satisfied with evaluations.