

A Guide to courseval™

WEB-BASED COURSE EVALUATION

Welcome, this guide is designed to assist you, the instructor, in viewing and downloading your reports 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 faculty portal from any (mobile) device that has internet access.

Step 1- Getting your login credentials

Your login credentials (Username and Password) are usually sent to you via email on at least three (3) occasions:

1. before the survey is launched, in a pre-survey announcement (Survey Site Access Information),
2. when the survey is opened/closed in a survey status announcement,
3. when the survey reports are ready to be accessed.

To access the login page, click “[Login](#)” found under your credentials or simply follow adjacent instructions.

Survey Site Access Information

University of Trinidad & Tobago

Dear Firstname,

This message contains your login information for UTT Course Evaluations and/or surveys! Please click on the login button to the right, or copy the link at the bottom of this page and paste it in your browser.

I usually copy and paste my user information to the login page to ensure that I don't make any mistakes (typos).

Note: You can change your password after you log in.

Once successfully logged into your CoursEval portal, you have complete access to all your records/surveys.

Thank you for taking the time to utilize this resource. Please let me know if you have any questions or problems accessing the site.

Cheers,
Dr. Betty Mc Donald

Username: firstname.lastname

Password: 01234

[Login](#)

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

Support email: survey@utt.edu.tt
Link to Site: <https://survey.utt.edu.tt/etw/crseval.asp?st=t>

Access via mobile device or computer



Survey Site Access Information email notification.

Step 2 - Logging into CourseEval



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

Username:

Password:

Log In

[Problem logging in?](#)

[Mobile site »](#) | [reset](#)

mycourseeval™

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

Step 3- Accessing your reports

Standard Features

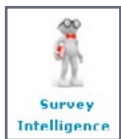
The My Reports list displays each survey that you are associated with. The survey and course information can be found on the left of the list, survey status on the right, and features are accessible in the middle.

You will be able to view the status and progress of the surveys, preview what surveys participants will see, view the reports when the results are available, and jump to the list of survey reports where you can view any report that you have ever had access to (see the Icon-Map for details).

Special Features

Additional features may be made available to you within the MyCoursEval portal. Your institution may decide to provide these features depending on the culture and nature of the surveys.

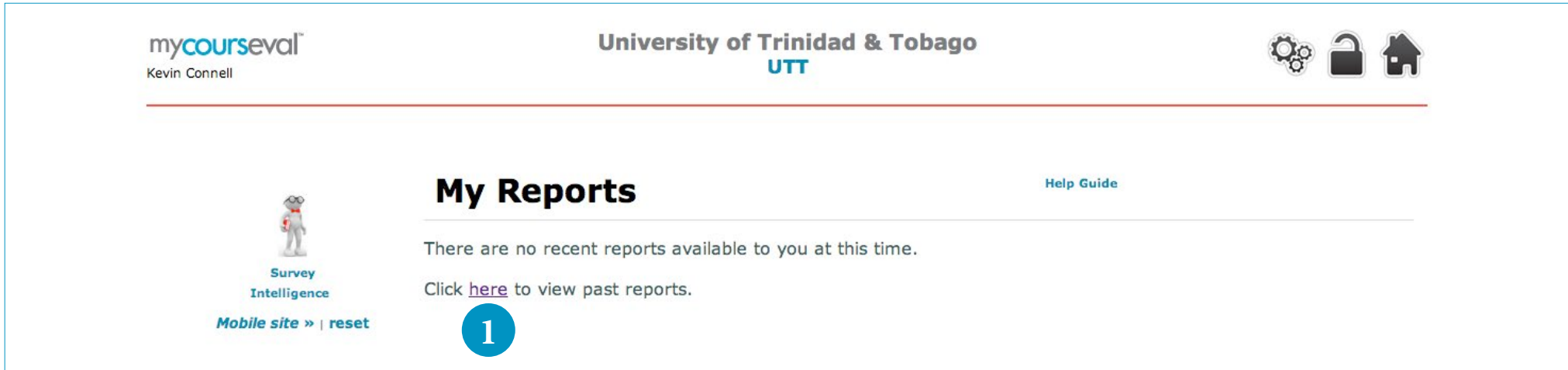
Survey Intelligence Report



The icon for this feature is accessible in the left-sidebar. When invoked, you will have access to a list of pre-created report designs and any designs created and saved by you. You may access any design in the list to create summative and longitudinal reports. The Survey Intelligence Report is completely customizable and the data can be exported for you to analyze or reformat as you wish.

Survey Support Contact

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



mycourseval
Kevin Connell

University of Trinidad & Tobago
UTT

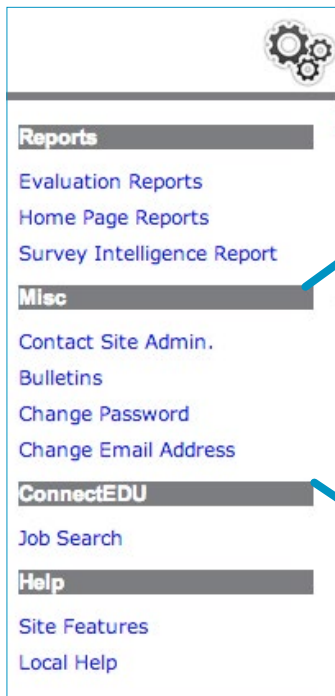
Help Guide

My Reports

There are no recent reports available to you at this time.
Click [here](#) to view past reports.

Survey Intelligence
Mobile site » | reset

After logging in you will be placed on the “*My Reports*” page. Don’t panic if you see the message, “*There are no reports available to you at this time*”, as the reports can be accessed by clicking the “*here*” link in the next sentence. **1**



- Reports
 - Evaluation Reports
 - Home Page Reports
 - Survey Intelligence Report
- Misc
 - Contact Site Admin.
 - Bulletins
 - Change Password
 - Change Email Address
- ConnectEDU
 - Job Search
- Help
 - Site Features
 - Local Help

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.




Evaluation Reports

The Evaluation Reports screen displays the overall survey results information.



University of Trinidad & Tobago

UTT

Kevin Connell

Evaluation Reports

Kevin Connell ?

Type: Standard **Year:** Show All **Period:** Show All **Status:** Closed **Survey:** Show All **Specialization:** Show All

Survey Name

Match from beginning

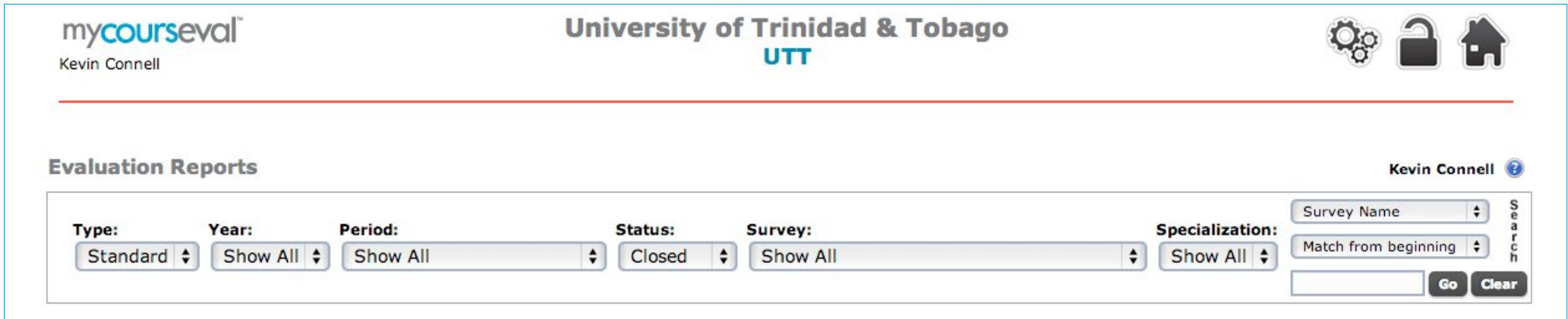
Go **Clear**

S
e
a
r
c
h

View: Comparative ? **View Report** **Print Report**

Survey Name	Year	Period	Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Specialization	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All] [None]	Access Role
Demo	2011	Spring	Apr 16, 2013	BMF555D 1	Biology For Monkeys	Deanne , Lincoln Connell , Kevin	TLC	1	1	100%	<input checked="" type="checkbox"/>	?
Demo: Liaison Course Evaluation Survey	2012	Demo: Liaisons S2 11- 12	May 9, 2012	DEMO-Liaison1 1	Demonstration for CoursEval Liaisons	Connell , Kevin Rauch , Ulrich	TLC	6	45	13%	<input checked="" type="checkbox"/>	?

2 records found.



The screenshot shows the 'mycourseval' interface for Kevin Connell at the University of Trinidad & Tobago (UTT). The 'Evaluation Reports' section is active, displaying several filter dropdowns: 'Type' (Standard), 'Year' (Show All), 'Period' (Show All), 'Status' (Closed), 'Survey' (Show All), and 'Specialization' (Show All). To the right, there is a search function with a 'Survey Name' dropdown, a 'Match from beginning' dropdown, a search input field, and 'Go' and 'Clear' buttons. The user's name 'Kevin Connell' is displayed in the top right corner.

Search function, found above reports on the Evaluation Reports page.

Search Options

Using the Search Function - Evaluation Reports

1. Select the 'Search Field' from the drop-down menu. Search fields include: Survey Name, Course Number, Course Name, and Course Section.
2. Enter the search data in the box.
3. To expand the search to the filters chosen select the option, 'Find anywhere in field.'
4. Click 'Go.'
5. The 'Clear' button clears any previous search results displayed, allowing for a new search or filter to be applied.

Note: The screen retains the search settings when the user leaves the screen. The search term acts as a filter, so ensure you clear the search.

Evaluation Reports

Type: Standard ▾
 Year: Show All ▾
 Period: Show All ▾
 Status: Closed ▾
 Survey: Show All ▾

View: Comparative ▾ ?

<u>Survey Name</u>	<u>Close Date</u>	<u>Course Number - Section ID</u>	<u>Course Name</u>	<u>Responsible Faculty</u>	<u>Specialization</u>
Demo	Apr 16, 2013	BMF555D 1	Biology For Monkeys	Deanne, Lincoln Connell, Kevin	TLC

Comparative Reports

Choose the report view:

- Comparative** - A 'comparative' view of course and faculty data presents an overview of the performance of all individuals evaluated for each course.
- Individual** - An 'individual' view presents the performance of each person assessed in separate sections of the report. It is a summary by faculty members of the course and faculty data. For rotation surveys, the data can be viewed by participant or question.

Individual Focused Reports

The only difference between Individual and Individual (Focused) Reports is the way in which they are presented on the selection page. Choosing either Individual (All), Individual (Students) or Individual (Faculty) will filter the records shown on the page.

- Individual (All) - The drop down filter at the top of the screen is the survey name and each individual is shown in the course/faculty list as a choice.
- Individual (Students) - The drop down filter at the top of the screen has the student name. This allows the manager to view reports for all surveys that the student has results for by a student name.
- Individual (Faculty) - The drop down filter at the top of the screen has the faculty name. This allows the manager to view reports for all surveys that the faculty has results for by a faculty member's name.

View Report

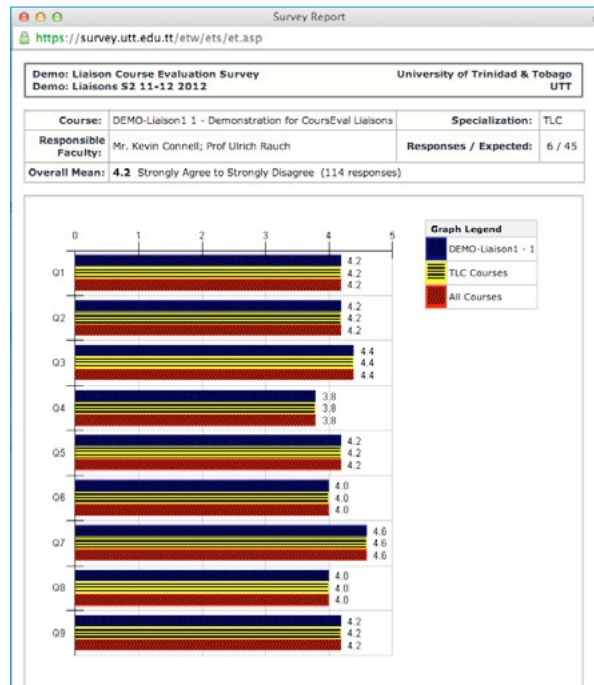
The View Report option creates a printable view of the final report.

Evaluation Reports Kevin Connell

Type: Standard
 Year: 2012
 Period: Demo: Liaisons S2 11-12
 Status: Closed
 Survey: Show All
 Specialization: TLC

View: Comparative
 View Report
 Print Report

Survey Name	Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All] [None]	Access Role
Demo: Liaison Course Evaluation Survey	May 9, 2012	DEMO-Liaison1 1	Demonstration for CourseEval Liaisons	Connell, Kevin Rauch, Ulrich	6	45	13%	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Printable view of report generated

Print Report

Printing to PDF

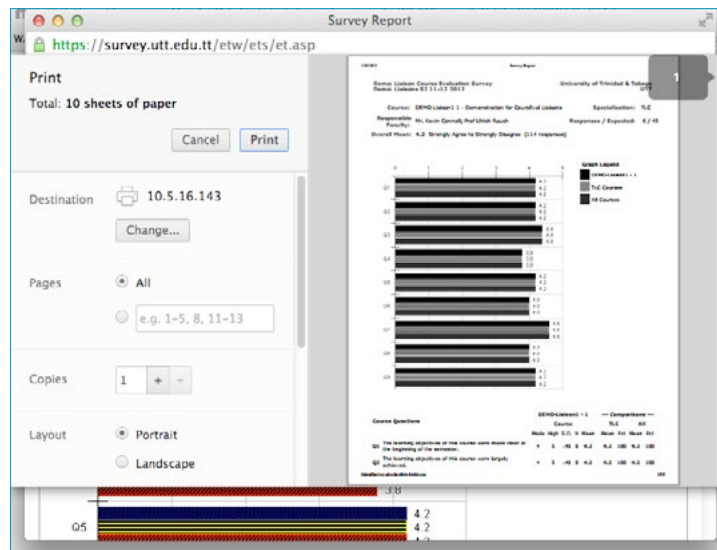
Note: To print to PDF, a user will need to install a PDF writer program (e.g. CutePDF Writer).

1. Create the report to be printed.
2. Select the print icon at the top of the page.
3. The Windows File Print Dialog box will appear.
4. Select the printer named 'Adobe PDF' or whatever PDF program the institution is using from the drop-down menu.
5. Click 'OK.'
6. The Windows File Save As Dialog box will appear. Select the location to save the file to and type in a file name.
7. Click 'Save.' The PDF will be created and saved in the location specified and can be e-mailed as an attachment.

Type: **Standard** | Year: **2012** | Period: **Demo: Liaisons S2 11-12** | Status: **Closed** | Survey: **Show All** | Specialization: **TLC**

View: **Comparative** | **Print Report** | View Report | Print Report

Survey Name	Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All] [None]	Access Role
Demo: Liaison Course Evaluation Survey	May 9, 2012	DEMO-Liaison1 1	Demonstration for CourseEval Liaisons	Connell, Kevin Rauch, Ulrich	6	45	13%	<input checked="" type="checkbox"/>	



Print dialog box showing 'Print' button, 'Total: 10 sheets of paper', and 'Print' button. The background shows a preview of the survey report with a bar chart and a table of scores.

Appendix

Icon Map



Hover-over menu. Most items available on the landing page are also available from the menu.



Logout.



Return to your main landing page.



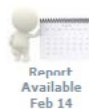
View Report

This icon will appear when survey results are available.



Report Not Available

A clear notice of no access will show when reports are not yet available. There are many reasons why a report may not be available. Your CoursEval administrator has created rules to release by a specific date, automatically after the survey closes, or after a number of responses.



Report Available Feb 14

If the report's release is scheduled by the CoursEval administrator, a calendar will appear with the available date.



All Reports

This feature will take you to the full list of reports where you can select any report that you have ever had access to.



Preview Survey

View the survey as the participants see it.



View expected responses & the number received, survey status, available until date, closed date. In this example the response rate is green, meaning that this survey has a favourable response rate as configured by the CoursEval administrator.



In this example of a closed survey, the response rate is red, meaning that this survey has not reached a favourable number of responses.



My Course Questions

Preview upcoming surveys, add your own questions (optional by survey), set your availability dates (optional by survey).



Survey Intelligence

Customizable longitudinal and summative reporting.