

# Providing Supervisor Feedback to Yearly Evaluations in CoursEval

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

## Logging in to CoursEval

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

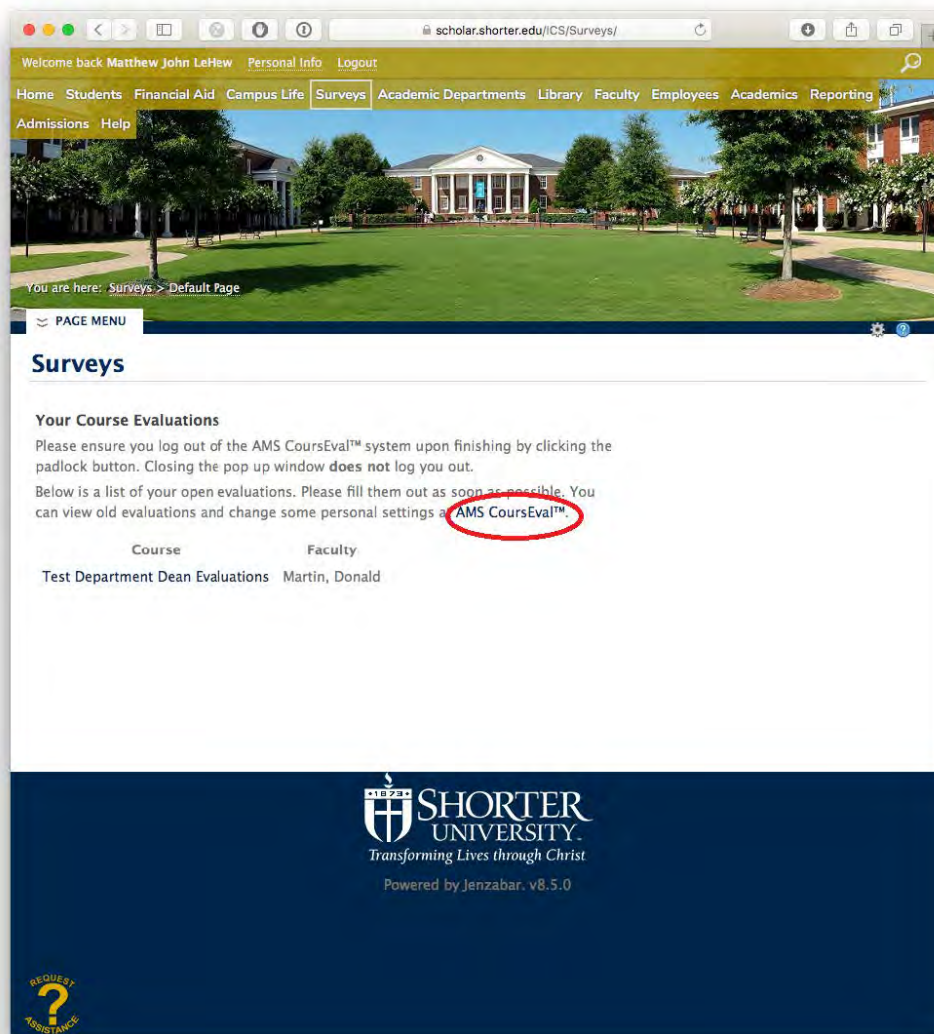


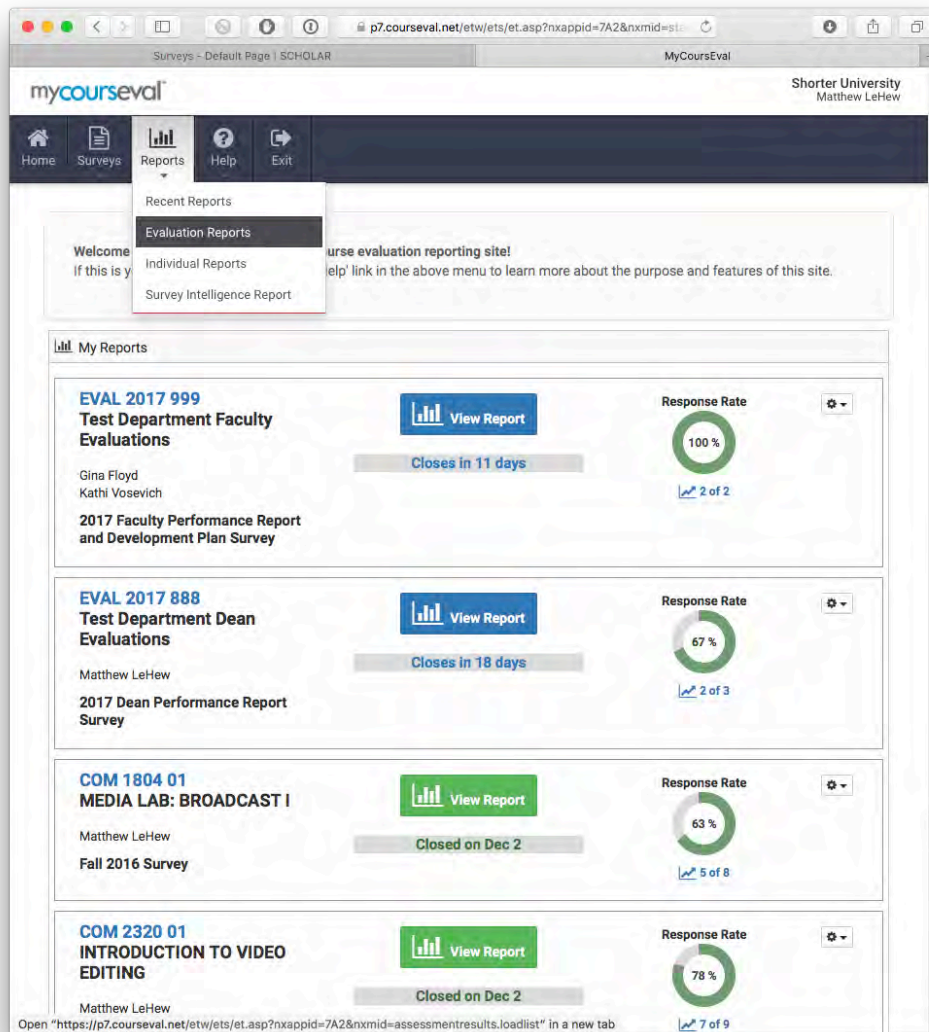
Figure 1: The surveys tab of SCHOLAR.

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

## Providing feedback on submitted self-evaluations

To provide the feedback evaluations submitted by your faculty, 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 a list of reports. Each report card includes the report ID, title, instructor name, a 'View Report' button, a 'Closes in' or 'Closed on' date, a 'Response Rate' gauge, and a progress indicator.

Report ID	Report Title	Instructor	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.

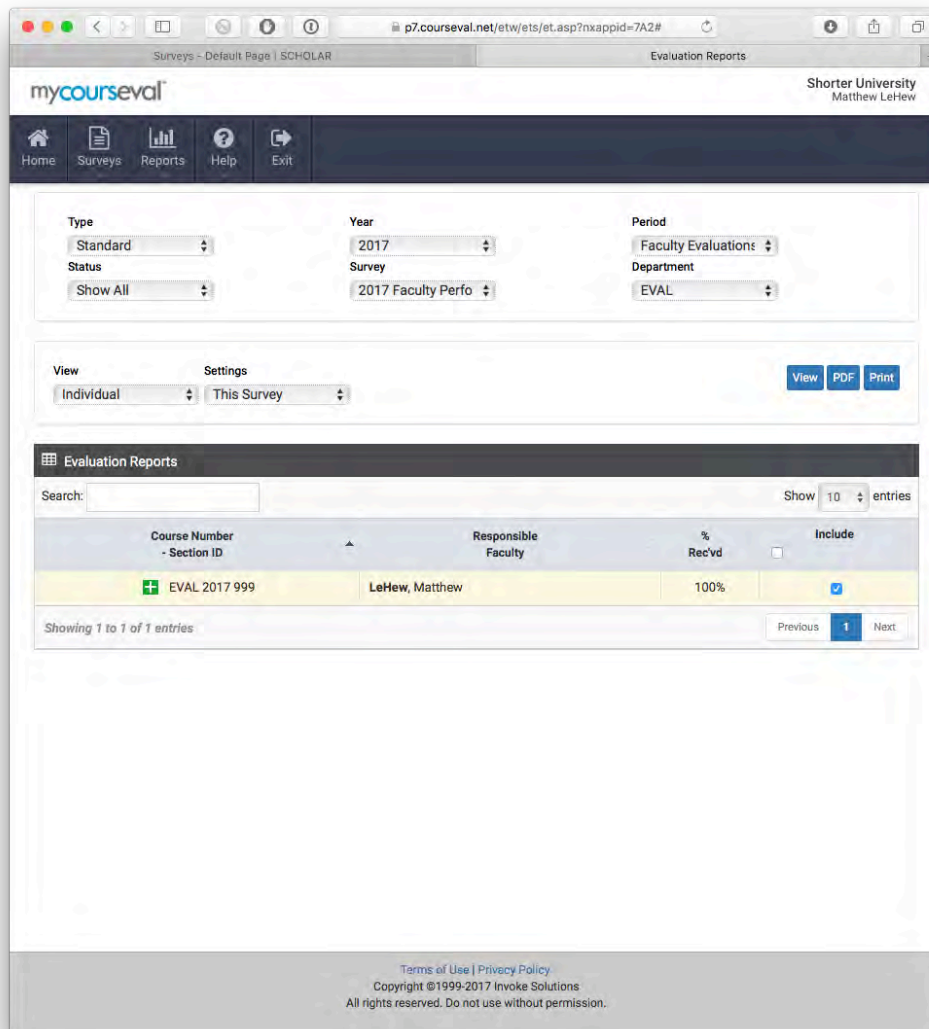


Figure 3: The Evaluation Reports screen.

- 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 are reviewing. 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 one of the surveys by clicking the “include” check box (some chairs may have multiple surveys appearing, for example one for full-time faculty and one for adjuncts).
- Click the blue “View” button to review the responses and enter feedback.

Yearly Faculty Evaluation		Vosevich, Kathi	
		Individual	
		N	Mean
Q1	Instructional Activities/Professional Competencies	1	5.0
Q2	Research/Scholarship, Professional Development, and Faith Integration	1	5.0
Q3	University, Community, and Church Service	1	5.0

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

Faculty: Vosevich, Kathi  
 Question: Instructional Activities/Professional Competencies Comments  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Faculty: Vosevich, Kathi  
 Question: Research/Scholarship, Professional Development, and Faith Integration Comments  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Faculty: Vosevich, Kathi  
 Question: University, Community, and Church Service Comments  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Faculty: Vosevich, Kathi  
 Question: Instructional Activities/Professional Competencies (PDP)  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Faculty: Vosevich, Kathi  
 Question: Research/Scholarship, Professional Development, and Faith Integration (PDP)  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Faculty: Vosevich, Kathi  
 Question: University, Community and Church Service (PDP)  
 Response Rate: 50.00% (1 of 2)

1 Kathi Vosevich  
 great

Figure 4: Submission view screen.

- On this screen, you can scroll through all the faculty responses submitted so far. Responses are grouped by individual faculty member.
- In between each faculty member’s response on the screen shown in Figure 4 above is a form for providing administrative feedback. Like the older forms, this response area mirrors the questions submitted by the faculty member.

Feedback entered by Matthew LeHew as Responsible Faculty January 18, 2017

Instructional Activities/Professional Competencies: Not Yet Answered  
 Research/Scholarship, Professional Development, and Faith Integration: Not Yet Answered  
 University, Community, and Church Service: Not Yet Answered

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

Instructional Activities/Professional Competencies Not Yet Answered  
 Instructional Activities/Professional Competencies Comments

Research/Scholarship, Professional Development, and Faith Integration Not Yet Answered  
 Research/Scholarship, Professional Development, and Faith Integration Comments

University, Community, and Church Service Not Yet Answered  
 University, Community, and Church Service Comments

Instructional Activities/Professional Competencies (PDP)

Research/Scholarship, Professional Development, and Faith Integration (PDP)

University, Community, and Church Service (PDP)

Save

2017 Faculty Performance Report and Development Plan Survey Faculty Evaluations (2017) Shorter University CourseEval

Figure 5: An administrative feedback form. Questions shown may be different depending on the role of the faculty member.

- To save a response, click the “Save” button at the bottom of the form. **Note:** Clicking the “Save” button for any faculty member saves changes for ALL faculty members on the page.