

CoursEval Faculty User Guide



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

University of Richmond

Office of Institutional Effectiveness

www.ifx.richmond.edu

Fall 2013

HOW DO I LOG IN TO COURSEVAL?

You and your students will use your UR NetID and password to access the CourseEval system. Use this login page to access the system: www.richmond.edu/evalsys. 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 www.ifx.richmond.edu.

UNIVERSITY OF RICHMOND
INSTITUTIONAL EFFECTIVENESS

Accreditation Assessment Institutional Research Course Evaluations Contact Us

Institutional Effectiveness oversees continuous improvement activities at the University of Richmond, including university accreditation; academic program assessment; administrative planning and evaluation; institutional research and reporting; and strategic planning and analysis.

Resources

- [U-CAN](#)
- [College Navigator](#)
- [College InSight](#)
- [College Results Online](#)
- [Carnegie Classifications](#)
- [U.S. Census](#)
- [LGBT Campus Climate Index](#)
- Evaluations and Surveys (Login required)**
 - [CourseEval Portal](#)
 - [Qualtrics](#)
 - [TaskStream](#)

Fact Book Common Data Set

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

UNIVERSITY OF RICHMOND
Single Sign On (SSO)

Richmond Home

Richmond Home
Information Services
Account Activation
Computer Registration

University Quicklinks

- Directions
- Calendar
- Campus Map
- Virtual Tour
- People
- Web Cam

Welcome to the University of Richmond's Single Sign On Service

The resource that you are attempting to use requires proper authentication. Please enter your University of Richmond Network ID (NetID) and password in order to continue. If you are an alumnus/a, you may obtain your NetID and password through the [automatic SSO portal for alumni](#). If you need assistance using the automatic portal, please call the alumni SSO support line at (866) 998-0010 or (804) 484-1477. If you are an active student, please contact the Help Desk for assistance at (804) 287-6400.

NetID:

Password:

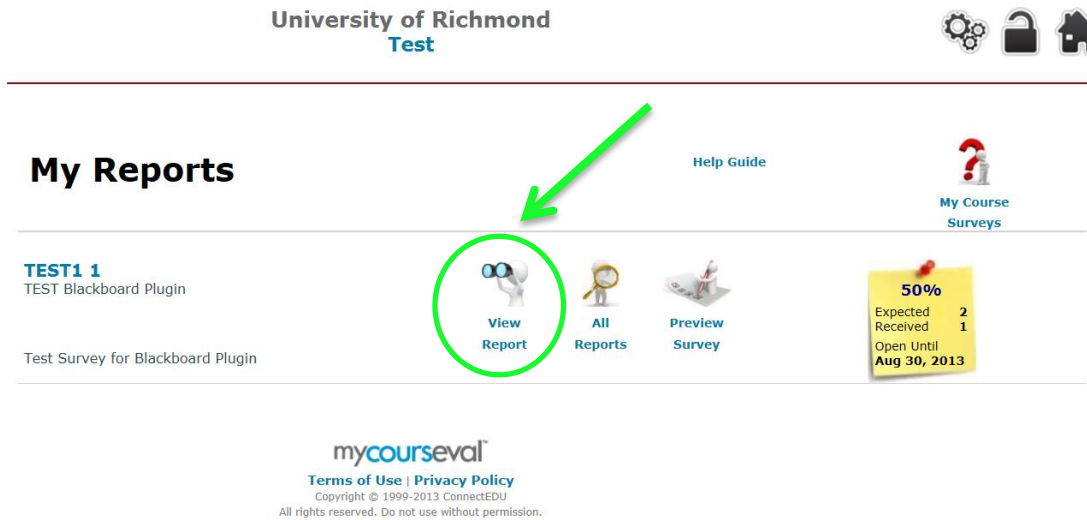
IMPORTANT: For security reasons, please close all instances of your Web browser when you are finished using any remote service that requires authentication.

Shibboleth
InCommon

Before using this University of Richmond service, you are expected to be familiar with the University's Policies for Responsible Computer Use. Your network activity may be monitored for security, legal and technical purposes. Unauthorized or improper use may result in administrative discipline and/or criminal penalties. By continuing to use the University of Richmond network, you indicate your awareness of and consent to these terms and conditions.

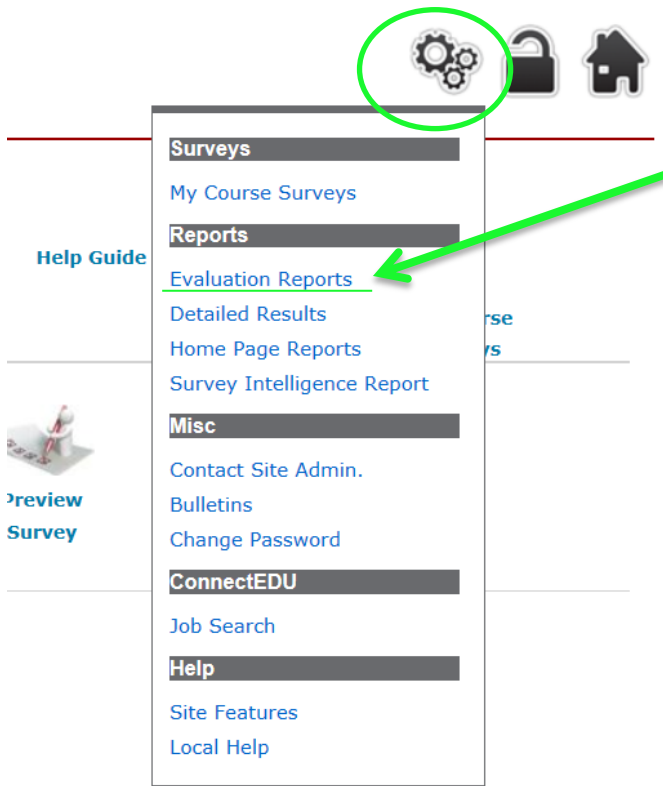
HOW DO I VIEW THE RESULTS OF MY EVALUATIONS?

You will receive an email notification from the Office of Institutional Effectiveness when results have been released. After you log in to CoursEval, the following screen (landing page) will open. You may click the “View Report” icon to see the results.



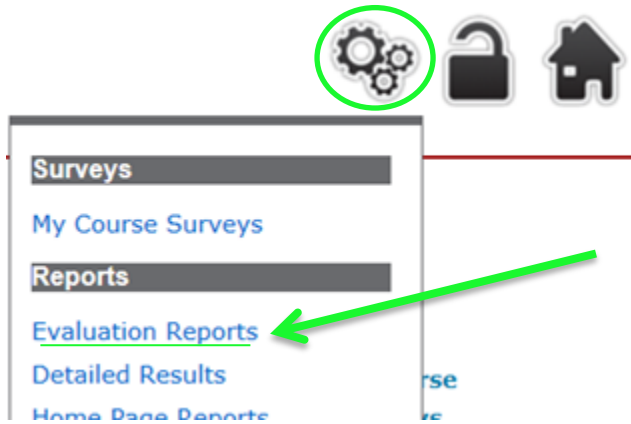
HOW DO I VIEW EVALUATIONS THAT DO NOT APPEAR ON MY LANDING PAGE?

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 UR. If you do not see your survey on the landing page, hover over the cogs 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 cogs icon and select “Evaluation Reports” from the “Reports” menu.



2. Select the year (2011, 2012, 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. There are different kinds of evaluation (labs for example).

Evaluation Reports

Type: Standard | Year: 2011 | Period: Spring 2011 | Status: Show All | Survey: Student Evaluation of Instruction

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

Evaluation Reports

Type: Standard | Year: 2011 | Period: Spring

Page: 1 | 2

View: 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 Report” 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.

Evaluation Reports

Type: Standard Year: 2011 Period: Spring Status: Show All Survey: Final Evaluation Form Department: Show All

Survey Name: Match from beginning: Go Clear

Page: 1 / 2

View: Comparative Hide Private Q's

Options View Report Print Report

Status	Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include (All None)
Closed	Apr 24, 2011	ADED303U 01B	THINKING ABOUT THE PARANORMAL	Faculty, Test	ADED	8	13	61%	<input checked="" type="checkbox"/>
Closed	Apr 24, 2011	ART 209U 01	PHOTOGRAPHY AS ART		ART	4	14	28%	<input type="checkbox"/>
Closed	Apr 24, 2011	ART 598U 01	ST: "OUR GLORIOUS DEAD"		ART	3	6	50%	<input type="checkbox"/>
Closed	Apr 24, 2011	ARTS115U 01	ART NON-MAJ INTRO TO PAINTING		ARTS	6	14	42%	<input type="checkbox"/>
Closed	Apr 24, 2011	BIOL221U 01	ENVIRONMENTAL BIOLOGY		BIOL	2	5	40%	<input type="checkbox"/>
Closed	Apr 24, 2011	BIOL398U 01	ST: GREAT IDEAS IN SCIENCE		BIOL	7	10	70%	<input type="checkbox"/>
Closed	Apr 24, 2011	ECON202U 01	MACROECONOMICS		ECON	2	11	18%	<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 UR?

No. We do not have university wide statistics because each school uses a different evaluation instrument.

HOW DO I PRINT OVERALL EVALUATION REPORTS?

To print summary reports, check courses to include and click “Print” in the upper right-hand side of the main screen. This will open a new window with a printable version of the report. Please consider the University of Richmond’s *Climate Action Plan*.

Survey filters: Status: Show All, Survey: Final Evaluation Form, Department: Show All, Survey Name, Match from beginning, Go, Clear

Buttons: Hide Private Q's, Options, View Report, **Print Report**

Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All] [None]
OUT THE PARANORMAL	Faculty, Test	ADED	8	13	61%	<input checked="" type="checkbox"/>
Y AS ART		ART	4	14	28%	<input type="checkbox"/>

HOW DO I PRINT INDIVIDUAL EVALUATIONS?

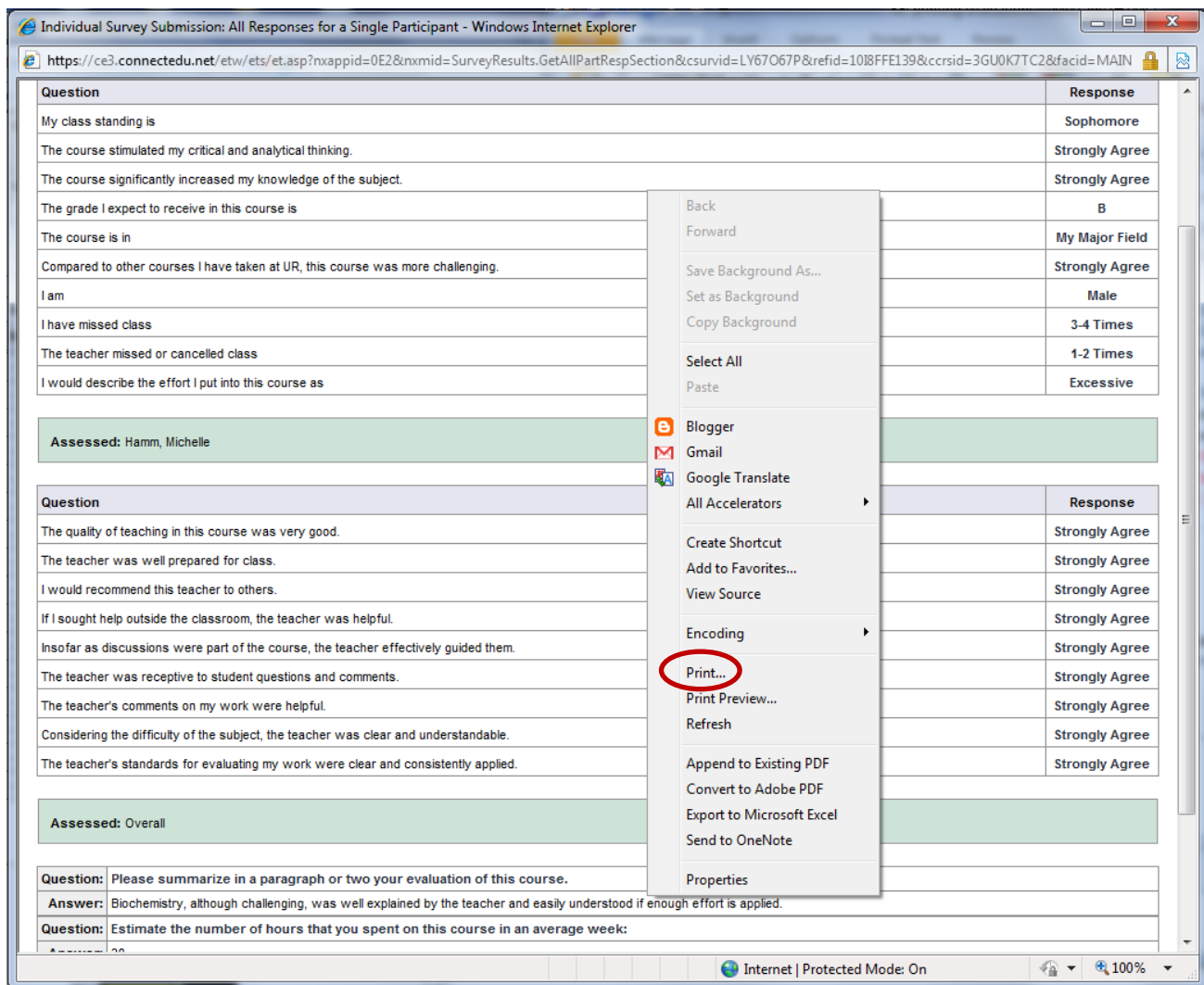
To print individual evaluations, scroll down to a comment or an open-ended evaluation question in the report (example: Q8 in the A&S report). Click on the magnifying glass to view all responses associated with that individual report.

Q8 - Estimate the number of hours that you spent on this course in an average week:

Response Rate: 100.00% (16 of 16)

- 11	
- 20	
- 18	
- 8	
- 5	
- 6	
- 10	
- 20	
- 9	
- 6	
- 5	
- 6	
- 12	
- 15	
- 12	
- 12	

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 (shown below). (You could also select "file" and "print" from the menu bar at the top of the page. You should see the option to print to PDF on this menu.)



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 Deborah White in the Office of Institutional Effectiveness at surveys@richmond.edu.

LOGOUT

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

