

CoursEval: Accessing Sample Surveys

Faculty Guide

LeTourneau University

**IMPORTANT NOTE:
THESE INSTRUCTIONS
ONLY WORK WHEN
EVALUATIONS ARE
CURRENTLY ACTIVE*.**

***Faculty being evaluated receive email notification
when their evaluation periods open.**

1

NAVIGATE TO THE LETU COURSE EVALUATIONS WEBPAGE

1.1 Navigate to:

<https://www.letu.edu/offices/provost/courseevaluations.html>

1.1a Alternatively, you can search for “course evaluations” in the LETU search bar

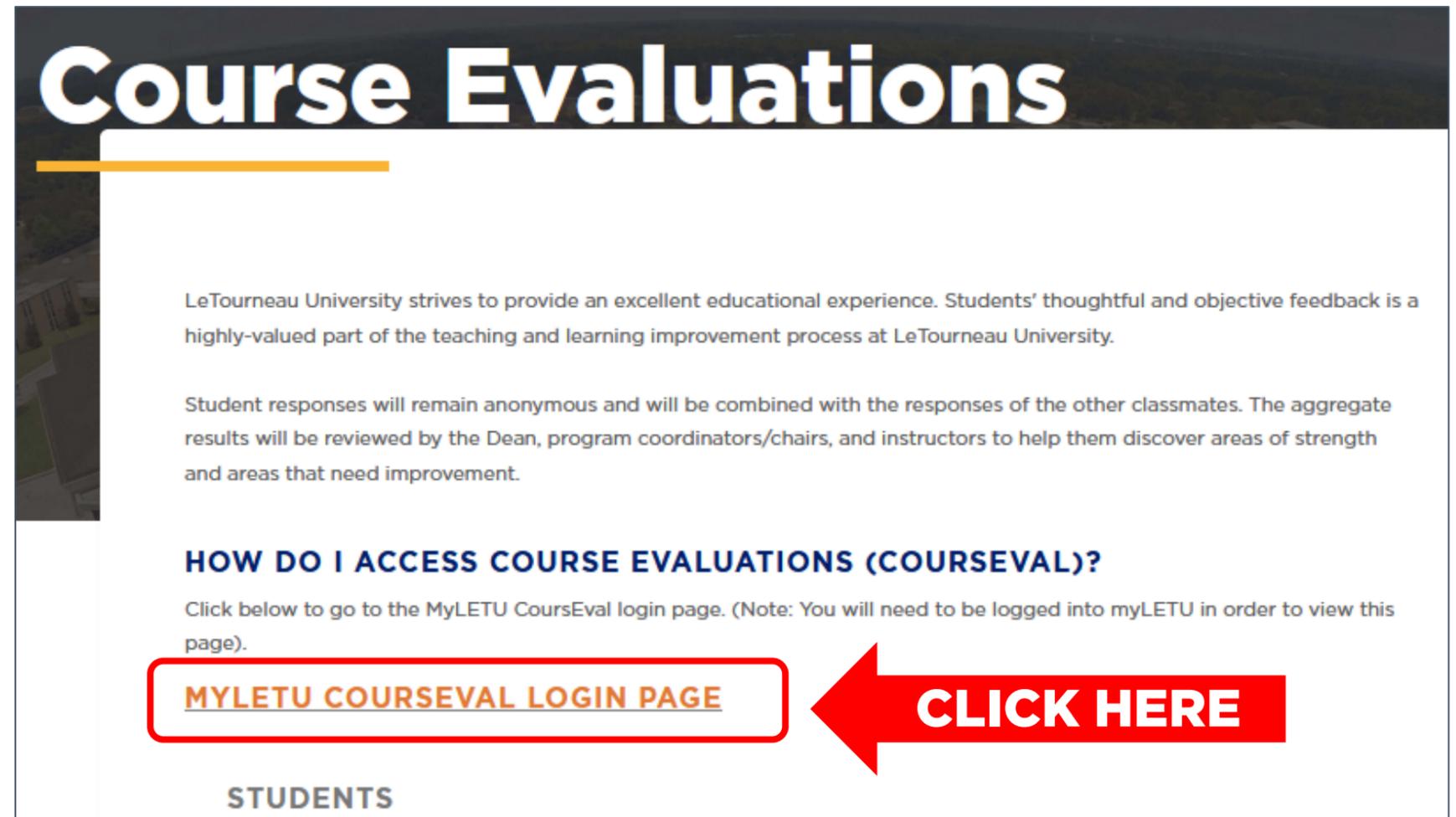


2

LOG INTO COURSEVAL

2.1 On the LETU course evaluations webpage, click the login link go to the MyLETU CoursEval login page.

(Note: You will need to be logged into myLETU in order to view this page).



Course Evaluations

LeTourneau University strives to provide an excellent educational experience. Students' thoughtful and objective feedback is a highly-valued part of the teaching and learning improvement process at LeTourneau University.

Student responses will remain anonymous and will be combined with the responses of the other classmates. The aggregate results will be reviewed by the Dean, program coordinators/chairs, and instructors to help them discover areas of strength and areas that need improvement.

HOW DO I ACCESS COURSE EVALUATIONS (COURSEVAL)?

Click below to go to the MyLETU CoursEval login page. (Note: You will need to be logged into myLETU in order to view this page).

[MYLETU COURSEVAL LOGIN PAGE](#)

CLICK HERE

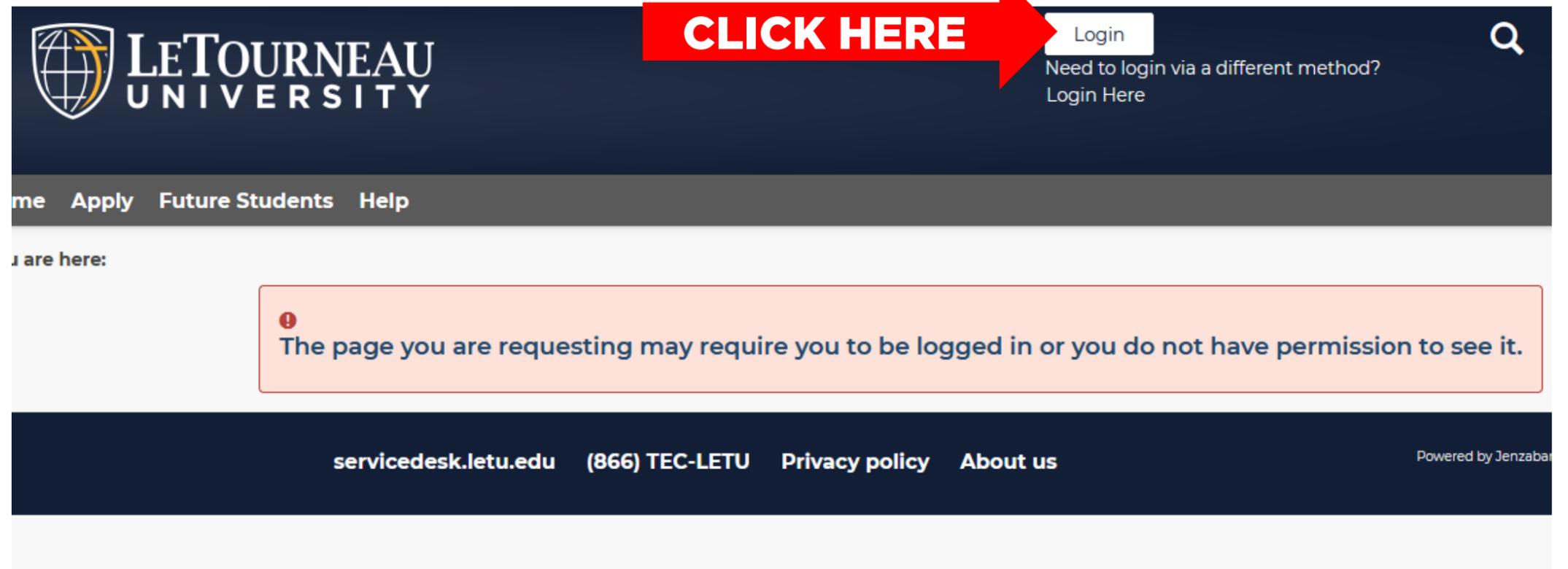
STUDENTS

The screenshot shows a webpage titled "Course Evaluations" with a dark header. Below the header, there is a white content area. The text describes the university's commitment to feedback and the anonymity of responses. A section titled "HOW DO I ACCESS COURSE EVALUATIONS (COURSEVAL)?" provides instructions to click a link. The link "MYLETU COURSEVAL LOGIN PAGE" is highlighted with a red rounded rectangle. A red arrow points from the right towards this link, with the text "CLICK HERE" inside the arrow's body. At the bottom of the page, the word "STUDENTS" is visible.

2

LOG INTO COURSEVAL

2.1 If you have not logged into myLETU, you will see this warning. Log into myLETU using your LETU credentials to be directed to the login page.



The screenshot shows the top navigation bar of the Letourneau University website. On the left is the university logo and name. On the right, there is a 'Login' button and a search icon. A red arrow points from the text 'CLICK HERE' to the 'Login' button. Below the navigation bar is a dark grey menu with links for 'Home', 'Apply', 'Future Students', and 'Help'. Below the menu is a breadcrumb trail that says 'You are here:'. A large orange warning box is centered on the page, containing a red exclamation mark icon and the text: 'The page you are requesting may require you to be logged in or you do not have permission to see it.' At the bottom of the page is a dark blue footer with links for 'servicedesk.letu.edu', '(866) TEC-LETU', 'Privacy policy', and 'About us'. On the far right of the footer, it says 'Powered by Jenzabar'.

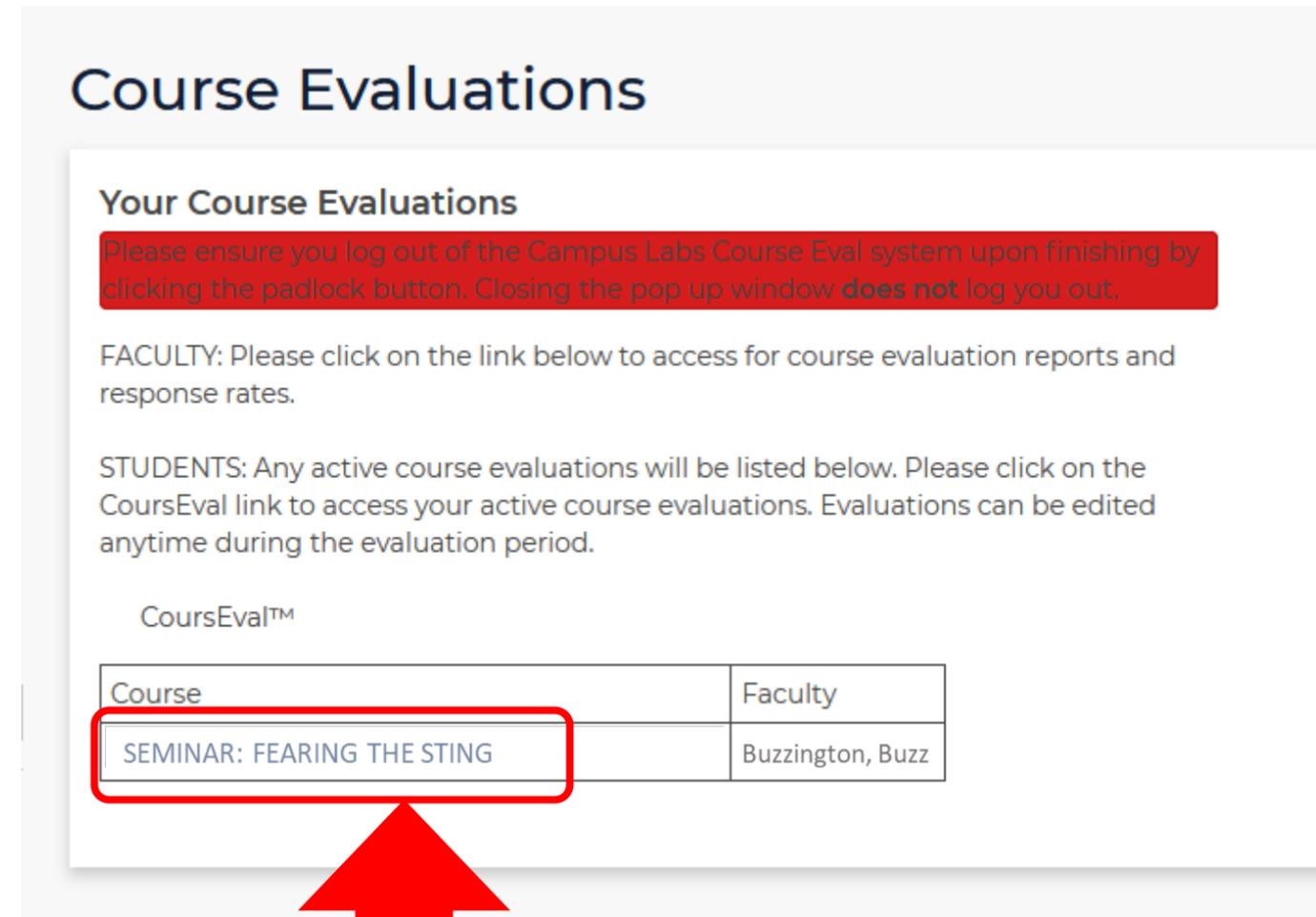
2

LOG INTO COURSEVAL

2.2 A list of your currently active courses will appear below the CourseEval™ login link.

If you just want to see the survey preview for a course, click on the course name.

NOTE: This will open in a new window, so make sure that any popup blockers on your browser are disabled.



Course Evaluations

Your Course Evaluations

Please ensure you log out of the Campus Labs Course Eval system upon finishing by clicking the padlock button. Closing the pop up window **does not** log you out.

FACULTY: Please click on the link below to access for course evaluation reports and response rates.

STUDENTS: Any active course evaluations will be listed below. Please click on the CourseEval link to access your active course evaluations. Evaluations can be edited anytime during the evaluation period.

CourseEval™

Course	Faculty
SEMINAR: FEARING THE STING	Buzzington, Buzz

CLICK HERE

2

LOG INTO COURSEVAL

2.2a To access more information in addition to the course survey preview, click on “CoursEval™”

Course Evaluations

Your Course Evaluations

Please ensure you log out of the Campus Labs Course Eval system upon finishing by clicking the padlock button. Closing the pop up window **does not** log you out.

FACULTY: Please click on the link below to access for course evaluation reports and response rates.

STUDENTS: Any active course evaluations will be listed below. Please click on the CoursEval link to access your active course evaluations. Evaluations can be edited anytime during the evaluation period.

CoursEval™

CLICK HERE

You have no evaluations/surveys to complete.

3

ACCESS THE SURVEY PREVIEW

3.1 When you log into CoursEval, you will see courses that are active or have recently been evaluated. Click on the course number in order to access a preview of the survey.

NOTE: This will open in a new window, so make sure that any popup blockers on your browser are disabled.

The screenshot shows the 'anthology Course Evaluations' interface for LeTourneau University. The top navigation bar includes 'Home', 'Surveys', 'Reports', 'Help', and 'Exit'. The main content area is titled 'My Reports' and displays a table of course evaluations. The first entry is for 'LETU9999 (UG22)', which is highlighted with a red box and a red arrow pointing to it with the text 'CLICK HERE'. The course details include 'Seminar: Fearing the Sting', 'Buzz Buzzington', and 'Fall 2022 MOD2 Lecture Evaluation'. To the right of the course entry, there is a 'Report Unavailable' button and a message: 'This report will be available on Nov 4'. Below this message is a progress bar labeled 'Closes in 1 day'. Further right, there is a 'Response Rate' section showing a 17% response rate with a circular progress indicator and a '1 of 6' indicator.

3

ACCESS THE SURVEY PREVIEW

3.2 After clicking on the course number, the preview will appear as the students will see it when they complete their evaluations.

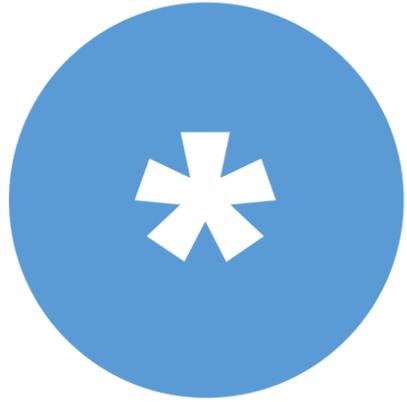
The screenshot displays the 'anthology Course Evaluations' interface. A red arrow points from the course number 'LETU9999 (UG22)' in the 'My Reports' list to a detailed survey preview. The preview includes the following information:

- FA 2022 Fall 2022 MOD2 Lecture Evaluation**
- Course Number:** LETU9999 (UG22)
- Course Name:** Seminar: Fearing the Sting
- Department:** LETU
- Faculty:** Buzz Buzzington

Please complete each of the following questions. Your thoughtful and objective feedback is needed for the accurate assessment and improvement of this course. The information you provide will help ensure that student academic needs are met. Responses will remain anonymous and will be combined with the responses of your classmates. The aggregate results will be reviewed by the Dean, program coordinators/chairs, and instructors to help them discover areas of strength and areas that need improvement.

Questions about this survey? Use the link in My Surveys to contact the survey admin

Buzz Buzzington



IMPORTANT NOTES

NOTE: The primary instructor's name is listed on the survey. If there are multiple instructors, each instructor's name will appear at the beginning of their corresponding set of questions.

This allows each instructor to be evaluated individually on faculty-based questions.

When results are available, each faculty will only be able to see their own scores.

FA 2022 Fall 2022 MOD2 Lecture Evaluation

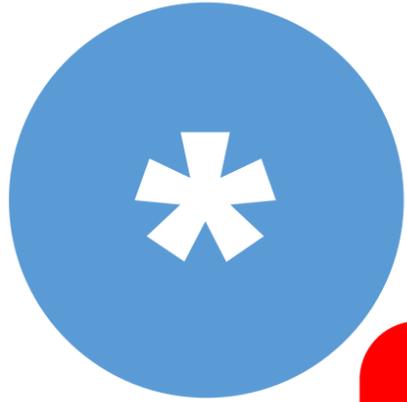
Course Number: LETU9999 (UG22)
Course Name: Seminar: Fearing the Sting
Department: LETU
Faculty: Buzz Buzzington

Please complete each of the following questions. Your thoughtful and objective feedback is needed for the accurate assessment and improvement of this course. The information you provide will help ensure that student academic needs are met. Responses will remain anonymous and will be combined with the responses of your classmates. The aggregate results will be reviewed by the Dean, program coordinators/chairs, and instructors to help them discover areas of strength and areas that need improvement.

Questions about this survey? Use the link in My Surveys to contact the survey admin

 Buzz Buzzington





IMPORTANT NOTES

THIS WILL TELL YOU WHEN THE RESULTS BECOME AVAILABLE. SEE THE FACULTY REPORTING ACCESS GUIDE FOR HOW TO RUN REPORTS OF THE RESULTS.

THIS SHOWS HOW MANY SURVEYS HAVE BEEN COMPLETED.

The screenshot shows the 'My Reports' section of the Anthology Course Evaluations system. The header includes the Anthology logo and 'Course Evaluations' on the left, and 'LeTourneau University BuzzBuzzington' on the right. A navigation bar contains icons for Home, Surveys, Reports, Help, and Exit. The main content area displays a report for 'LETU9999 (UG22) Seminar: Fearing the Sting' by Buzz Buzzington, titled 'Fall 2022 MOD2 Lecture Evaluation'. The report status is 'Report Unavailable', with a note that the report will be available on Nov 4 and a progress bar indicating it closes in 1 day. To the right, the 'Response Rate' is shown as a donut chart at 17%, with a sub-note '1 of 6'.

THIS SHOWS WHWN THE SURVEY CLOSES.

WHAT IF I STILL HAVE QUESTIONS?

If you have issues or questions about logging into myLETU, you can contact the IT department.

If you have any questions or difficulties related to the course evaluation software (CourseEval), or if you are not sure where to start with your question, please email James Epling at JamesEpling@letu.edu.

If students have questions about course evaluations, they can email institutionalresearch@letu.edu.