

Submitting Your Yearly Evaluation in CoursEval

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For any questions or assistance, email surveys@shorter.edu.

Logging in to CoursEval

- Log in to SCHOLAR by visiting scholar.shorter.edu and click on the “Surveys” tab.

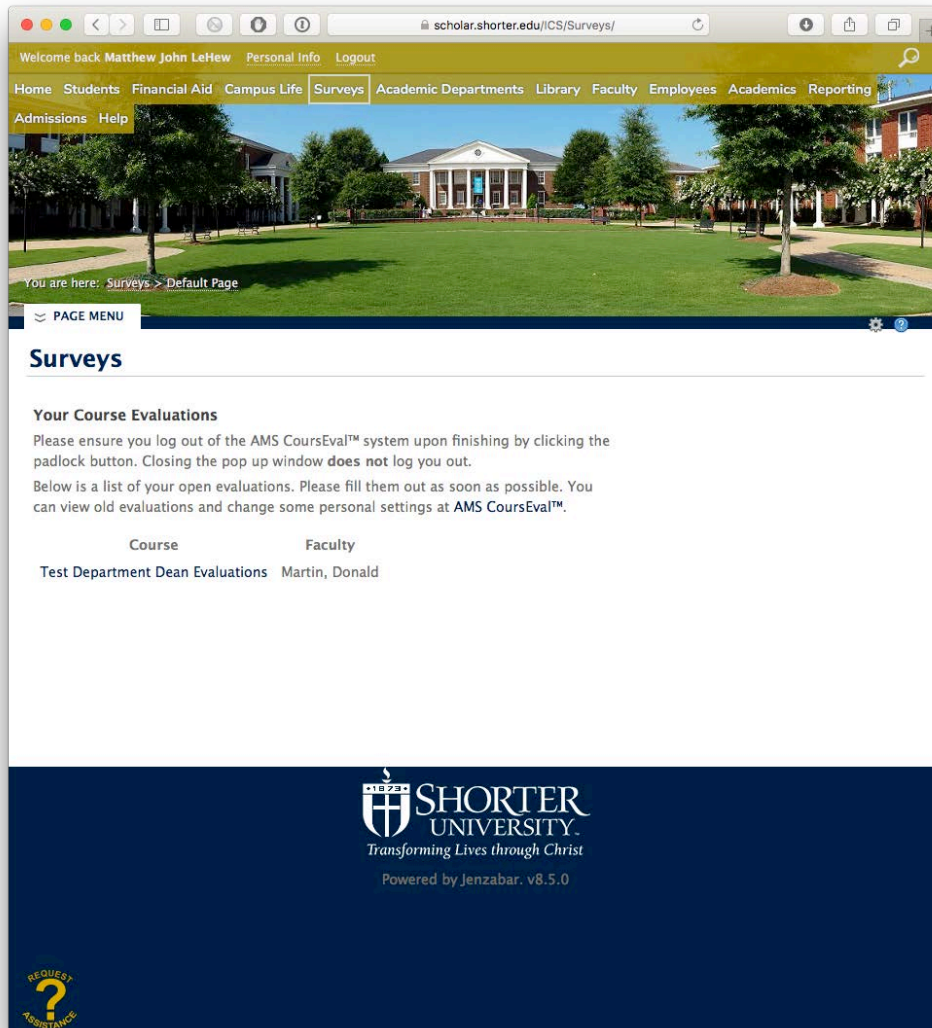
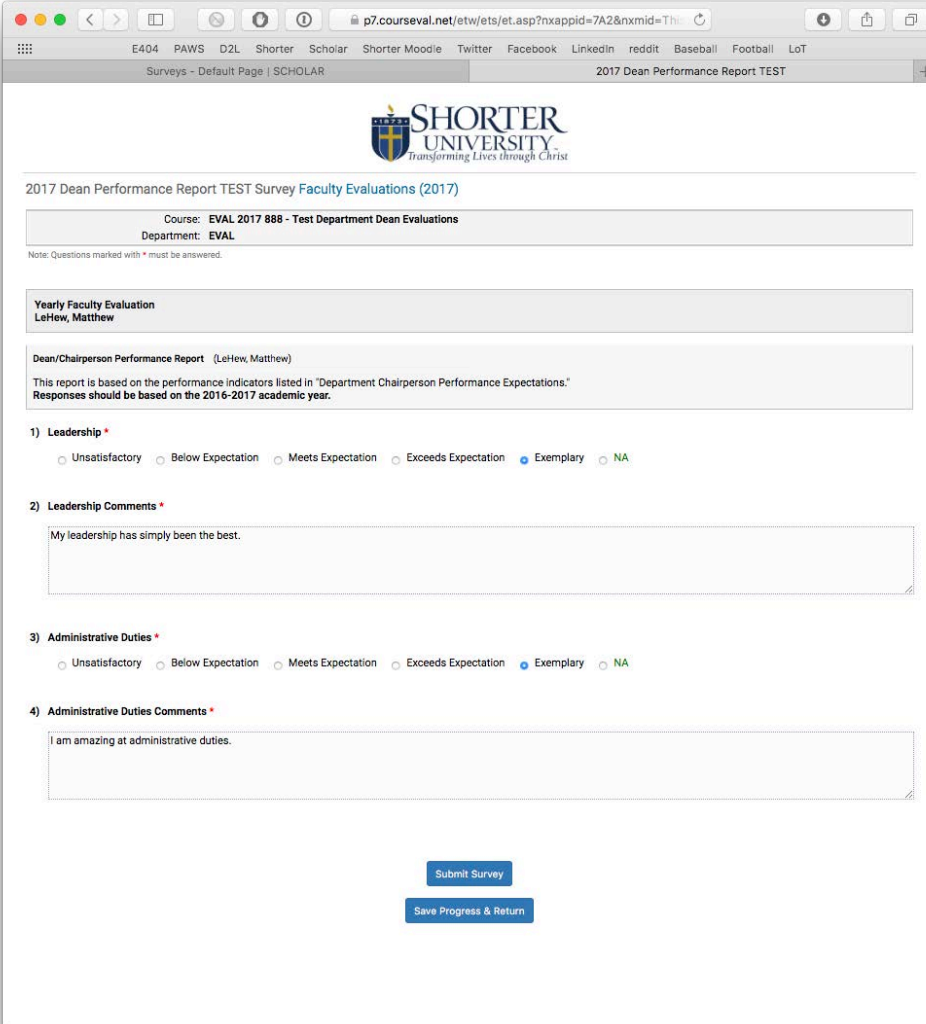


Figure 1: The surveys tab of SCHOLAR.

- To complete your yearly evaluation, click the name of the survey from this tab to go straight to the survey.

Completing your self-evaluation

- Once you begin the survey, you can complete it by selecting the multiple-choice answers and filling in the comment boxes. The questions are the same as they were on the older paper form. Depending on your role as adjunct, full-time, or administrative faculty, you may see more or fewer questions than depicted.



The screenshot shows a web browser window displaying a survey form. The browser's address bar shows the URL p7.courseval.net/etw/ets/et.asp?nxappid=7A2&nxmid=Thi. The page title is "2017 Dean Performance Report TEST Survey Faculty Evaluations (2017)". The Shorter University logo is at the top, with the tagline "Transforming Lives through Christ".

Course: **EVAL 2017 886 - Test Department Dean Evaluations**
Department: **EVAL**

Note: Questions marked with * must be answered.

Yearly Faculty Evaluation
LeHew, Matthew

Dean/Chairperson Performance Report (LeHew, Matthew)

This report is based on the performance indicators listed in "Department Chairperson Performance Expectations." Responses should be based on the 2016-2017 academic year.

1) **Leadership ***

Unsatisfactory Below Expectation Meets Expectation Exceeds Expectation Exemplary NA

2) **Leadership Comments ***

My leadership has simply been the best.

3) **Administrative Duties ***

Unsatisfactory Below Expectation Meets Expectation Exceeds Expectation Exemplary NA

4) **Administrative Duties Comments ***

I am amazing at administrative duties.

Buttons: **Submit Survey**, **Save Progress & Return**

Figure 2: The survey screen.

- At any point, select one of the two buttons to submit your response or save your answers and return later. **Note!** Once the survey is submitted, you cannot make any changes to your responses.