Viewing Course Evaluation Reports (Chair)

For additional questions or support, please contact **Laura Putnam** at **lputnam4@naz.edu** or **585-389-2011**.

Chairs have access to course evaluation reports through the *Admin* tab on the CoursEval homepage. This provides access to every submitted course survey and self-evaluation connected to department faculty.
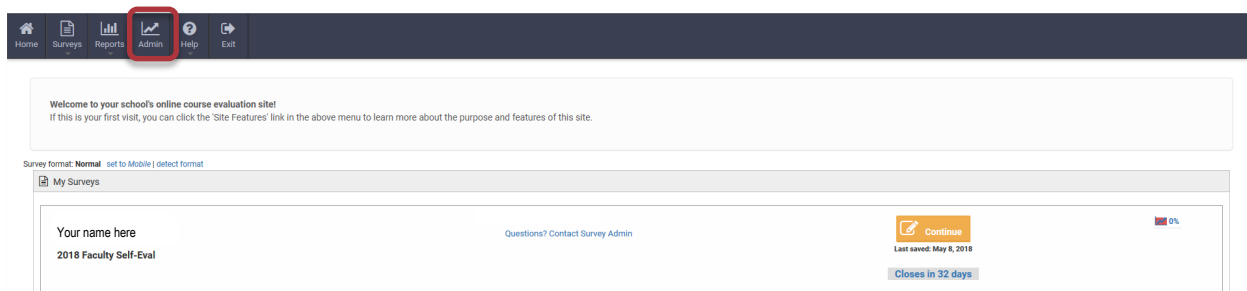
Viewing Course Evaluation Reports

Step 1: Login to Moodle using your MyNaz Username and Password.

Step 2: Locate the *Course Evaluations* block on the Dashboard and click the ***CoursEval Portal*** link.
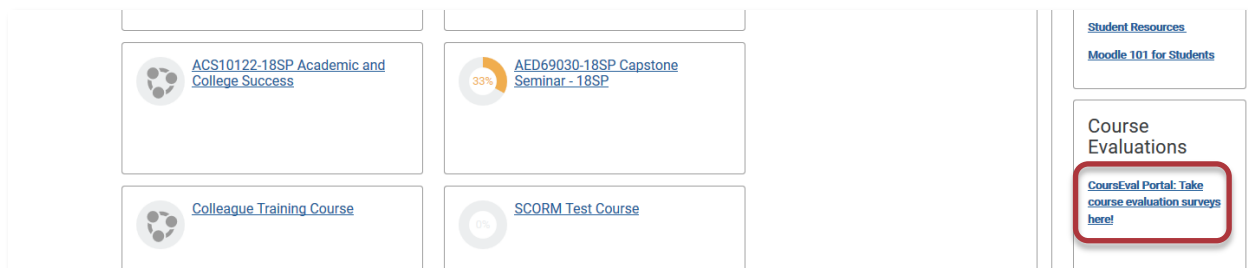
Step 3: By default, CoursEval will display any un-submitted individual surveys on the homepage. You can complete the survey before proceeding, or click the **Admin** tab to access the *Administrator View*. **Note:** If all surveys are submitted, the *Administrator View* will automatically display, go to **Step 4**.

Step 4: Click on the **Number** icon to view the current reports for your department.

Step 5: A list of all submitted department surveys will appear (including your own), use the search field to filter the list.

Step 6: Click on the **Graph** icon to view a report. The report will appear in a pop-up window, scroll within the report to view the data. **Note:** *If the report does not appear in a new window, verify your internet browser is NOT blocking pop-ups.*