

Accessing Course and Faculty Evaluation Results through CourseEval

- Step 1.** Log into CourseEval
- <https://p10.courseval.net/etw/crseval.asp?i=64>
 - Use your EUID and password

- Step 2.** Navigate to appropriate landing page
The buttons to the different landing pages are in the top left corner of the screen

mycourseval University of North Texas Health Science Center

Home Reports Admin Help Exit

Welcome to UNTHSC's online course and faculty survey site!

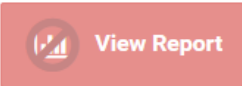

- Reports for courses that you were an administrator in (course director, course admin support, Chairman, Dean) are found on this page. Reports for courses where you were both an administrator and an evaluated faculty are also on this page.
- Reports for courses that you were an evaluated faculty in are found on the **My Reports** page.
- You can toggle between the two home pages by clicking on the **ADMIN** or **REPORTS** button in the top left corner.
- Clicking on the "+" sign next to a header will open up that group to display more information.
- Click on **View Report** to see that course's report.
- Click on **All Reports** to see the archive of all of your evaluated courses.
- You may also preview what the survey looked like from the students' view.
- The response rates are in real time.

If this is your first visit, you can click the 'HELP' link in the above menu to learn more about the purpose and features of this site.

- **Admin page**
 - Reports for courses that you were an administrator in (course director, course admin support, Chairman, Dean)
- **Reports page**
 - Reports for courses that you were an evaluated faculty member in
- If you were a course admin and an evaluated faculty member in the same course, the reports will be on the Admin page

- Step 3.** Select the course report you want to view
- Under the **Reports** page, you will see a list of the reports available to you, a button to click to view the report, and the response rate for each report


My Reports

MEDE7713 Fundamentals of Disease and Treatment 1 ██████████ FODT Survey	 This report will be available on Apr 8 Closes in 7 days	Response Rate 0 % 0 of 231
PHRM6410 Basic and Clinical Pharmacology ██████████ GSBS - PHRM Survey	 Closed on Dec 11	Response Rate 80 % 4 of 5

- Under the **Admin** page, you will see a list of the reports available to you. Note: If you have many reports, they will be collapsed by Department. Click on the blue # of Reports button to expand the list.

Administrator View by Department

Search: Show 10 entries

Department	# Reports	Response Rate
Medical Education		50 % 4260 of 8550

Showing 1 to 1 of 1 entries

Previous 1 Next

- The list of courses can be sorted by any of the columns by clicking on that column's header
- Click on the bar chart icon under the Report column to view the report, or click on the PDF icon under the Report column to save the report as a PDF
- Click on the magnifying glass icon under the Preview column to see the survey as the students see it

Administrator Reports by Department						
Search: <input type="text"/>						Show 10 entries
Course Number	Course Name	Faculty	Deadline	Response Rate	Report	Preview
MEDE7520 GI2 PharmGITrc	Gastrointestinal System 2	[REDACTED]	Closed on Mar 7, 2016 11:59 PM	31 % 70 of 225		
MEDE7520 GI2 PharmLiver	Gastrointestinal System 2	[REDACTED]	Closed on Feb 24, 2016 11:59 PM	48 % 108 of 225		
MEDE7520 GI2 VascuDis	Gastrointestinal System 2	[REDACTED]	Closed on Mar 23, 2016 11:59 PM	58 % 131 of 225		
MEDE7521	Hematopoietic System 2	[REDACTED]	Closed on Dec 23, 2015 11:59 PM	71 % 159 of 225		
MEDE7620 001	MP3 - Clinical Integration	[REDACTED]	Closed on Dec 21, 2015 11:59 PM	75 % 157 of 209		

Step 4. Find a survey report that has been closed longer than 120 days
Note: Evaluation results for courses that closed more than 120 days prior will not show up on your landing pages. However, CoursEval never deletes a report, so they are always accessible

- Click on the **Report** button in the top left
- Click on "Evaluation Reports"
- Adjust the filters (selecting "Show All" for all filters allows you to see all of your reports)
- Select "Individual" in VIEW
- Sort the list of courses by clicking on that column's header that you want to sort by
- Select the report(s) you wish to view by clicking in the box(es) under INCLUDE (last column)
- Click "View Report", "PDF", or "Print Report"

Home Reports Admin Help Exit

Filters

Type: Standard Year: Show All Period: Show All Status: Show All Survey: Show All Department: MEDE

View: Individual Settings: STANDARD survey default

View, PDF, or Print Report

View PDF Print

Report selection

Search:

Show 10 entries

Course Number - Section ID	Survey Name	Year	Period	Status	Close Date	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include	Access Role
MEDE7624	ROME Year 2	2015	Fa2015	Closed	Jan 4, 2016	Applied Rural Medical Practice	[REDACTED]	11	16	69%	<input type="checkbox"/>	?
MEDE7620 002	Biopsychosocial Issues in Chronic Disease	2014	Fa2014	Closed	Dec 18, 2014	Biopsychosocial Issues in Chronic Disease	[REDACTED]	153	213	72%	<input type="checkbox"/>	?
MEDE7720	Cardio 2	2012	Fa2012	Closed	Sep 26, 2012	Cardiovascular System 2	[REDACTED]	232	232	100%	<input checked="" type="checkbox"/>	?
MEDE7720	Cardiovascular System 2	2013	Fa2013	Closed	Nov 4, 2013	Cardiovascular System 2	[REDACTED]	187	228	82%	<input type="checkbox"/>	?
MEDE7720	Cardiovascular System	2014	Fa2014	Closed	Oct 28, 2014	Cardiovascular	[REDACTED]	168	230	73%	<input type="checkbox"/>	?