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.
**HOW DO I LOG IN TO COURSEVAL?**

You and your students will use your UR NetID and password to access the CoursEval system. Use this login page to access the system: [www.richmond.edu/evalsys](http://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 CoursEval portal can also be found at [www.ifx.richmond.edu](http://www.ifx.richmond.edu).

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

![Image of CoursEval interface showing Evaluation Reports]

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).

![Image of CoursEval interface with evaluation report filters]

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

![Image of CoursEval interface with comparative view selected]
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**

![Evaluation Reports](image)

**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*.

![Print Report button]

**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.

![Print Report button]
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.