

A Guide to courseeval™ WEB-BASED COURSE EVALUATION for students

Welcome, this guide is designed to assist you in viewing, completing and submitting your course evaluations through CourseEval. Let's begin...

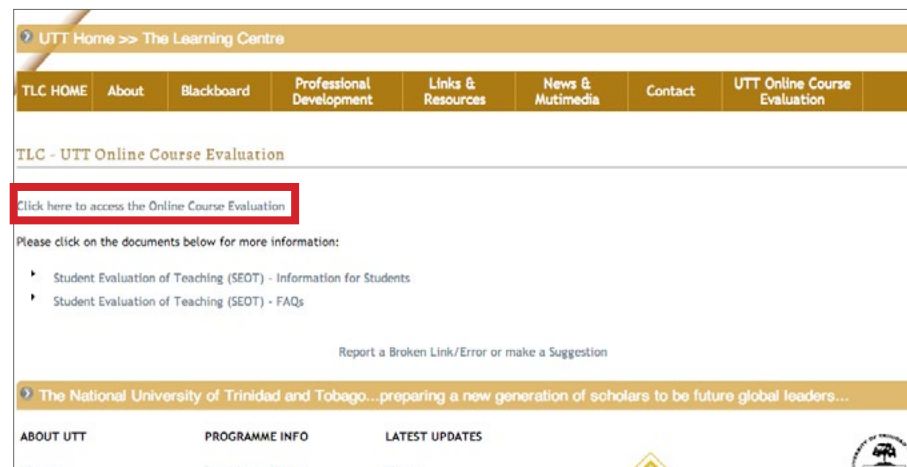
WHAT IS COURSEVAL?

CoursEval is a web-based survey-application used to evaluate courses, instructors, students, peers, etc. It is the official teaching and learning evaluation software of The University of Trinidad and Tobago. You can log in to your CoursEval portal from any (mobile) device that has internet access.

Step 1- Logging into the online SEOT system

There are at least three ways to login to the CoursEval system. You will receive an email that contains your login information at the beginning of the evaluation period (see screen-shot on the following page).

- 1) You can click on the login button and it should take you to the CoursEval login page.
- 2) You can click on the link under the login information or follow the link: <https://survey.utt.edu.tt/etw/crseval.asp> to get to the CoursEval login page.
- 3) You can:
 - i) Go to TLC's website u.tt/tlc and click on the UTT Online Course Evaluation link in the menu.
 - ii) Click on **“Click here to access the Online Course Evaluation.”**



If you tried logging in unsuccessfully more than 3 times, OR if you have logged in successfully and the online SEOT system is not working, OR if you do not see your courses listed, contact survey@utt.edu.tt.

Dear Firstname,

Its that time again to offer feedback on your learning experience for this term. This is the "official" record of student feedback at UTT and we value your opinion.

These surveys are strictly confidential. Instructors will receive a composite of the results only after final marks for the semester have been submitted.

Your login name and password are shown below. Should you have any problems logging in, I suggest you copy and paste the login information into the appropriate fields. If you and/or your classmates have not received this email, please check your junkmail.

You can also access the surveys through Blackboard (click COURSEVALS button), and via any mobile device that connects to the internet.

The deadline to complete the surveys is Month Day, Year.

For each survey you complete, your name will be entered into a raffle. You could be one of the winners! Good Luck!

Your courses to be evaluated are listed below. If you have questions or your information is incorrect, please contact us at survey@utt.edu.tt.

Course Num - Sec	Course Name	Responsible Faculty	Survey Close
BMF555D - 1	Biology For Monkeys	Deanne, Lincoln	// extended
CCTL100B - 1	Learning Technologies	Rauch, Prof Ulrich	// extended
EDCA0000 - 1	Education for Donkeys	Deanne, Lincoln Waldron, Mr. Lisle	// extended

CONFIDENTIALITY OF INDIVIDUAL RESPONSES IS GUARANTEED.

Login Credentials/Info

Username: firstname.lastname
Password: 000

If you have problems logging in please reply to this message by clicking [here](#)

[Login](#)

Support email: survey@utt.edu.tt
 Link to Site: <https://survey.utt.edu.tt/etw/crseval.asp>
Access via mobile device or computer



CoursEval invitation email.



Enter your user name and password to log into this site.

Username:

Password:

Log In

[Problem logging in?](#)

[Mobile site »](#) | [reset](#)

mycourseval™

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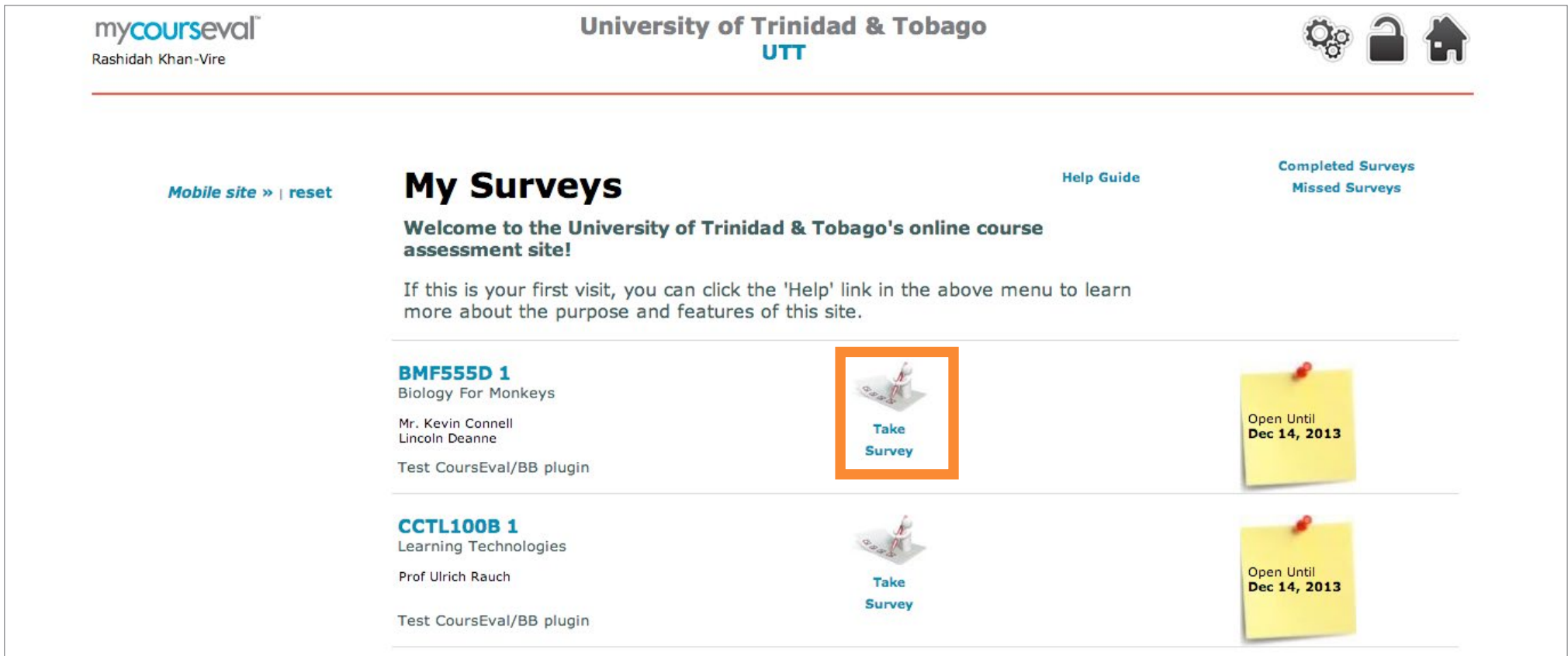
All rights reserved. Do not use without permission.

This is the CoursEval portal login page. To login, fill in your credentials as sent to you via email.

Step 2 - Completing your surveys

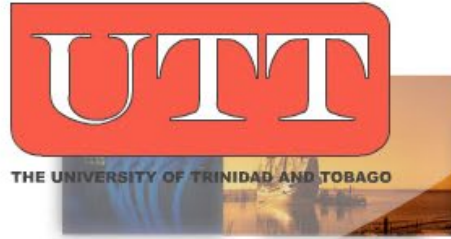
After successful login to your CourseEval portal page (called **MyCourseEval**) you will see the **My Surveys** page. In **MyCourseEval** you will be able to take surveys and view missed or completed surveys. If you have accessed CourseEval via a mobile device, your experience will be reformatted for easier access.

To take a survey, click on “**Take Survey**” and complete the questions asked as honestly as you can; you will be asked to rate your instructor as well as the overall course using a Likert scale and open-ended questions.



The screenshot shows the 'My Surveys' page of the MyCourseEval portal. At the top, there is a navigation bar with the 'mycourseval' logo, the user name 'Rashidah Khan-Vire', the University of Trinidad & Tobago (UTT) logo, and icons for settings, a lock, and a home page. Below the navigation bar, there are links for 'Mobile site >> | reset', 'Help Guide', and 'Completed Surveys Missed Surveys'. The main heading is 'My Surveys' with a welcome message: 'Welcome to the University of Trinidad & Tobago's online course assessment site!'. A note states: '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.' Below this, there are two survey listings. The first is for 'BMF555D 1 Biology For Monkeys' by Mr. Kevin Connell and Lincoln Deanne, with a 'Take Survey' button highlighted by an orange border and a yellow sticky note indicating 'Open Until Dec 14, 2013'. The second is for 'CCTL100B 1 Learning Technologies' by Prof Ulrich Rauch, also with a 'Take Survey' button and a yellow sticky note indicating 'Open Until Dec 14, 2013'.

The My Surveys page.



Test CourseEval/BB plugin (Dummy: Semester 1 2011 2013)

Course: **BMF555D 1 - Biology For Monkeys**
Specialization: **TLC**
Faculty: **Lincoln Deanne**

Instructor Questions Connell, Kevin

General Questions (Connell, Kevin)

1) The instructor was well-prepared for class.

Strongly Agree Agree Neutral Disagree Strongly Disagree

2) The instructor presented content clearly & effectively.

Strongly Agree Agree Neutral Disagree Strongly Disagree

3) The instructor treated me with respect, and was pleasant and approachable.

Strongly Agree Agree Neutral Disagree Strongly Disagree

4) The instructor was readily available to students outside of class.

Strongly Agree Agree Neutral Disagree Strongly Disagree

You can save your progress at the end of each section by clicking “**Save survey progress**”.

10) Additional comments about this instructor:

You may enter up to characters into this field.

Save survey progress

Instructor Questions
Deanne, Lincoln

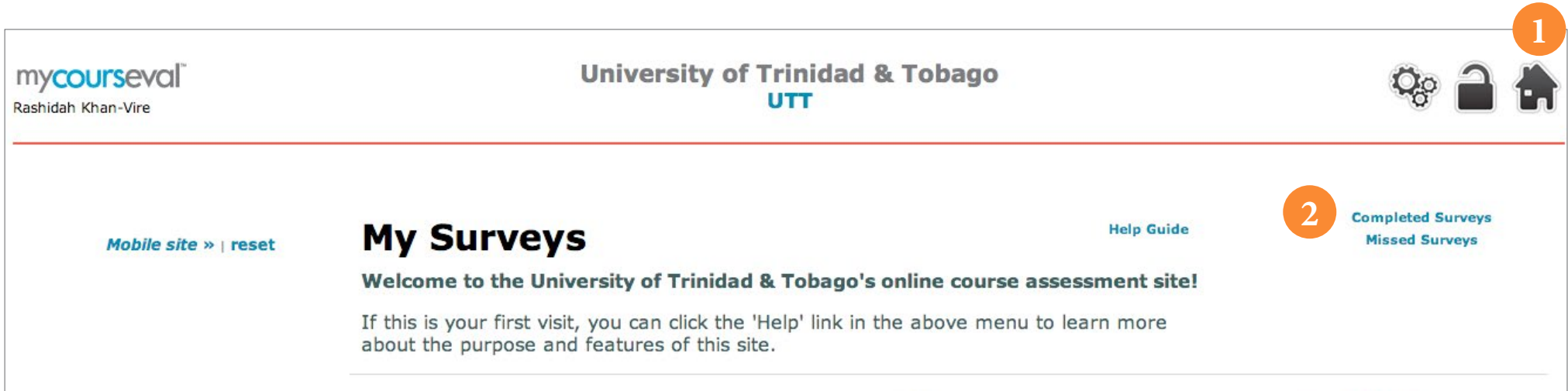
If you have completed your survey and would like to submit it, click on “**Submit Survey**”. This will remove that course from your **MySurveys** page.

or comments about this survey, click here to send a message to the survey administrator.

Submit Survey

Save Progress & Return

To see the surveys you have already completed, go to the **MySurveys** page by clicking on the house (home) icon **1**, below the icon on the top right of the screen you will see the option **“Completed Surveys”** **2** click on it. You will then see the **“Completed Survey List”** page.



mycourseval
Rashidah Khan-Vire

University of Trinidad & Tobago
UTT

Mobile site » | reset

My Surveys

Welcome to the University of Trinidad & Tobago's online course assessment site!

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.

Help Guide

Completed Surveys
Missed Surveys

The MySurveys page.




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University of Trinidad & Tobago
UTT

Completed Survey List

Rashidah Khan-Vire

Survey Type: Standard Year: 2013 Period: Dummy: Semester 1 2011

Survey Name	Course Number	Course Name	Responsible Faculty	Date/Time Completed	Date Closed
Test CoursEval/BB plugin	CCTL100B 1	Learning Technologies	U. Rauch	12/09/2013 10:16:47 AM	Dec 14, 2013 extended to Dec 14, 2013

1 record found.

The Completed Survey List page.

If you have started a survey and would like to exit for completion at another time click “**Save Progress & Return**”, an icon will appear next to the survey indicating when the last save point was.

or comments about this survey, click here to send a message to the survey administrator.

Submit Survey

Save Progress & Return

BMF555D 1
Biology For Monkeys
Mr. Kevin Connell
Lincoln Deanne
Test CoursEval/BB plugin

Take Survey

Progress saved Dec 9

Open Until Dec 14, 2013



Icon Map



Hover-over menu. Most items available on the landing page are also available from the menu (Sub-menu explanation on page 11).



Logout.



Return to your main landing page.



This icon is common for surveys just opening or not close to the approaching deadline.



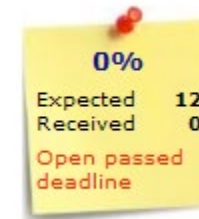
This icon calls for immediate action on the participant's part because of an impending deadline.



Participants may save their work at any time, which will prompt the system to display Progress Saved with date.



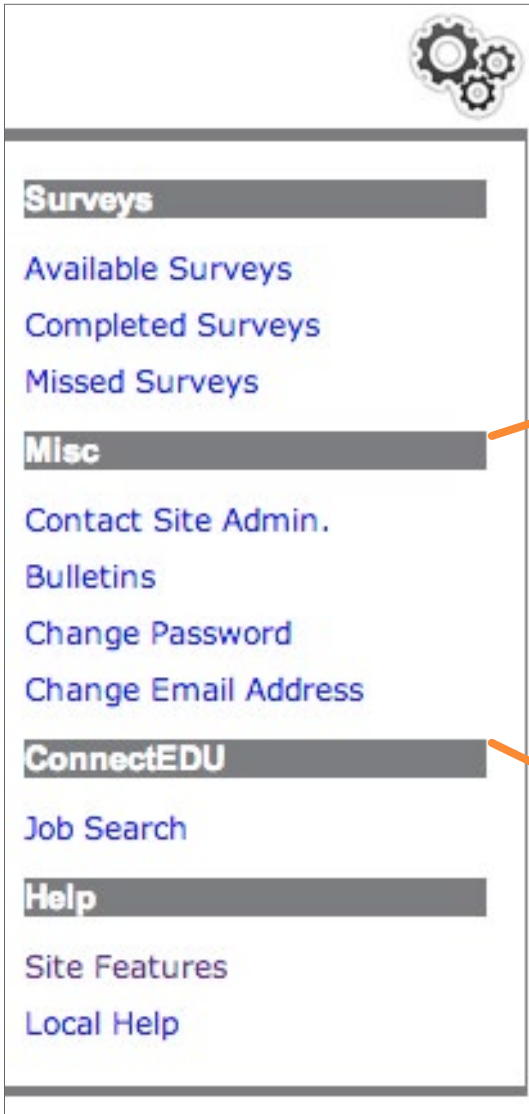
Notes will appear to the far right on the screen indicating the expected/received counts with response rate percentages and Open Until or Deadline notifications. This example shows a survey that is still open.



This example shows a survey that has been extended.

Completed Surveys Missed Surveys

Any expired surveys will not be accessible and will filter into the Missed Surveys list. Completed surveys will filter into the Completed Surveys list.



Hover-over menu, sub-menu explanation.

Contact Site Administrator

The Contact Site Administrator function allows the participant to contact the school's CoursEval Manager via e-mail from any computer.

Bulletins

Bulletins are used to distribute general information to CoursEval users. This method of communication is not recommended for information that requires immediate attention. Individuals will not be notified when a bulletin is created, but will need to check for bulletins on the welcome screen when they log in to the CoursEval site.

Change Password

This function is used by participants to change his/her password.

Change E-mail Address

This function is used by participants to change his/her e-mail address. The ability to allow users to change their e-mail address is managed by the CoursEval Manager.

Your Responses Matter!

Your evaluations are a vital part of the process of maintaining and improving the quality of your educational experience at the University of Trinidad and Tobago.

1. Your evaluations are used by instructors at UTT to guide their changes and improvements to courses.
2. Student evaluations are used in the evaluation process of UTT instructors. Your input in this process is vital.

Confidentiality Assured

Student identity is confidential in the online SEOT system. When a student submits a course evaluation, his/her identity is separated from the evaluation he/she submits. A flag is entered into one file which contains the student's identity. This tells the online SEOT system whether a student has completed the evaluation for a particular course. The content of the evaluation is entered into a separate table that does not include the student's identity. These two tables cannot be linked.

Communications with Students

Initial Email

You will receive an email when a course opens for evaluation. The email will include a list of the courses you are to evaluate, and the deadline for the completion of the surveys. If your list of courses is inaccurate, please contact your programme administrative staff, so that the appropriate changes can be made.

Reminder Emails

You will receive periodic reminders following the initial email until you have evaluated all courses, or until the evaluation period has ended.

Contact Survey Support for Help!

You may contact the survey support for assistance or queries at survey@utt.edu.tt or call 642 8888/223 4888 x 21344

Winners of the Online Course Evaluations Drawing

In term three (3), brand new iPod Shuffles and Microsoft Office 365 software packages, were raffled off for three lucky participants who completed all of their online surveys. See who the past winners were below.

Term 1 Winner: Ms. Sheena Nelson – Bachelor of Education, Valsayn Campus



From Left to Right: Ms. Monique Ragbir (Citizenship | CPE | PR | PiL Coordinator, Microsoft Trinidad) presenting prize - Microsoft 365 package, to Student Winner, Ms. Sheena Nelson.

Term 2 Winner: Jael Lewis – Animal Health Production and Veterinary Public Health, ECIAF Campus

Term 3 Winner: Ms. Cintra Clarence Ramsumir – Bachelor of Education, Valsayn Campus



From Left to Right: Ms. Jael Lewis (Student Winner) receiving prize – Microsoft 365 Package from Mr. Kevin Connell (Online SEOT Administrator).



From Left to Right: Ms. Cintra Clarence Ramsumir (Student Winner) receiving prize – IPOD Shuffle from Mr. Kevin Connell (Online SEOT Administrator).

Contact Survey Support for Help!

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