

# The UI&U Center for Teaching and Learning

## Topic: How to view your CoursEval™ survey results

1. Log in to CampusWeb
2. Go to the Faculty tab, Your Courses, Course Evaluations
3. Click the AMS CoursEval™ link.

**Your Courses** [Print this page](#)

**Grade Entry**  
[View Course List](#)

**All My Courses**  
[Current Courses ▾](#)

**Training**  
My Training Course List

| Code                 | Course name                        | Grade  | Schedule |
|----------------------|------------------------------------|--------|----------|
| CTL-000 (JoeFaculty) | Faculty Training                   | --     |          |
| CTL-000 (Thompson)   | Faculty Training                   | F (0%) |          |
| CTL-301 (00)         | CampusWeb Courses Faculty Workshop | --     |          |

**Special Courses**  
My Special Courses Course List

| Code         | Course name         | Grade | Schedule |
|--------------|---------------------|-------|----------|
| UIU 100 (00) | National Assessment | --    |          |

**Templates**  
My Templates Course List

| Code         | Course name       | Grade | Schedule |
|--------------|-------------------|-------|----------|
| UIU 101 (00) | Union Orientation | --    |          |

**Handouts**

- Grading
- Grading Directions (.docx, 14K)
- Course Eval Resources
- Steps to View Your Course Eval Results (.pdf, 446K)
- Survey Dates (.pdf, 172K)

[Go to Main Screen ▶](#)  
Adobe Acrobat Reader is required to view and print PDF files.

**Course Evaluation Instructions**  
Please see the videos below for instructions on viewing your course evaluations.  
[Course evaluations for deans](#)  
[Course evaluations for chairs](#)  
[Course evaluations for faculty](#)

**Course Evaluations**

**Your Course Evaluations**  
Please ensure you log out of the AMS CoursEval™ system upon finishing by clicking the padlock button. Closing the pop up window **does not** log you out.  
Below is a list of your open evaluations. Please fill them out as soon as possible. You can view old evaluations and change some personal settings at [AMS CoursEval™](#).

~~You have no surveys to display.~~ [Click Here](#)

You will be taken to your CoursEval™ landing page. Click on the green “View Report” button. To see more reports, hover over the Reports tab. Select “Evaluation Reports”.

mycourseval™ Union Institute & University Samuel Liss

Home Reports **Help** [Logout](#)

Welcome to Union Institute & University's online course and faculty survey site!

- First see your list of courses that were assessed on a survey.
- You may then click the View Report or you can click on All Reports to see the entire list.
- You may also preview what the survey looked like from the students' POV.

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.

**My Reports**

COUN 529 01 0  
BIOLOGICAL BASES OF BEHAVIOR  
Samuel Liss  
1516 W Master in CMHC Survey

[View Report](#) Closed on Apr 29

Response Rate  
71 %  
5 of 7

Click the gear icon to look at the survey form.

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4. Use the filters to select specific criteria, or choose ALL to see everything available.
  - a. Select a **Year** or choose “**All.**”
  - b. Choose the **Term** under **period.**
  - c. Choose **Show All** under **Department.**
  - d. Choose a **Survey** or choose “**All.**”
  - e. Place **checkmarks in the boxes** under “**Include.**”
  - f. Click on the **View, PDF, or Print** button.

mycourseeval union institute & university  
Samuel L. Lee

Home Reports Help Exit

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

View: Comparative Settings: STANDARD survey default Options View PDF Print

**Evaluation Reports**

Search:

| Course Number<br>-Section ID | Survey Name           | Year | Period | Close Date   | Course Name                         | Responsible<br>Faculty | Department | Resp.<br>Rec'd | Resp.<br>Exp. | %<br>Rec'd | Include                             | Access<br>Role    |
|------------------------------|-----------------------|------|--------|--------------|-------------------------------------|------------------------|------------|----------------|---------------|------------|-------------------------------------|-------------------|
| ADC 512 01 0                 | 1415 W MAP            | 2015 | 1415 W | May 5, 2015  | PSYCHOPHARM FOR MENTAL HLTH-ADD DIS |                        | ADC        | 2              | 2             | 100%       | <input type="checkbox"/>            | <a href="#">?</a> |
| COUN 512 01 0                | 1516 F Master in CMHC | 2015 | 1516 F | Dec 24, 2015 | PSYCHOPHARM FOR MENTAL HLTH-ADD DIS |                        | COUN       | 8              | 14            | 57%        | <input type="checkbox"/>            | <a href="#">?</a> |
| COUN 529 01 0                | 1516 W Master in CMHC | 2016 | 1516 W | Apr 30, 2016 | BIOLOGICAL BASES OF BEHAVIOR        |                        | COUN       | 5              | 7             | 71%        | <input type="checkbox"/>            | <a href="#">?</a> |
| CPM 512 01 0                 | 1415 W MAP            | 2015 | 1415 W | May 5, 2015  | PSYCHOPHARM FOR MENTAL HLTH-ADD DIS |                        | CPM        | 5              | 15            | 33%        | <input type="checkbox"/>            | <a href="#">?</a> |
| CPM 529 01 0                 | 1415 F MAP            | 2014 | 1415 F | Dec 23, 2014 | BIOLOGICAL BASES OF BEHAVIOR        |                        | CPM        | 5              | 13            | 38%        | <input checked="" type="checkbox"/> | <a href="#">?</a> |
| PSY 725 01 0                 | 1415 F PSYD           | 2014 | 1415 F | Dec 23, 2014 | BIOLOGICAL BASES OF BEHAVIOR        |                        | PSY        | 1              | 7             | 14%        | <input type="checkbox"/>            | <a href="#">?</a> |
| PSY 746 01 0                 | 1415 W PSYD           | 2015 | 1415 W | May 5, 2015  | PSYCHOPHARM FOR MENTAL HLTH-ADD DIS |                        | PSY        | 8              | 19            | 42%        | <input type="checkbox"/>            | <a href="#">?</a> |

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