

Accessing Previous Surveys in CoursEval

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

Logging in to CoursEval

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

Figure 1.1: The surveys tab of SCHOLAR.

- Scroll Down the page until you see the section titled "End-of-Course Surveys".

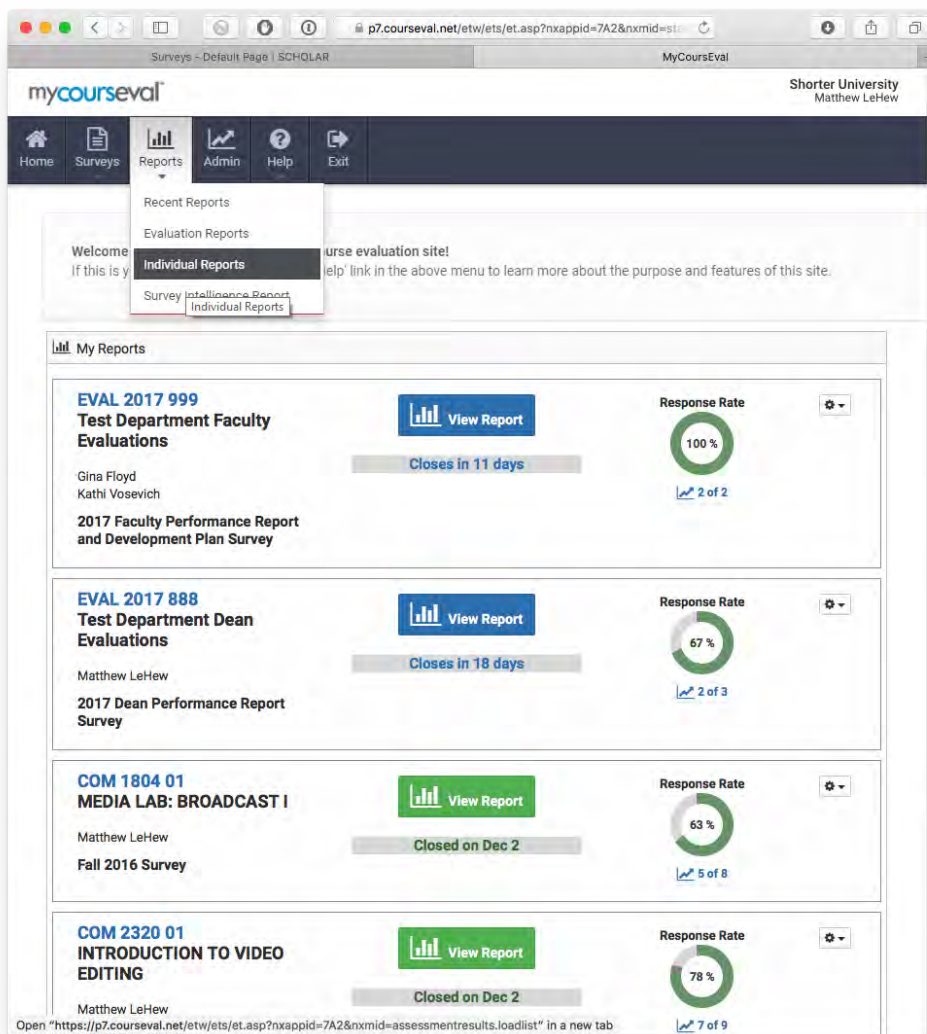
Figure 1.2: The surveys tab of SCHOLAR.

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

Accessing Reports from Previous Surveys

To access reports and responses from previous surveys and evaluations, navigate to the correct report screen.

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



The screenshot shows the CoursEval portal interface. The top navigation menu includes Home, Surveys, Reports, Admin, Help, and Exit. The 'Reports' menu is open, showing options for Recent Reports, Evaluation Reports, Individual Reports (highlighted), and Survey Intelligence Report. The main content area, titled 'My Reports', displays a list of reports with the following details:

Report ID	Report Title	Instructor	Status	Response Rate	Responses
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 Individual Report menu item shown.

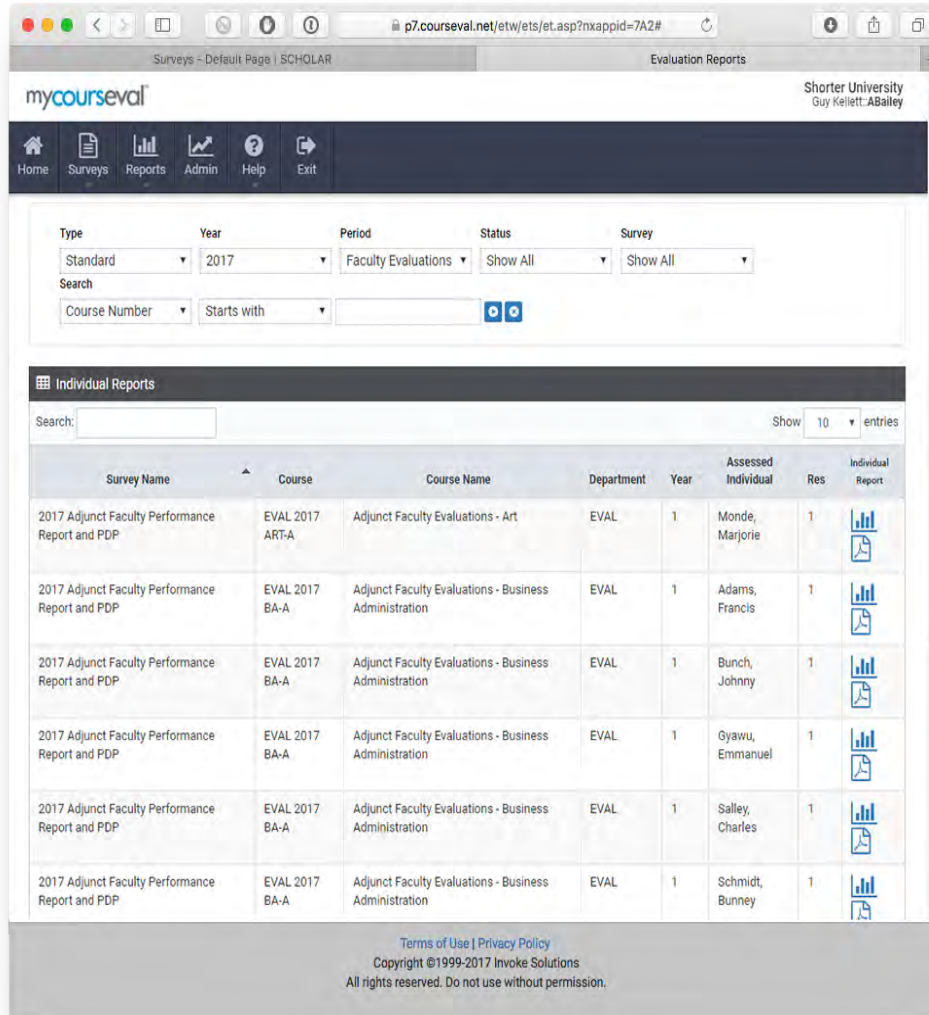



Figure 3: The Individual Reports screen.

- The menu items on the Individual Reports screen must match the menu items shown in Figure 3 above in order for the correct reports to display:
 - Type: Standard
 - Year: (Target Year)
 - Period: Variable...this may change depending on which survey you want to find. You can select an option to narrow it down or select "Show All."
 - Status: Show All
 - Survey: Variable...this may change depending on which survey you want to find. You can select an option to narrow it down or select "Show All."
 - Search: You can choose to search for the survey through "Course Number", "Course Name", or "Faculty Last Name".

- Once the appropriate survey has been found, click on the PDF icon  to see a summary of the results, which should look something like this:

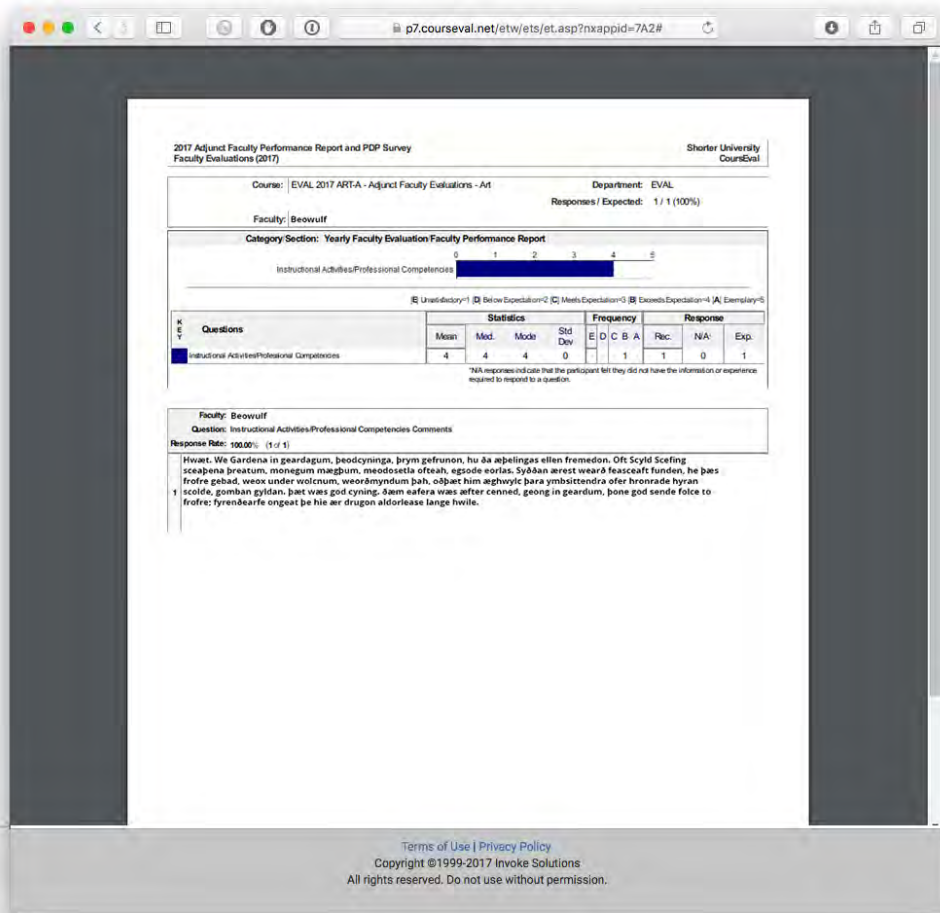


Figure 4: Example of Survey Summary

- You can print the results by clicking "Ctrl-P" or save by clicking "Ctrl-S".