

# Submitting Your Yearly Evaluation in CoursEval

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

## Logging in to CoursEval

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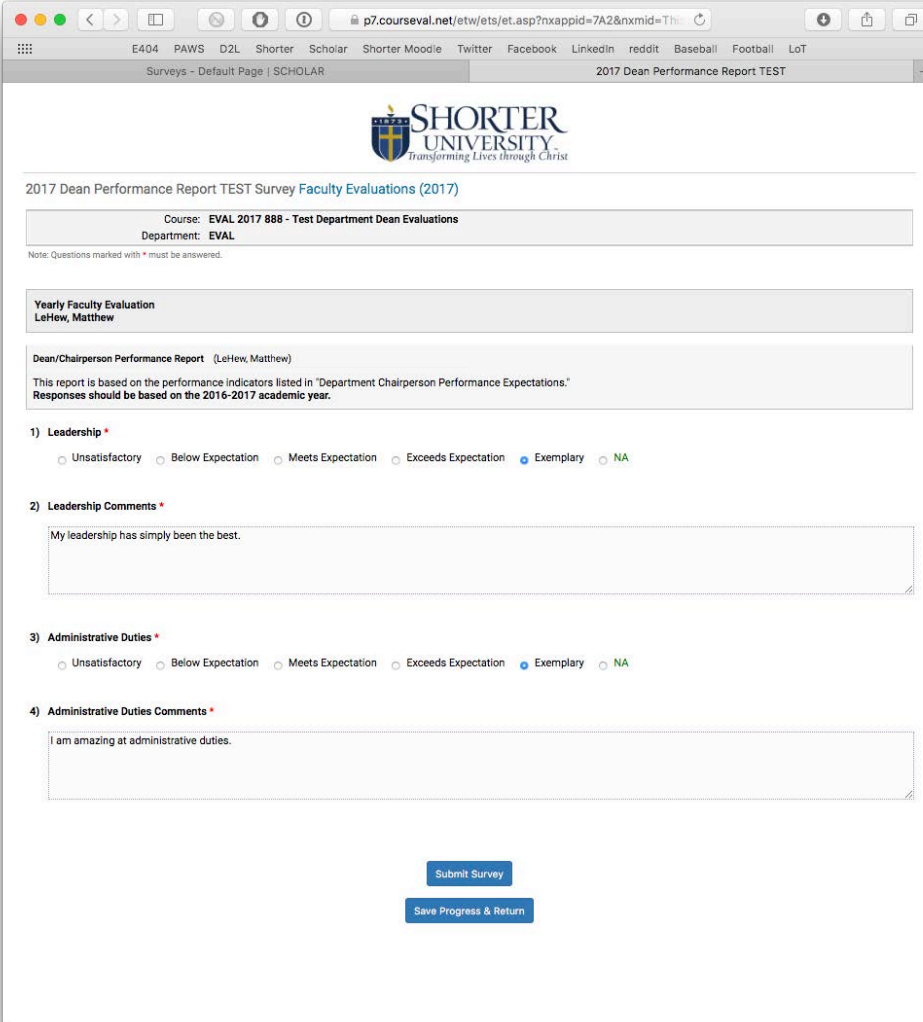
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- To complete your yearly evaluation, click the name of the survey from this tab to go straight to the survey.

## 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 the survey interface. The browser's address bar shows the URL [p7.courseval.net/etw/ets/et.asp?nxappid=7A2&nxmid=Thi](http://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 center, with the tagline "Transforming Lives through Christ". Below the logo, the course and department information is displayed: "Course: EVAL 2017 886 - Test Department Dean Evaluations" and "Department: EVAL". A note states: "Note: Questions marked with \* must be answered." The survey is titled "Yearly Faculty Evaluation" for "LeHew, Matthew". The section "Dean/Chairperson Performance Report (LeHew, Matthew)" includes a note: "This report is based on the performance indicators listed in 'Department Chairperson Performance Expectations.' Responses should be based on the 2016-2017 academic year." The survey consists of four sections: 1) Leadership, with radio button options: Unsatisfactory, Below Expectation, Meets Expectation, Exceeds Expectation, Exemplary (selected), and NA. 2) Leadership Comments, with a text box containing "My leadership has simply been the best." 3) Administrative Duties, with radio button options: Unsatisfactory, Below Expectation, Meets Expectation, Exceeds Expectation, Exemplary (selected), and NA. 4) Administrative Duties Comments, with a text box containing "I am amazing at administrative duties." At the bottom of the form are two buttons: "Submit Survey" and "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.