How to access course evaluation reports

Option 1. Through Canvas.

Please check to see if **MyCourseEval** link is available on your Canvas. If the link is not set up, please follow below instructions to make it active asap. If you still encounter difficulties, call DoIT for help!

Instructions:

Step 1: Check your Canvas and you course should have this link (MyCourseEval) available to students.



Step 2: If you do not have this link in Canvas, please select Settings.



Step 3: Select Navigation tab

	Course Details Section Navigation A	pps Feature Options In
icements	Drag and drop items to reorder them in the course nav	igation.
nents	Home	
	Announcements	E
5	Assignments	E
5	Grades	Ð

Step 4: Move MyCourseEval from hidden to show group. If you still do not see MyCourseEval anywhere, contact DoIT asap.

Tutor com 24/5	,	Google Drive	1
Online Tutoring		Tutor.com: 24/7 Online Tutoring	:
MyCourseEval		Cengage	
Cengage		Item Banks	:
People	ø	BryteWave Course Materials	:
D. Lulas	100	Folio	÷
RUDRICS	No.	Follett Discover	÷
Outcomes	ø	Zoom	:
Quizzes	ø		
Files	ø	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be	redirected
Discussions	ø	to the course home page.	
Pages	ø	People Page disabled, will redirect to course home page	•
Collaborations	ø	Rubrics Page disabled, will redirect to course home page	:
BigBlueButton	ø	MyCourseEval Page disabled, won't appear in navigation	:
Item Banks		Attendance Page disabled, won't appear in navigation	
BryteWave Course Materials		New Analytics Page disabled, won't appear in navigation	:
		Outcomes	2 C

Feel free to contact us if you have any questions.

Option 2. Through the link from the MyCourseEval announcement.

Through out each survey period, the responsible instructors will receive a series of announcements. All of the previous survey reports can be accessed by clicking the Login button at the bottom of the announcement.

Instructions:

Course Evaluation Announcement

University of North Carolina at Pembroke



Dear Professor Deschain,

Good morning! This email signifies the beginning of the student evaluation period.

By receiving an automated email, students will participate in the course evaluation process entirely online this semester.

To help, we have included a list of your courses, along with expected and received numbers. Based on the current course evaluation policy and procedures, all students enrolled and registered will be included in the survey. Once the evaluation opens, all the information will be locked.

Please make sure the MyCourseEval app is enabled and unhidden in Canvas. This will allow students to access course evaluations directly from Canvas. Please contact DoiT or IR if you need help with enabling and unhiding this app in Canvas.

Graduate courses have two evaluations and are listed twice for each SEI and GCA.

Course Num - Sec	Course Name	Number Expected	Number Received	S (urvey Open	Survey Close
MTH 101 - 112	Mathematics 101	0	0	N 12	lay 30 :00 AM	Jun 30 11:59 PM
CHM 205	Chemistry 205	0	0	N 12	lay 30 :00 AM	Jun 24 11:59 PM extended
Course	Course Name	Block S	Num	ber	Number	Survey

Num - Sec	Course Name	Block	Site	Expected	Received	Close
MED 402 - 15	Medical Clerkship 402	Sample Clinic	2-week rot	0	0	Jul 1 11:59 PM

Please feel free to contact me if you have any questions.

Thank you for your cooperation.

Course Eval Administrator Terry Kim CourseEvals@uncp.edu

Jsername. Use your campus credentials



It you have problems logging in, please refer to campus policies for managing your account or use the support email below for assistance from the system administrator.



Option 3. Through IR Website

Instructions:

Visit Institutional Research Webpage at <u>https://www.uncp.edu/resources/institutional-research/course-evaluation</u> and select one of the links from "Links to Access Course Evaluation."