Completing Online Course Evaluations

CoursEval is a web-based evaluation tool that will allow students to view and complete course evaluations online and all in one place. This software is a great way to keep track of student evaluation data and minimize the amount of paper used for course evaluations. To get started using the evaluation tool, follow the directions below.

Logging In

Step 1: You will receive a Course Evaluation Invitation email (example shown below) from CoursEval, inviting you to take your course evaluation. The email will provide Login Information (User Name and Password) that you will use to login to the CoursEval system.

To Login, please click the button to access the CoursEval Login Page.

Step 2: The Log In screen to the right will appear. Type the User Name and Password listed in the CoursEval Email Invitation and click the button.

Viewing Available Evaluations

Step 3: Once logged into the CoursEval system, you will see the following Welcome screen. There are five options that you will have within the CoursEval system.

- Surveys
- Other
- Help
- Log Out
- Home
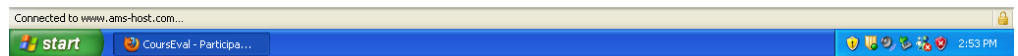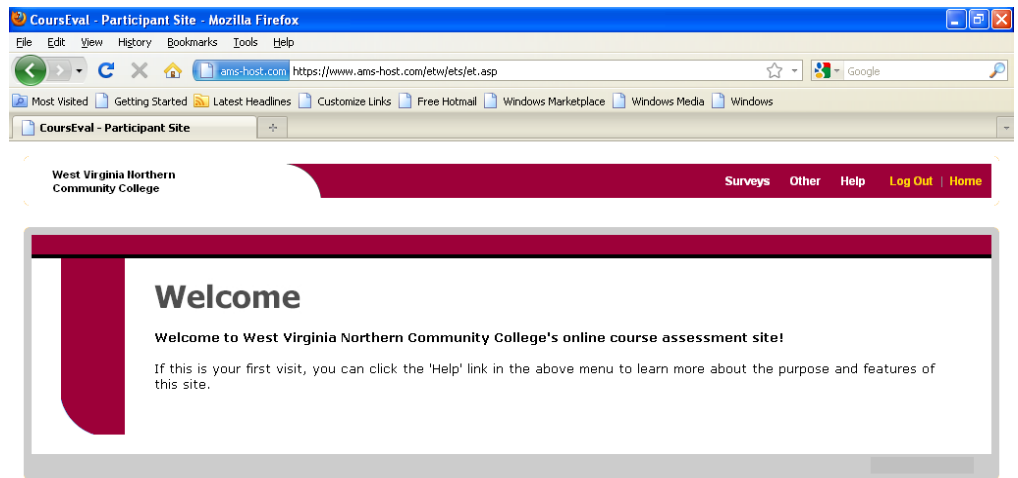
Step 4: To view the surveys option, position your mouse over the "Surveys" Link near the top of the page. You will see the following options:

- Available Surveys
- Completed Surveys
- Incomplete Surveys
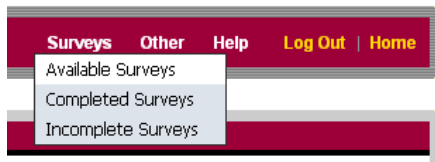
Click the "Available Surveys" link to view the surveys that are currently available for you to take.

Completing Evaluations

: After clicking the "Available Surveys" link, the screen below will appear:

Locate the evaluation you wish to complete. In order to complete an evaluation you must click the icon located below the words "Open Survey".
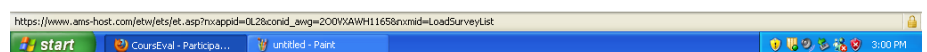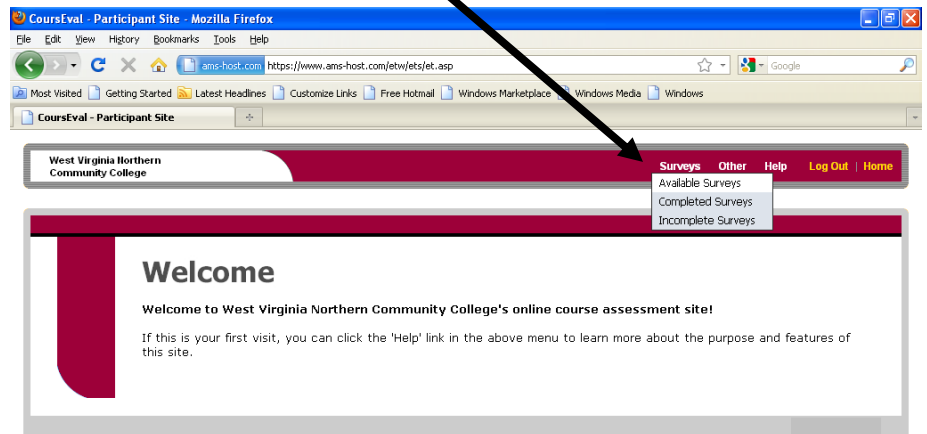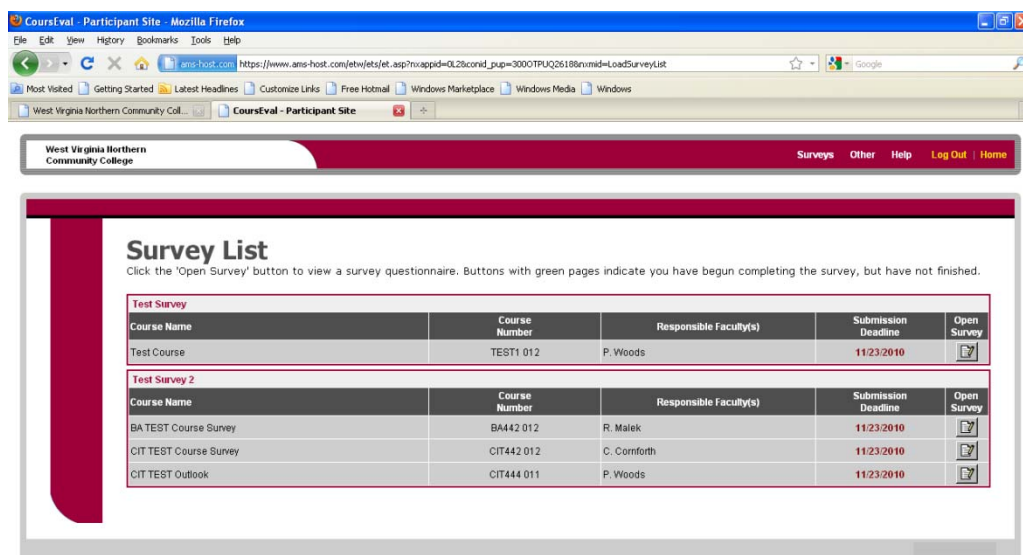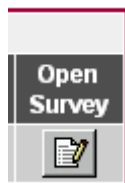

Step 6: The survey screen will appear. Answer each question and click the "Submit Survey" button; if you need to save your answers to later finish the Survey, click the "Save Progress and Return to Survey List" button.

Once you have completed the survey and clicked the "Submit Survey" button, the survey will no longer appear in your Available Survey's list. If you have clicked the "Save Progress and Return to Survey List" button, the "Open Survey" button will appear with a green page as indicated below:
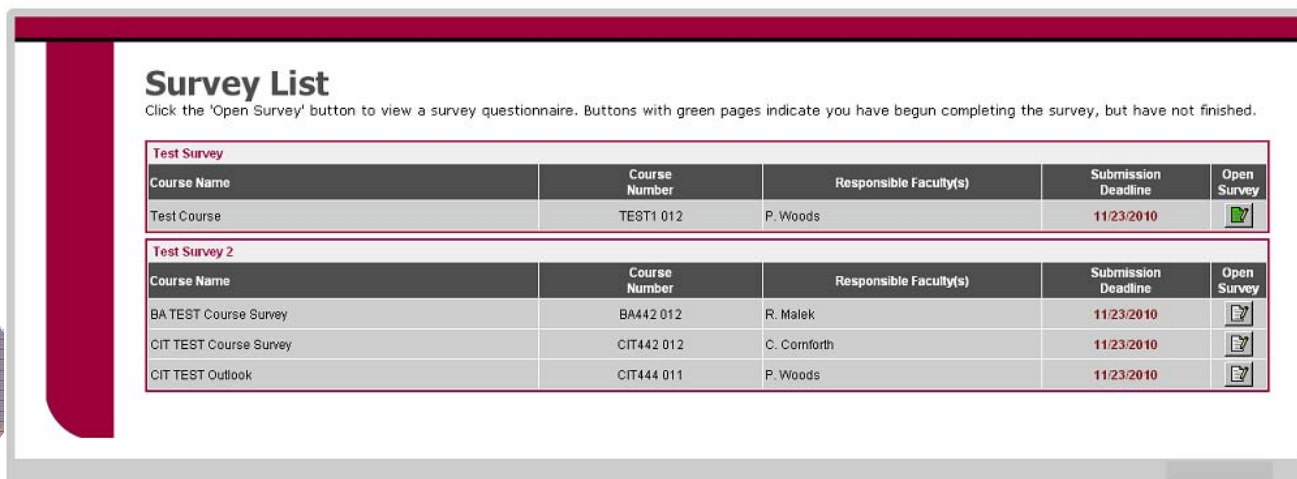
Viewing Completed and Incomplete Evaluations

After you have submitted evaluations you may view which evaluations have been completed and when they were completed. You may also view evaluations that were considered incomplete, meaning they were not completed before the posted deadline.

Step 7: To view the surveys option, position your mouse over the "Surveys" Link near the top of the page.

Click the "Completed Surveys" or "Incomplete Surveys" link to view the surveys that you have previously completed or ones you did not complete within the designated time frame.
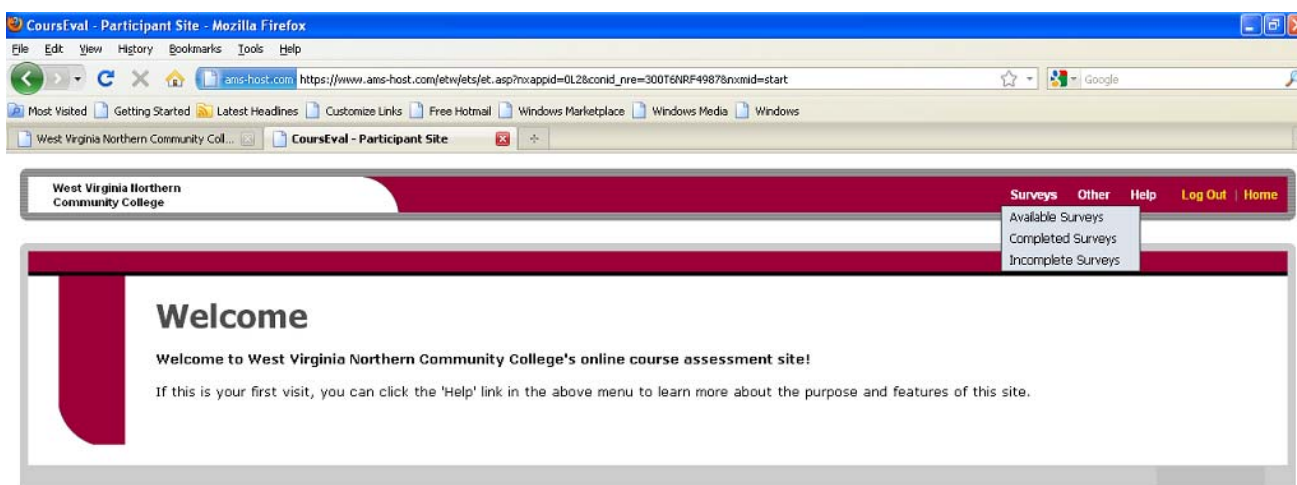
The screens that will appear for "Completed Surveys" or "Incomplete Surveys" are for informational purposes only. There are no actions that can be taken on those surveys that are listed.

Evaluations that were not completed before the deadline will not be reopened.
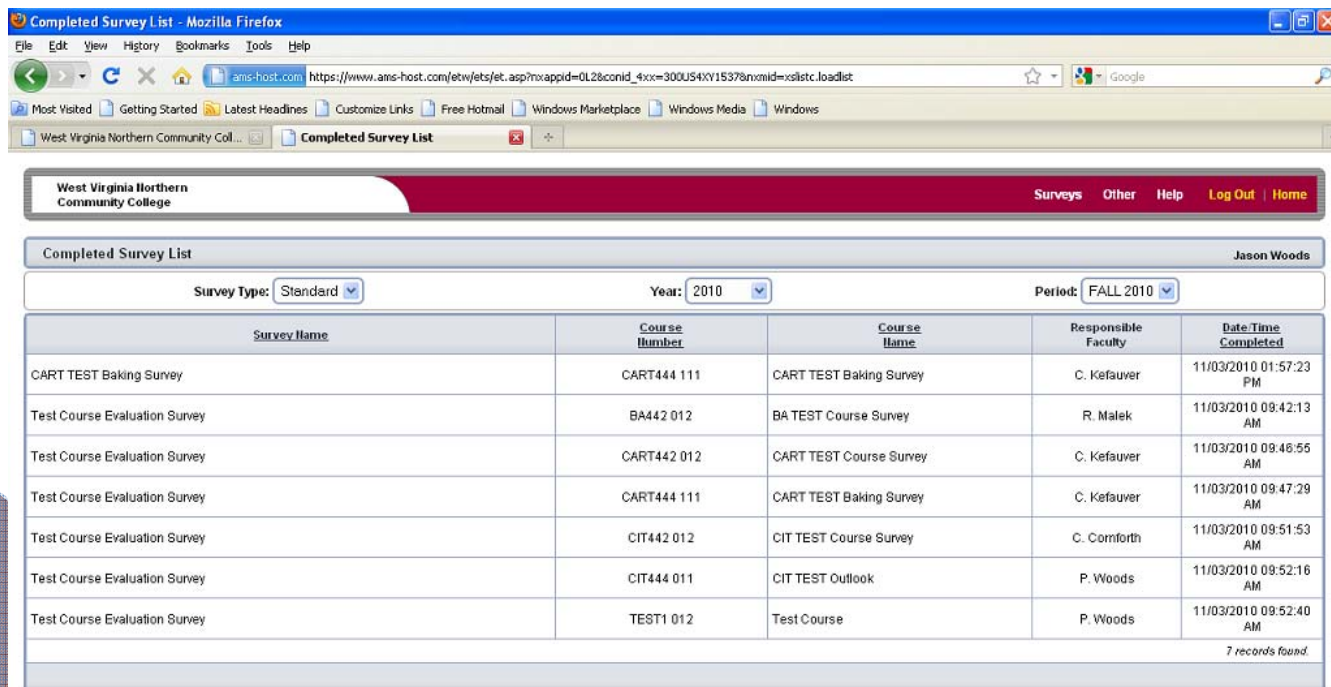
Contacting Site Administrator

If you have any technical issues with CoursEval and must contact the Site Administrator, please use the toolbar at the top of the CoursEval page. Mouse over the "Other" link and click on the "Contact Site Admin." Link.
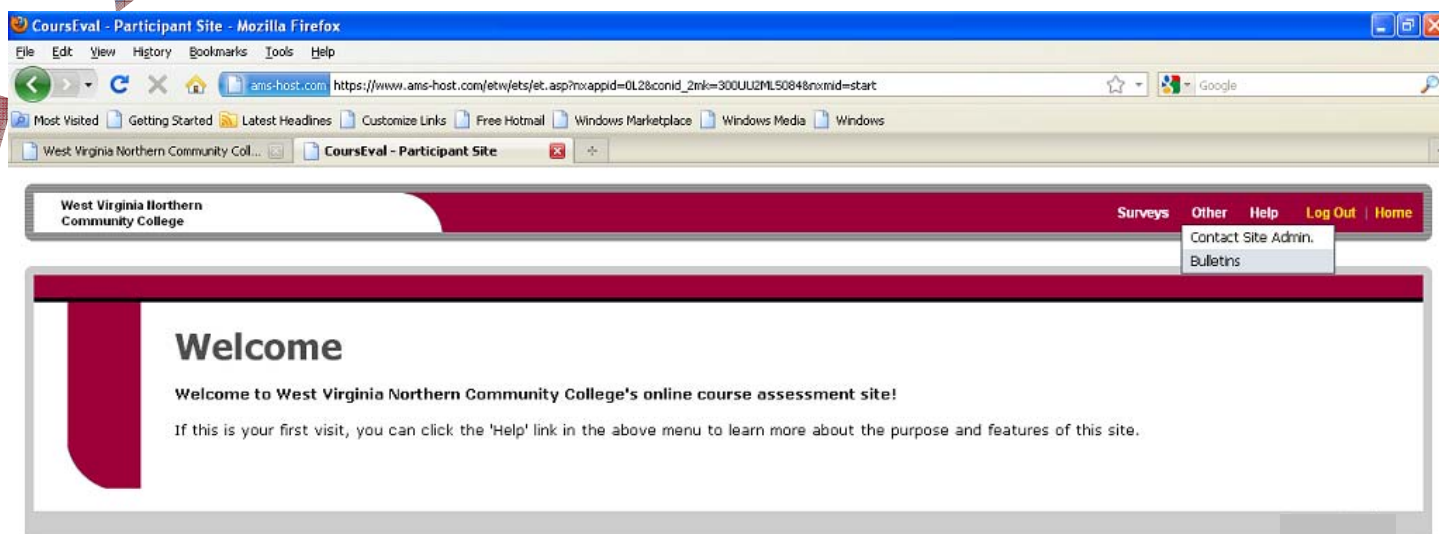
The following screen will appear. Please fill in the box below and click the "Send" button to send a message to the Site Administrator.

Accessing CoursEval Bulletins

The Site Administrator may post information that is valuable to you, as a Student. To access this page, please use the toolbar at the top of the CoursEval page. Mouse over the "Other" link and click on the "Bulletins" Link.
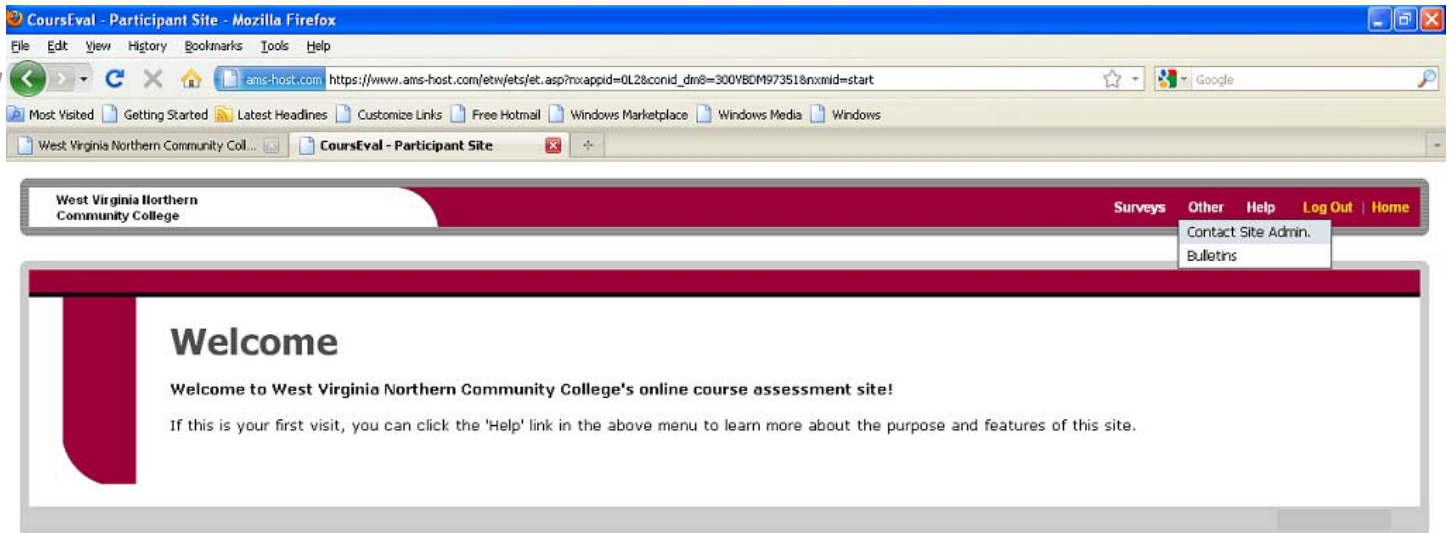
The Student Bulletin screen will appear.
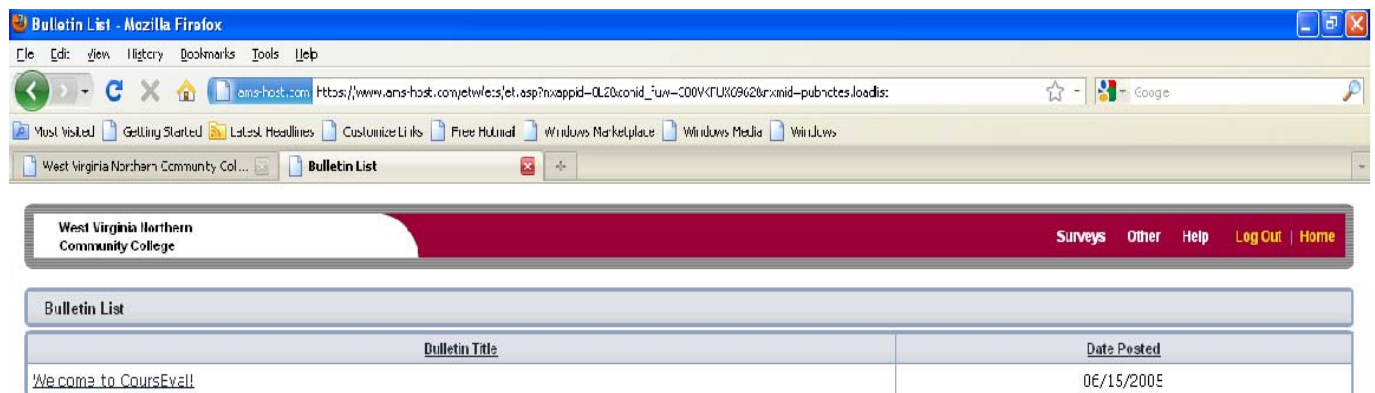
Each Bulletin item will be listed to appear as a link. Simply click the link and the Subject line of the posted Bulletin and the information with that posting will appear on your screen:
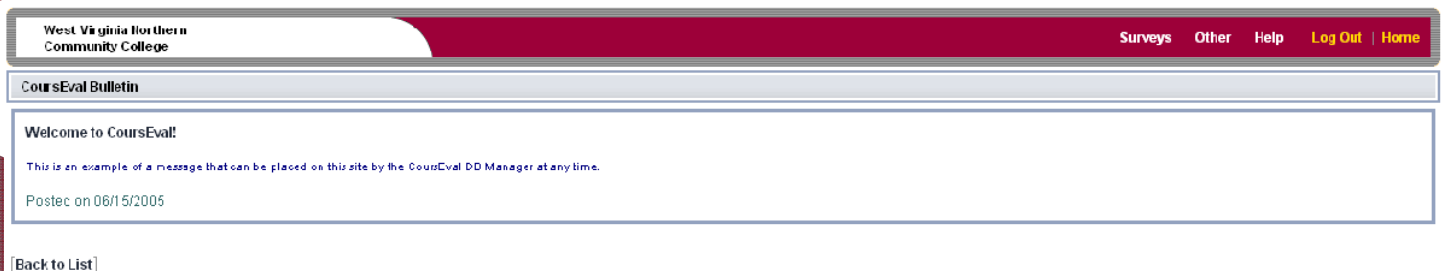
Accessing CoursEval Help

CoursEval presents two help options to Students within their site. Use the menu across the top of the page to access these items. Mouse over the "Help" link and select either "Site Features":
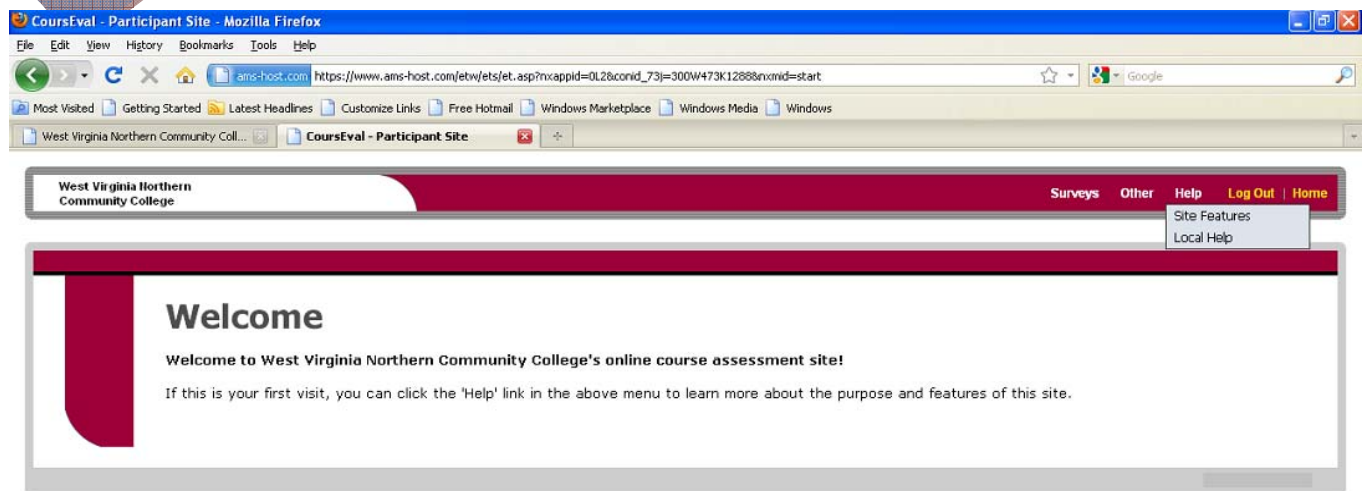
The Faculty/Student Help Portal window will appear. Within this window you have the option to view help topics by Index (as show to the right) or use the "Search" option to type in a search term.

Simply click on the term to the left of the screen, to view the description on the right side of the screen
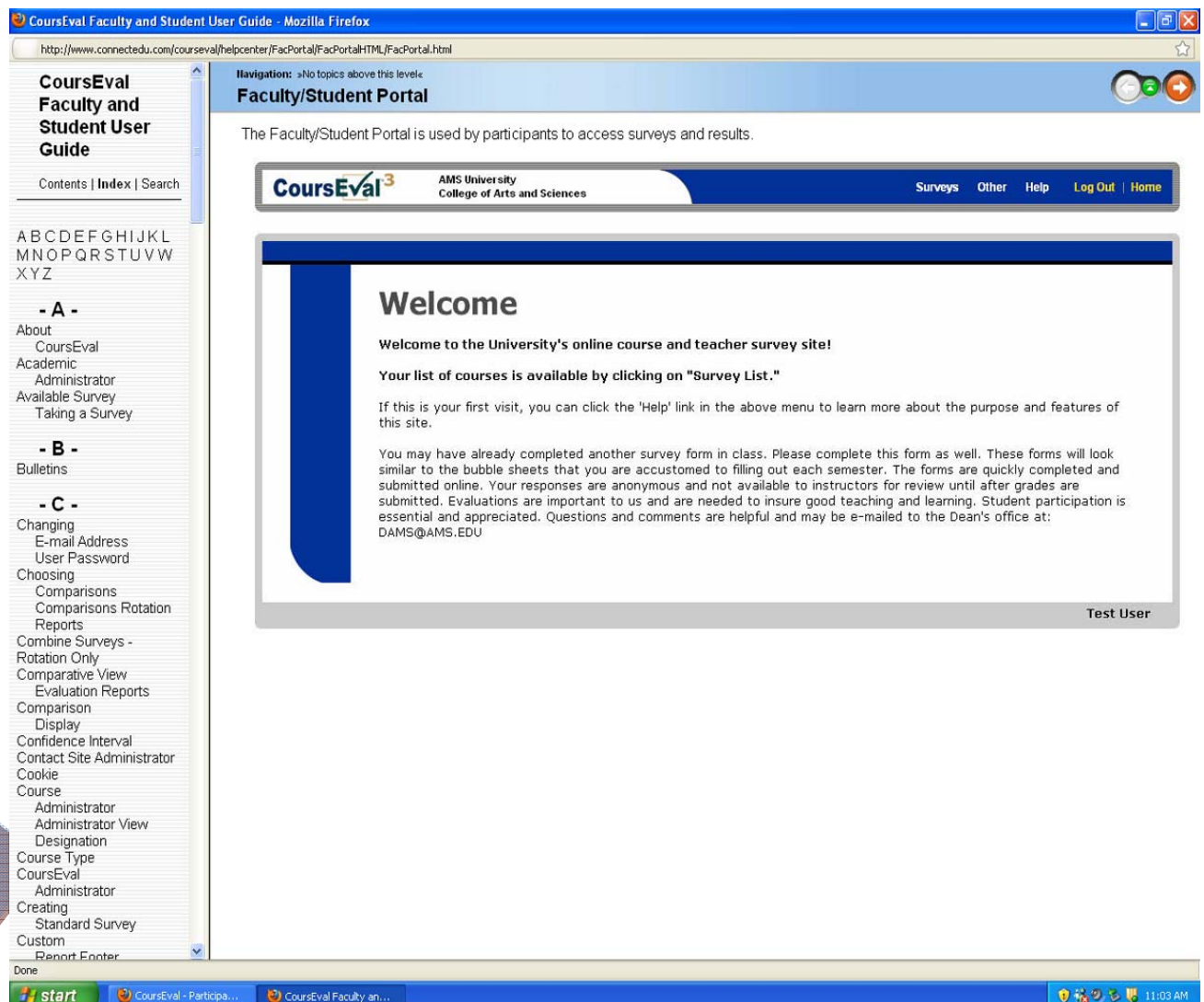
The second help option that is available is a "Local Help". This link will bring up the page below. There is a short description for Survey List, Completed Surveys, Log Out and Home options with in CoursEval.

Site Help

The CoursEval Online Course Assessment application offers the following features:

Welcome
You are greeted with this screen after you log in. It may contain special information from your school's survey administrators, so please take the time to read this page

Survey List
This page will show a list of all the surveys you have been asked to complete.

Completed Surveys
This page will show a list of all the surveys you have already completed. Completed surveys will remain in your list until your school has determined that all responses have been received.

Log Out
This feature allows you to "close" the active link with this application. You should always close your browser or click this link after you have finished working with the program. If you do not, and others have access to your computer, they may be access your survey list. It's almost like leaving your email client open on your computer and walking away. Closing your browser or clicking the "Log Out" link will ensure that subsequent users will be forced to log in the next time this site is accessed from your browser.

Home
In most cases, clicking this link will take you to your school's home page.