

# Accessing Supervisor Feedback From Previous Evaluations in CoursEval

Last updated: 7/2017

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

## Logging in to CoursEval

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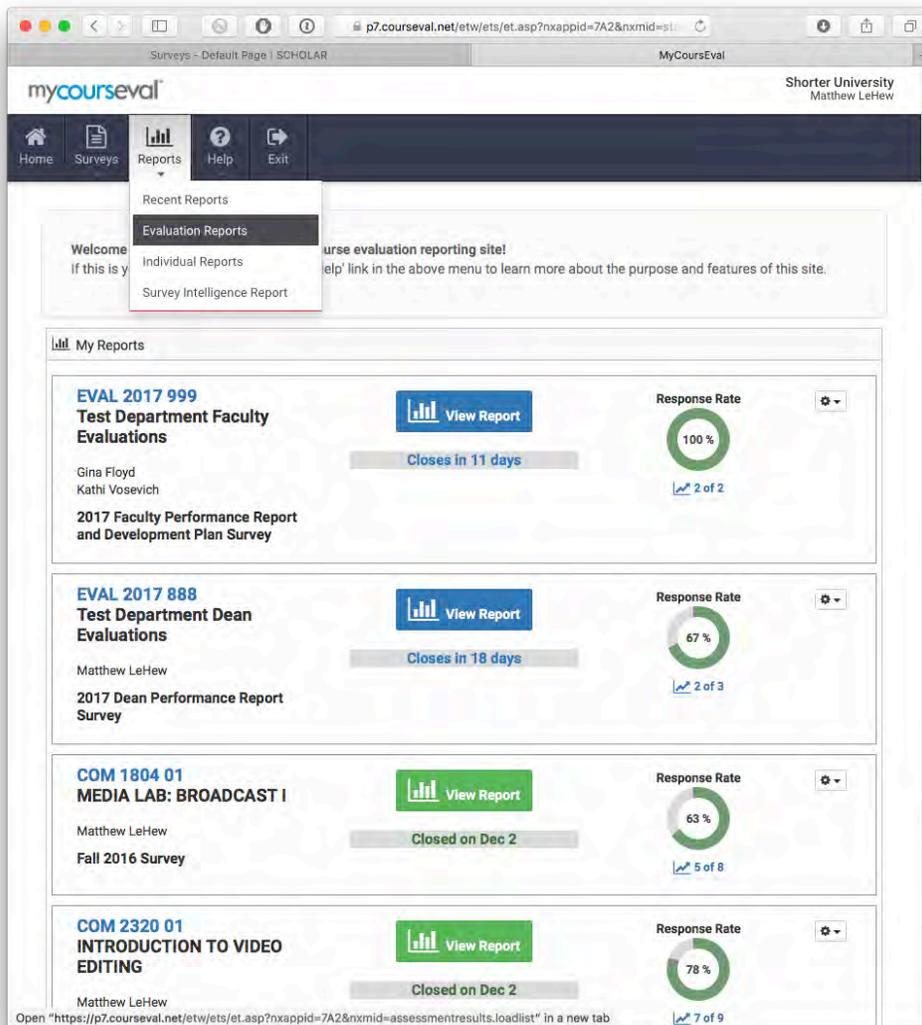
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## Accessing feedback on submitted self-evaluations

To access 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 names, a 'View Report' button, a 'Closes in' or 'Closed on' date, a 'Response Rate' gauge, and a progress indicator.

| Report ID     | Report Title                        | Instructor(s)                | Status            | Response Rate | Progress |
|---------------|-------------------------------------|------------------------------|-------------------|---------------|----------|
| EVAL 2017 999 | Test Department Faculty Evaluations | Gina Floyd<br>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.

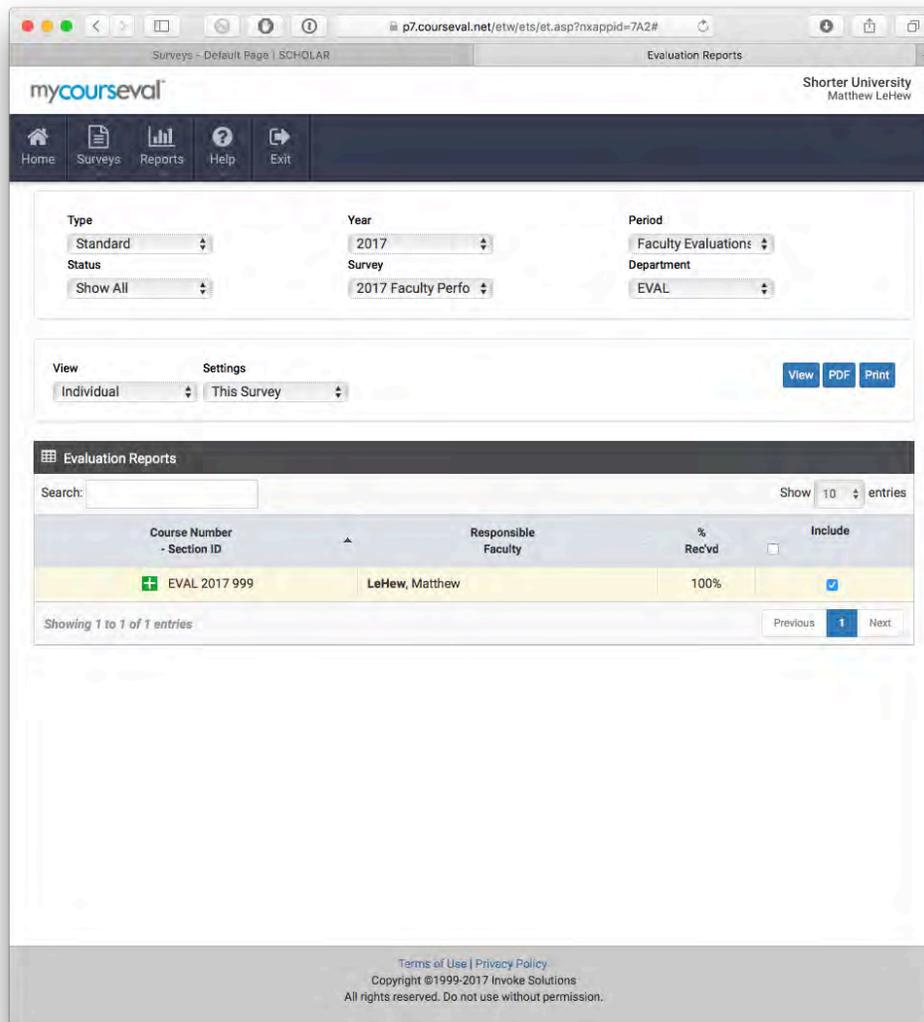


Figure 3: The Evaluation Reports screen.

- 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: (Target 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 view the responses.

| 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: Feedback view screen.

- On this screen, you can scroll through all the faculty responses submitted. Responses are grouped by individual faculty member.
- In between each faculty member’s response on the screen shown in Figure 4 above is the administrative feedback. This response area mirrors the questions submitted by the faculty member.

p7.courseval.net/etw/ets/et.asp

**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  
CoursesEval

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