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## Overview

The MyCoursEval™ portal is accessible by students, instructors, and school administrators. Users will have the ability to take surveys, view reports, and have access to other features based on their relationship to courses and assignment to surveys.

**Important Note:** Some of the features described in this document may not be available to you based on your role or your school's configuration.

## Login

### Which login page do you see?

If MyCoursEval™ is configured to allow you to login using your school's login screen, you will be redirected to MyCoursEval™ after logging in.

If you see the MyCoursEval™ logo in the upper left- corner of the login screen then you are using the MyCoursEval™ login screen. Follow the on screen instructions to ensure you are using the right password. In most cases you will be using the password that you use for all other applications at your school. It is also possible that you may be using a password specific to MyCoursEval™.

### Problems Logging In?

This option is available if you see the MyCoursEval™ login screen and you have a password specific to MyCoursEval™. You can enter your username or email address to receive an email with login instructions. If you do not remember your username or the email associated with your account in MyCoursEval™ , there is an option to contact the site administrator to get your log in information.

## Logout/Exit

To ensure privacy and security, be sure to use the **Exit** button to logout and then close your browser when you're done using MyCoursEval™.

## MyCoursEval™ Home

The Home button automatically determines the best page for you to land on and sends you there depending upon your role and the activities you are associated with. For example:

- Do you have surveys to take? If yes, then you land on the *Available Surveys* page.
- Do you have reports to view? If yes, then you land on the *Recent Reports* page.
- Are you an administrator? If yes, then you land on the *Admin View*.

You can always navigate away from the default landing page to access other areas of the portal.

## Surveys

### Available Surveys

View the list of surveys you need to take now and surveys you have saved progress on to finish later.

#### Saved Survey Progress

If you have saved progress, but you have not submitted, you will see the date and time that you saved progress and the **Take Survey** button is replaced with a **Continue** button. There is no limit to the number of times you can save. *Just don't forget to submit!*

#### Instructor Encouragement

If you see an envelope icon for your course, it means that your instructor has left you a message or there is some other incentive assigned to your account to encourage you to leave feedback about your course.

#### Response Rate

If you see a percentage for your course, then your school has made the response rate available to you. This tells you the percentage of peers in your class who have submitted the survey. Your submission will increase the response rate.

### Completed Surveys

View the list of surveys that you have completed. This option is always available as a reference.

#### Send Proof to Instructor

If this option is activated by your school, the *send proof* link to send proof of survey submission to your instructor will appear. Click the Send Proof Link to send the notification. The notification lets the instructor know that you submitted the survey. Once sent, the link is replaced with the date and time you clicked the link. Please note, that this feature is selected at your discretion and, in no way, compromises anonymity.

#### Instructor/School Incentives

If this option is activated by your school, you may see a gift icon next to your completed survey. Click it! It will reveal your incentive.

#### Edit Responses

If this option is activated by your school, in the Completed Surveys list you will see the option to "Edit Survey Answers." Click it, edit response, and submit your responses.

### Missed Surveys

View the list of surveys that you were assigned in the past, but were not submitted. This option is always available as a reference.

## Reports

### Recent Reports

If you have a leadership role on a course, you will see the course in the **Recent Report** list. This will most likely be your home page. From this list you can:

1. View the current response rate
2. Preview the survey form
3. Leave feedback for students

Are you on your way to class? You can log in to MyCourseEval™ on your phone, to see if your students are responding.

#### Response Rates

Response rate is always available in your recent report list. You will also see it for all historical reports on the Evaluation and Individual report lists as well as the actual reports.

### Evaluation Report

The Evaluation Report provides detailed statistics and comparisons for each survey answer. You will also be able to view the comments left by the survey responders.

If you are given access, you can change the View and select the statistics you would like to see.

### Individual Report

The Individual Report segregates results for the course and each instructor. Statistics on this report are limited, but simple.

### Survey Intelligence Report

If you are given access, you can create your own longitudinal and comparative reports. Simply use a shared design or create your own to generate rich comparative data. You can also print to PDF or export results to CSV.

## My Course Surveys

If you have a leadership role on a course, you may be given access to features that are available before the survey opens.

#### Add Questions

Select and request additional questions to be added to your course survey.

#### Set Survey Open/Close

Set the survey availability. If you are given access, you can treat the online survey like a traditional paper survey. Open the survey at the start of a specified class and close it afterwards. Students can take the survey on any device.

## Encouragement Incentives

If you are given access, you can leave a message for your students that they will see prior to taking the survey. This can be any message of encouragement. If you like, you can add messages for each individual student that are revealed after the survey is completed. This can be anything including a final project grade, letter of recommendation, simple personalized “thank you”, and so on.

## Administrator

### Administrator View by Department

If you are designated as a course, department, or school administrator in CoursEval™ you will have access to departmental summaries. This includes response rates and the number of courses included in the department. Simply click the reports button to drill into the course list.

The course list provides course information, faculty names, and response rates. From here, you can view the course reports and preview the survey form.

### Department Questions

If you are granted access, you can manage and/or select questions for your department.