

# NWF State College Department Chair User Guide:

## Course/Instructor Evaluation Surveys

Students will be given an opportunity to evaluate their instructors and courses through surveys utilizing the software CoursEval on RaiderNet or D2L. Surveys can be completed only during the survey window period. Students will receive an email notifying them surveys are available and will be prompted to log into RaiderNet/D2L to complete the available surveys. Surveys can be completed as soon as the student logs in or at another time.

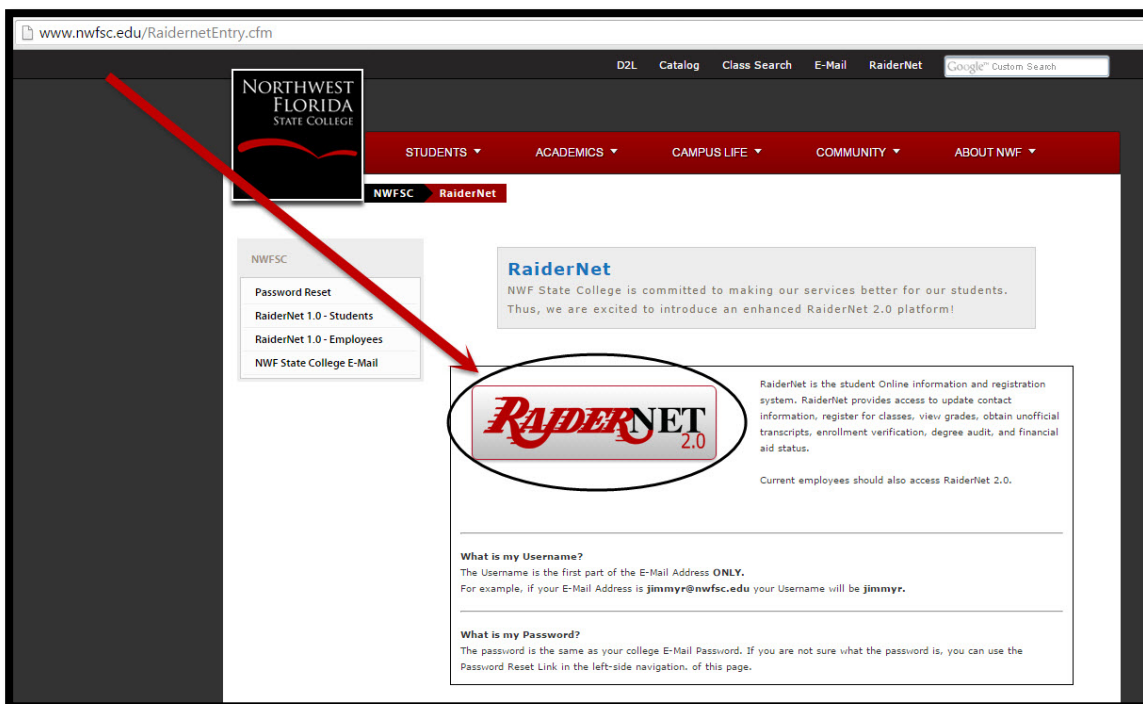
The surveys are anonymous and instructors cannot view results until after grades are posted. Instructors are able to monitor the progress of open surveys but are unable to monitor individual student progress. Evaluations are not mandatory.

Students will receive an email asking them to log onto RaiderNet/D2L to complete their evaluation surveys. Instructors will receive an email notifying them the evaluation surveys are ready to be completed by students in their classes. Faculty may access the survey progress and results by logging into RaiderNet or D2L.

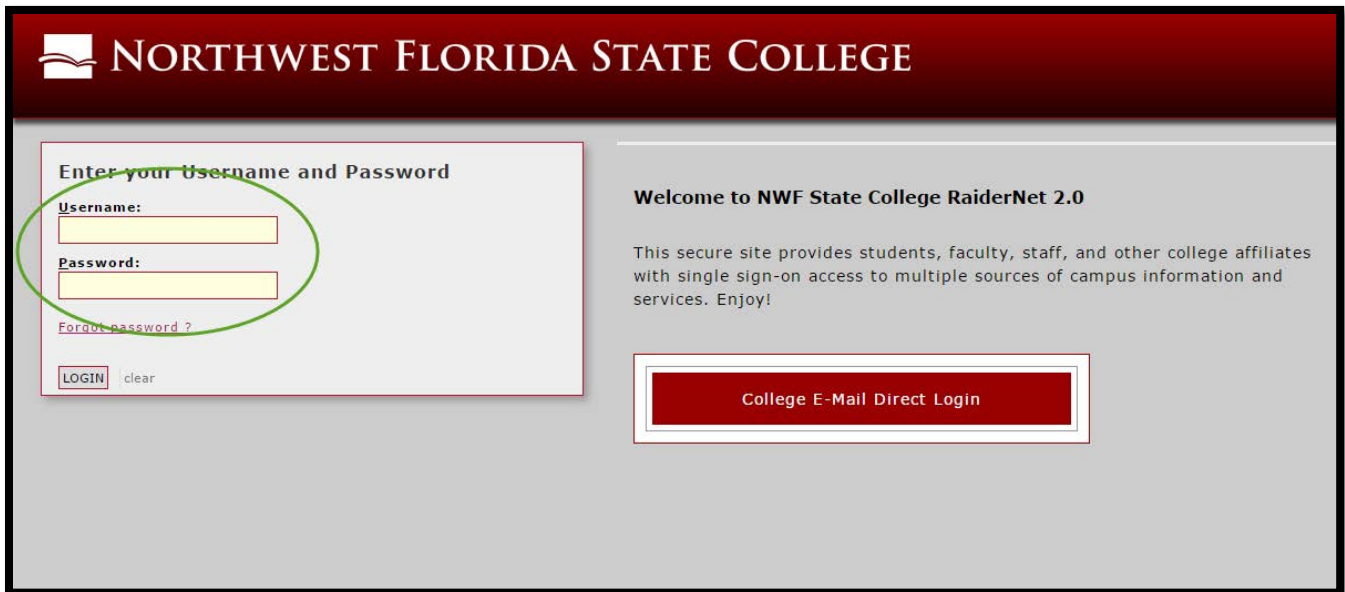
## RaiderNet Login Path

### 1. Login to RaiderNet 2.0.

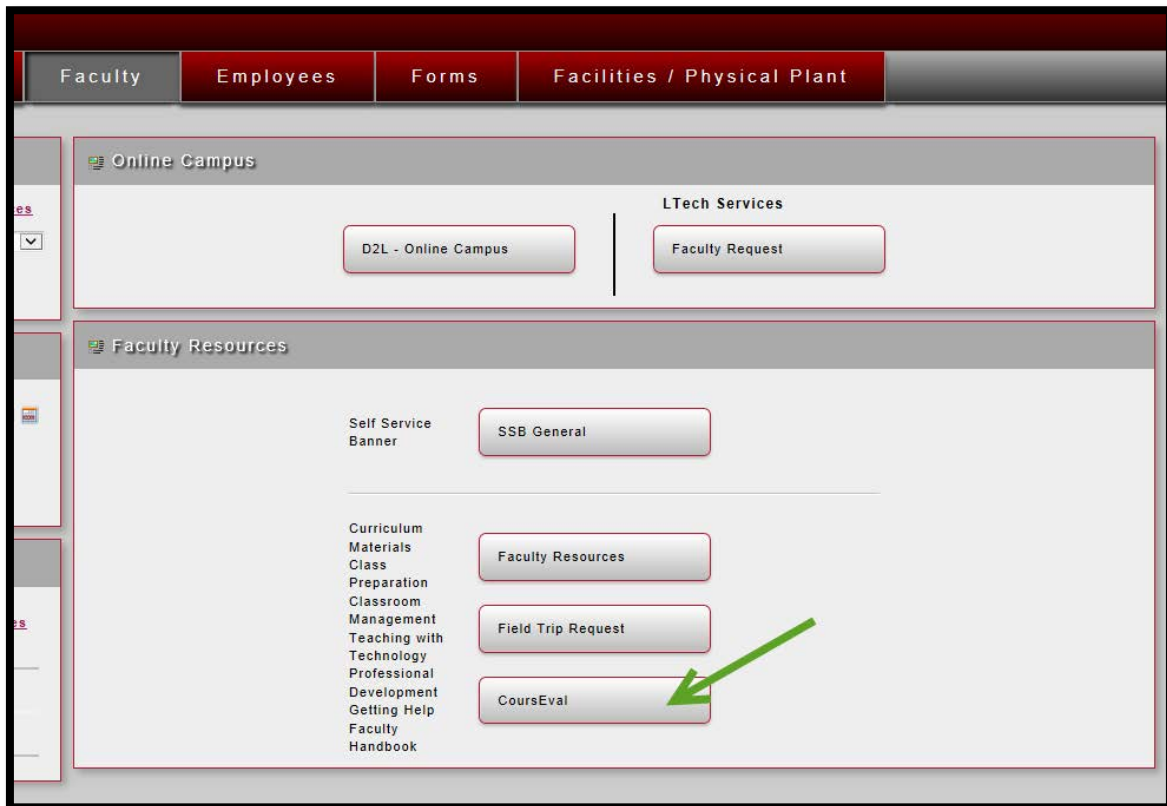
<http://www.nwfsc.edu/RaidernetEntry.cfm>



2. Login to Raidernet 2.0 by entering your Username and Password.



3. Select the Faculty tab at top of the page. Click on the CoursEval button located within the Faculty Resources area of the page.



4. You are now on the CourseEval landing page. This page can say My Surveys or My Reports. See “Viewing Previous Records” #1 which is on Page 5 of this manual for more information.

The screenshot shows the Northwest Florida State College Evaluation System landing page. At the top left is the college logo. The top center displays "Northwest Florida State College Evaluation System". The top right contains icons for settings, a lock, and a home button. A horizontal line separates the header from the main content. On the left, there is a "Reports" button and a "Survey Intelligence" section with a robot icon and a "Mobile site » | reset" link. The main heading is "My Surveys". To the right of the heading are links for "Help Guide", "Completed Surveys", and "Missed Surveys". The main text reads: "Welcome to the Northwest Florida State College online course evaluation 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." Below this, it states: "There are no surveys available to you at this time." At the bottom center is the "mycourseval" logo, with links for "Terms of Use" and "Privacy Policy", and a copyright notice: "Copyright © 1999-2016 Academic Management Systems. All rights reserved. Do not use without permission."

# D2L Login Path

1. Login to D2L (<https://d2l.nwfsc.edu/d2l/login>) using Mozilla Firefox and select the “Course Eval” button on the toolbar.



2. You are now on the CourseEval landing page. This page can say My Surveys or My Reports. See “Viewing Previous Records” #1 for more information.

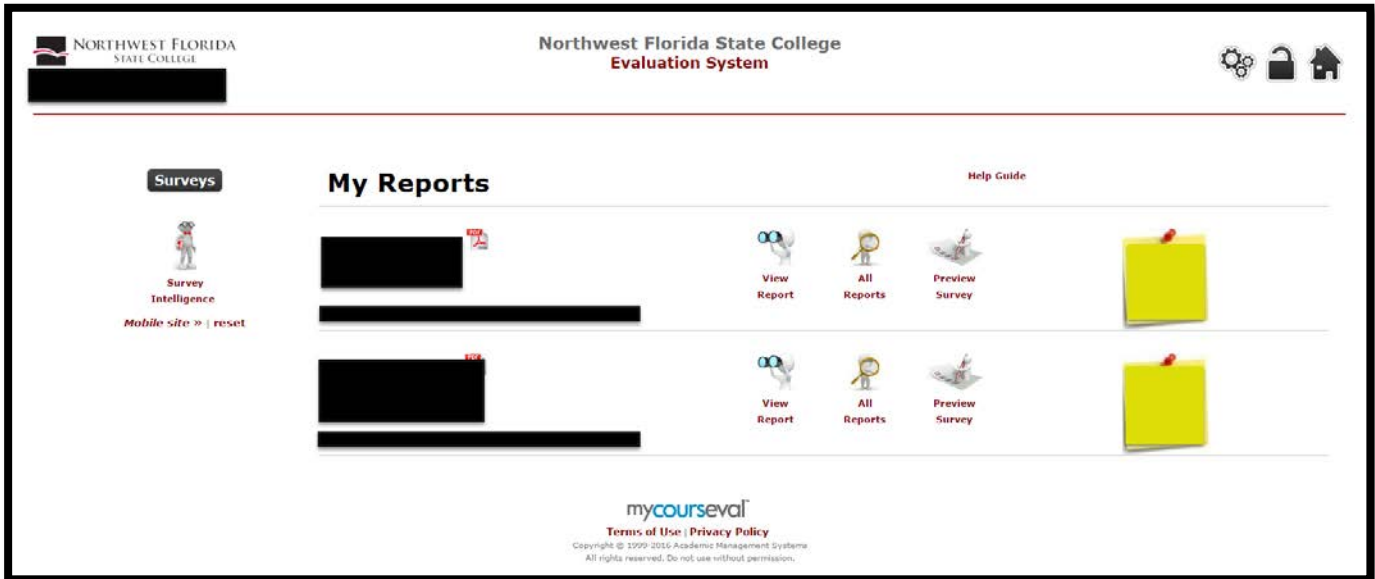


# Viewing Previous Records

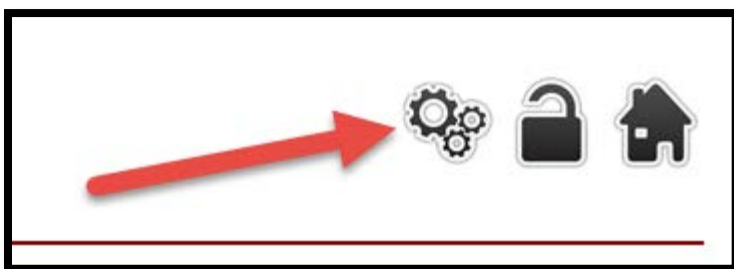
1. MyCourseEval will place you on one of two landing pages.

A. If you have active surveys for the current semester, you will see the My Surveys page above.

B. If you do not have active surveys, you will see the My Reports page below. You can switch between My Surveys and My Reports using the buttons on the left or using the menu options in the upper right-hand corner.



2. To view previous Reports, hover over the Cogs icon in the top right and select "Evaluation Reports".



**3. This will bring you to the Evaluation Reports page.**

Notice the filter options at the top: Type, Year, Period, Status, Survey, and **Department**.

If you are wanting to view over multiple options, select "Show All" in the filter dropdown menu.

The screenshot shows the Northwest Florida State College Evaluation System interface. At the top, there is a header with the college logo and name. Below the header, there are filter options for Type (Standard), Year (2015), Period (201610), Status (Closed), Survey, and Department. There are also buttons for 'Go' and 'Clear'. Below the filters, there are options for 'View' (Comparative) and 'Settings' (STANDARD survey default). A table with columns for Close Date, Course Number - Section ID, Course Name, Responsible Faculty, Resp. Rec'vd, Resp. Exp., % Rec'vd, Include (All/None), and Access Role is displayed. The table shows 2 records found.

This is a close-up of the filter options in the Evaluation Reports page. Red arrows point to the 'Show All' dropdown menus for Year, Period, Status, Survey, and Department. The 'Type' dropdown is set to 'Standard'.

**4. To view multiple Reports at once, check the check box under "Include" and select "View".**

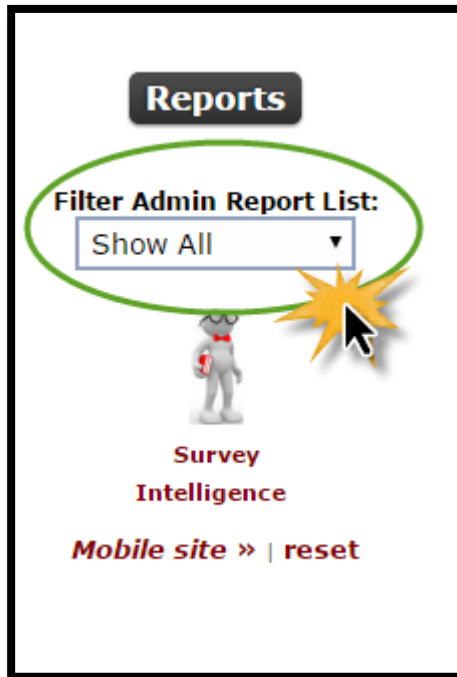
If you would like to download the reports as a PDF or Print the reports, select PDF or Print next to View.

This is a close-up of the 'View', 'PDF', and 'Print' buttons and the 'Include' checkbox column. A red arrow points to the 'View' button, which is circled in red. A yellow starburst highlights the 'View' button. A mouse cursor is pointing at the 'View' button. The 'Include' column has checkboxes for 'All' and 'None'. The table shows 4 records found.

**5. A window will pop up with your reports you requested.**

# Viewing Specific Instructors

1. MyCourseEval will allow you to view Specific Instructors while the surveys are active. Start by clicking the "Filter Admin Report List:" drop down. From this drop down you can select a specific instructor.



- 1A. You can also view based on a Specific Instructor within the Survey Intelligence Report. The Survey Intelligence report is explained on Page 8 of this manual.

Results By						Survey Responses		
Survey Period	Course Department	Course Number	Course Section	Course Name	Evaluated Individual	Svy Rcv	Exp	%

# Survey Intelligence Report



## Survey Intelligence

The Survey Intelligence Report allows for an overall view of all your reports giving only the number of responses along with the Mean response. This type of report is also filterable to give more specific results based on your needs.

1. Click on the House icon in the upper right corner to return to the CourseEval Landing Page.



2. On your CourseEval Landing Page click "Survey Intelligence" to the left.





3. You will now be on the “Survey Intelligence Report Designs” which will have already created templates that can be viewed by clicking “view” to the right.

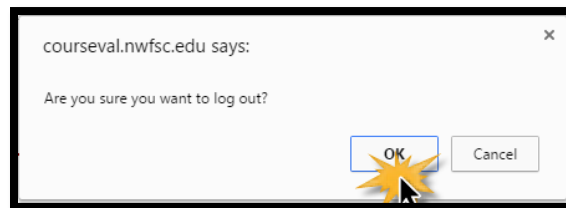
Northwest Florida State College Evaluation System

Survey Intelligence Report Designs

Name	Category	Owner	Created	Updated	Share Option	View
Evaluation Report - 201610	Report	robinsonr9	Feb 19, 2016	Feb 19, 2016	ce	<a href="#">view</a>
Evaluation Report - All Years	Report	robinsonr9	Feb 19, 2016	Feb 19, 2016	ce	<a href="#">view</a>

2 records found.

4. To logout of CourseVal, click the Lock in the top right corner. A prompt will appear asking if you are certain you want to log out. Simply click yes to logout.



## Other Information

### Standard Features of CourseVal

CourseVal is a survey-based tool used to evaluate: courses ; instructors ; students ; peers ; etc. The My Reports list displays each survey that you are associated with. The survey and course information is listed 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 survey,
- preview what survey participants will see,
- view the report 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 (see the Icon-Map section below for details).

## Special Features

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

### My Course Questions

The icon for this feature is accessible in the upper-right corner of the list.

When invoked, you will have access to preview pending surveys, select additional approved questions, and/or set the survey availability dates and times. Any or all of these features may be made available on a survey-by-survey basis.



### 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.



## Icon-Map



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



Log out



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 CourseEval administrator has created rules to release by a specific date, automatically after the survey closes, or after a number of responses.



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



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



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 favorable 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 favorable number of responses.



Preview upcoming surveys.



Customizable longitudinal and summative reporting.