

After you log in to MyCourseEval you will be placed on one of four landing pages.

1. If you have surveys to take, you will see the **My Surveys** page (See [Reference Guide](#))
2. If you are directly affiliated with a recent course, you will see the **My Reports** page (See [Reference Guide](#))
3. If you are only affiliated to courses based on relationships to instructors, you will be placed on the Evaluation Reports List. From here you can filter by year and period to find the reports you want to look at. You can also select the Survey Intelligence report from the menu for longitudinal reporting.
4. If you are affiliated with courses in your departments, you will see the **Administrator Reports** page below.

You can switch between **My Surveys**, **My Reports** and **Administrator Reports** using the buttons on the left or using the menu options in the upper right-hand corner. When you do not have any relevant content on a page the buttons will be hidden and the options removed from the menu.

mycourseeval
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ConnectEDU Documentation
University
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courseval™
WEB-BASED COURSE EVALUATION

Administrator Reports [Help Guide](#)

Welcome to ConnectEDU University's online course assessment reports site for administrators!

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.

Surveys

Reports

Filter Admin Report List:

Show All

<input type="checkbox"/>	Biology	50%	(6 of 12 received)
<input type="checkbox"/>	Chemistry	83%	(5 of 6 received)

Survey Intelligence

[Mobile site >>](#) | [reset](#)

Standard Features

The **Administrator Reports** list displays each department that you are associated with a rollup of the total expected surveys and the number received. This rollup contains surveys for recent courses only (The CourseEval administrator configures CourseEval for how far back in time to look for surveys).

You can expand a department to find the individual reports included in the rollup. Once expanded the list looks exactly like the report list found if you are teaching courses.

- ✿ 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 to. (See the [Icon-Map](#) below for details)

The filter dropdown found in the left panel can be used to reduce the reports to those courses associated with the selected individual.

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.

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.

See this [Reference Guide](#) for more details.

Icon-Map



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



✿ Log out



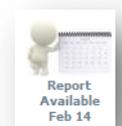
✿ Return to your main landing page



✿ This icon will appear when survey results are 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 CourseEval 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 to.



✿ 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 CourseEval 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.*



- ✿ Customizable longitudinal and summative reporting.