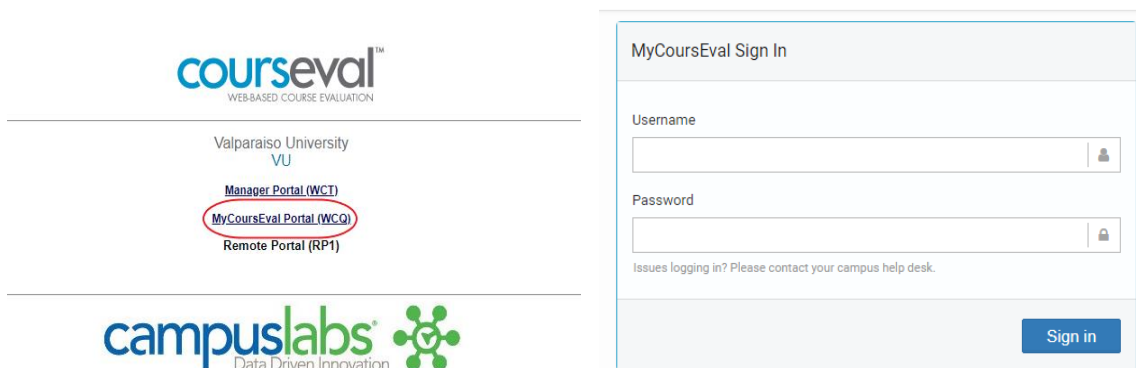# ACCESSING EVALUATION REPORTS

Beginning in the fall 2017 semester, the University moved to a standard assessment instrument (SAI or Student Assessment of Instruction) designed by the Course Evaluation Task Force and approved by Faculty Senate. The Task Force created a report template that not only listed results but specified how the results should be interpreted.

Evaluation reports using the Task Force template are emailed to instructors, department chairs/administrative staff, and deans after grades have been submitted. In addition, a file with the raw data for each department is sent to all departmental contacts. Each academic unit can do further statistical analysis as needed.

In response to faculty requests, CoursEval reports using the SAI are also available by logging into the CoursEval web site.

ACCESSING SURVEY RESULTS IN COURSEVAL

1. Go to the CoursEval site at courseval.valpo.edu and log in through the MyCoursEval Portal using your VU network credentials. This is the username and password that you use to access DataVU and Blackboard. (The Manager Portal is used by CoursEval managers to create and manage surveys.)

2. Results for the most recent evaluations will be shown on your home page. In order to view results from previous years, please hover over the "Reports" icon in the upper left hand corner and select "Evaluation Reports" from the dropdown menu.

3. By selecting the year and period from the dropdown boxes, you can access earlier reports. And you have the option of viewing, printing, or creating a PDF of the evaluation. (I prefer the "view" option and selecting "Ctrl P" to print or create a PDF. This yields a document with less white or unused space.)