

# 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.



# 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





## 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](#)

**STUDENTS**



## 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 displays the LeTourneau University website header with the university logo and name. A red arrow points to the 'Login' button, with the text 'CLICK HERE' above it. Below the header, a navigation bar contains links for 'Home', 'Apply', 'Future Students', and 'Help'. A breadcrumb trail indicates the user is 'here:'. A red warning box in the center of the page states: 'The page you are requesting may require you to be logged in or you do not have permission to see it.' The footer includes links to 'servicedesk.letu.edu', '(866) TEC-LETU', 'Privacy policy', and 'About us', along with the text 'Powered by Jenzabar'.



## LOG INTO COURSEVAL

2.2 A list of your currently active courses will appear below the **CoursEval™** 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 CoursEval link to access your active course evaluations. Evaluations can be edited anytime during the evaluation period.

CoursEval™

Course	Faculty
SEMINAR: FEARING THE STING	Buzzington, Buzz

CLICK HERE



## 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.*

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## 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 displays the CoursEval interface. At the top, the 'anthology Course Evaluations' logo is on the left, and 'LeTourneau University BuzzBuzzington' is on the right. A dark blue navigation bar contains icons for Home, Surveys, Reports, Help, and Exit. Below this, the 'My Reports' section is visible. A red box highlights the course number 'LETU9999 (UG22)', and a large red arrow points to it with the text 'CLICK HERE'. The course details include 'Seminar: Fearing the Sting', 'Buzz Buzzington', and 'Fall 2022 MOD2 Lecture Evaluation'. A red button labeled 'Report Unavailable' is present, along with a message: 'This report will be available on Nov 4'. A progress bar indicates 'Closes in 1 day'. On the right, a 'Response Rate' section shows a 17% completion rate with a circular progress indicator and a '1 of 6' status.



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## 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. On the left, under the 'My Reports' section, a list of reports is shown. The first report, 'LETU9999 (UG22)', is highlighted with a red box. A large red arrow points from this report to the detailed survey preview on the right.

**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

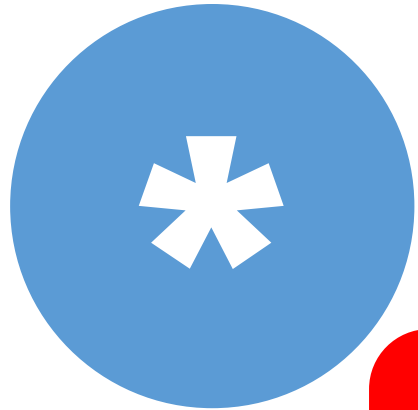
**Faculty:** Buzz Buzzington

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.

anthology Course Evaluations

LeTourneau University BuzzBuzzington

Home Surveys Reports Help Exit

My Reports

LETU9999 (UG22) Seminar: Fearing the Sting Buzz Buzzington Fall 2022 MOD2 Lecture Evaluation

Report Unavailable

This report will be available on Nov 4

Closes in 1 day

Response Rate 17 % 1 of 6

THIS SHOWS WHEN 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 (CoursEval), or if you are not sure where to start with your question, please email the Office of the Provost at [OfficeoftheProvost@letu.edu](mailto:OfficeoftheProvost@letu.edu).

If students have questions about course evaluations, they can email the Office of the Provost at [OfficeoftheProvost@letu.edu](mailto:OfficeoftheProvost@letu.edu).