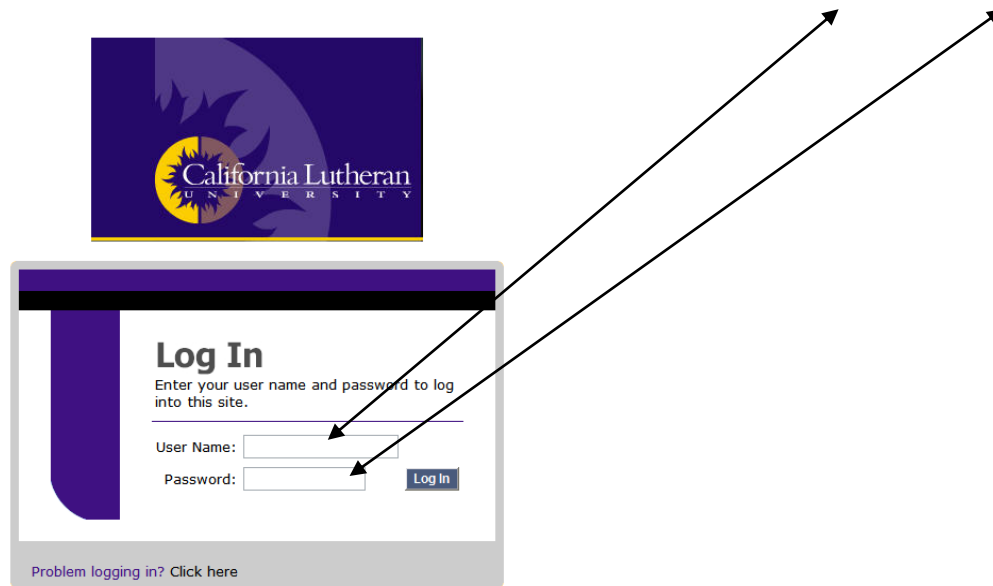


Course Evaluation Report – How to access your report in four easy steps!

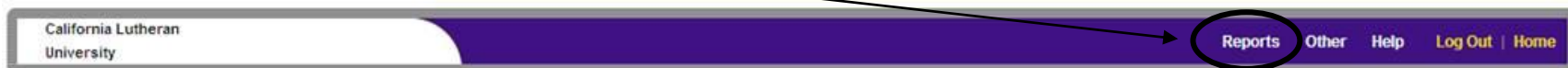
Step 1:

Login to the system at <http://courseval.callutheran.edu> with your CLU username and password.



Step 2:

After logging into the system the screen will say, "There are no surveys available to you at this time." That is true, you have no surveys to complete, but you do have reports to view! Click on the **Reports** tab at the top of the screen and choose **Evaluation Reports**.



Step 3:

Evaluation Reports

Survey Type: Standard Survey Year: Show All Survey Period: Show All Survey Status: Closed Survey: Show All

Be sure to set the drop down menus to **Show All**. Or choose a specific **Survey Year** and **Survey Period**.

Step 4:

Click on the **evaluation(s)** you would like to see. Now click on **“View Report”** (your evaluation report will open in a new window).

CourseNumber - Sect. ID	Course Name	Responsible Faculty	Department	Close Date	Resp. Rec\'d	Resp. Exp.	% Rec\'d	Include (All None)
					1	1	9%	<input checked="" type="checkbox"/>
					1	7	14%	<input type="checkbox"/>
					2	9	22%	<input type="checkbox"/>

All of your courses that were evaluated online will show up in this area.

Number of students who have completed the survey.

Total number of students.

Percentage of students who have completed the survey.

If you have any difficulties, please contact Melinda Wright (mjwright@callutheran.edu) or Karissa Oien (koiien@callutheran.edu).