

# Acknowledging Supervisor Feedback to Yearly Evaluations in CoursEval

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For any questions or assistance, email [surveys@shorter.edu](mailto:surveys@shorter.edu).

## Note:

For full-time personnel, the feedback acknowledgment process should only occur after the supervisor has met and discussed their feedback with the evaluated individual.

## Logging in to CoursEval

- Log in to SCHOLAR by visiting [scholar.shorter.edu](http://scholar.shorter.edu) and click on the “Surveys” tab.

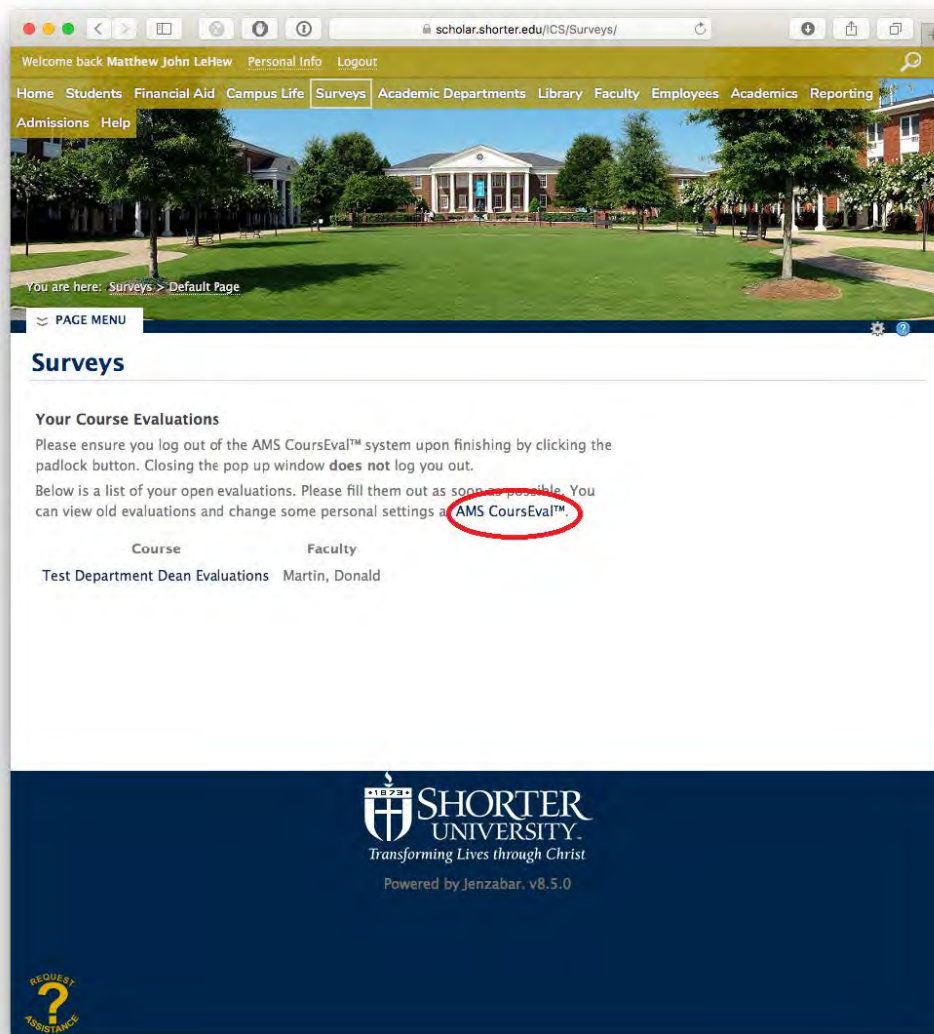


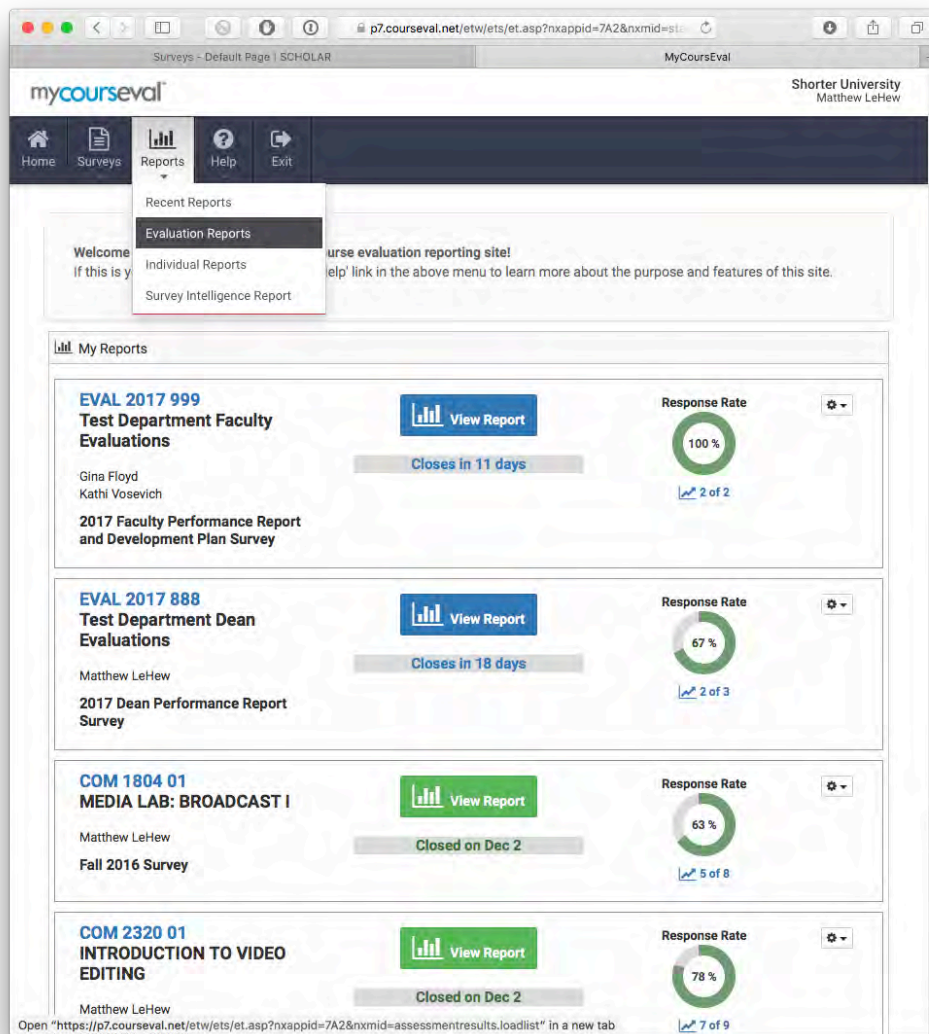
Figure 1: The surveys tab of SCHOLAR.

- Click the dark blue “AMS CourseVal” text to go to your personal CourseVal portal.

## Acknowledging feedback on submitted self-evaluations

To acknowledge the feedback evaluations submitted by your supervisor, navigate to the correct report screen.

- Along the top navigation menu of the CourseVal portal, select “Reports” and then “Evaluation Reports.”



The screenshot shows the CourseVal portal interface. At the top, there is a navigation menu with icons for Home, Surveys, Reports, Help, and Exit. The 'Reports' menu is open, showing options for Recent Reports, Evaluation Reports (highlighted), Individual Reports, and Survey Intelligence Report. Below the menu, there is a 'My Reports' section with four report cards. Each card displays the report title, instructor names, a 'View Report' button, a 'Closes in' or 'Closed on' date, and a 'Response Rate' gauge.

Report ID	Report Title	Instructor(s)	Status	Response Rate	Progress
EVAL 2017 999	Test Department Faculty Evaluations	Gina Floyd Kathi Vosevich	Closes in 11 days	100 %	2 of 2
EVAL 2017 888	Test Department Dean Evaluations	Matthew LeHew	Closes in 18 days	67 %	2 of 3
COM 1804 01	MEDIA LAB: BROADCAST I	Matthew LeHew	Closed on Dec 2	63 %	5 of 8
COM 2320 01	INTRODUCTION TO VIDEO EDITING	Matthew LeHew	Closed on Dec 2	78 %	7 of 9

Figure 2: The CourseVal portal with the Evaluation Report menu item shown.

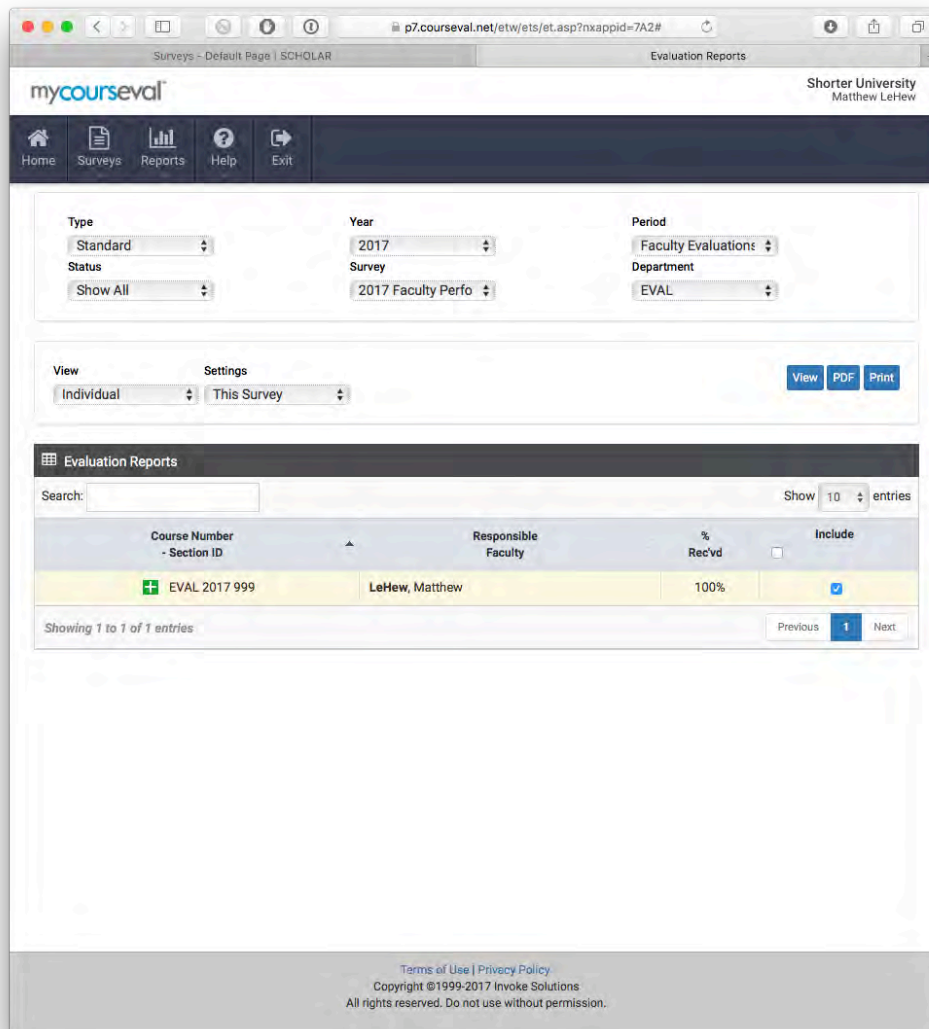


Figure 3: The Evaluation Reports screen.

- The menu items on the Evaluation Reports screen must match the menu items shown in Figure 3 above in order for the correct reports to display:
  - Type: Standard
  - Year: (Current Year)
  - Period: Faculty Evaluations
  - Status: Show All
  - Survey: Variable...this may change depending on which group of faculty you belong to. You can select an option to narrow it down or select “Show All.”
  - Department: EVAL
  - View: Individual
  - Settings: This Survey (**Note:** “This Survey” may not be available as an option if more than one survey is selected in the lower portion of the screen.)

- Select the appropriate survey by clicking the “include” check box.
- Click the blue “View” button to review your survey submission and see your supervisor feedback.

2017 Dean Performance Report Survey Faculty Evaluations (2017) Shorter University CourseEval

Course: EVAL 2017 888 - Test Department Dean Evaluations Department: EVAL  
 Responses / Expected: 1 / 3 (33.33%)

Faculty: Matthew LeHew

Yearly Faculty Evaluation	LeHew, Matthew	
	Individual	
	N	Mean
Q1 Leadership	1	5.0
Q2 Administrative Duties	1	5.0

Choices / Values: Unsatisfactory=1 | Below Expectation=2 | Meets Expectation=3 | Exceeds Expectation=4 | Exemplary=5

Faculty: LeHew, Matthew  
 Question: Leadership Comments  
 Response Rate: 50.00% (1 of 2)

1 My leadership has simply been the best. [Search]

Faculty: LeHew, Matthew  
 Question: Administrative Duties Comments  
 Response Rate: 50.00% (1 of 2)

1 I am amazing at administrative duties. [Search]

Enter your Comments/Feedback below: Click the Save button when you are finished.

Evaluation Response: I agree with this evaluation.

My chair or dean has read and discussed their evaluation with me. (Type your name as a digital signature)

Date

Save

Figure 4: Evaluation acknowledgment form.

- Select your response to the feedback, type your name as a digital signature, and type the date. When you are done, click “Save.”