



Monitoring Open CourseEval Surveys from Moodle

For additional questions or support, please contact [Laura Putnam](mailto:lputnam4@naz.edu) at lputnam4@naz.edu or 585-389-2011.

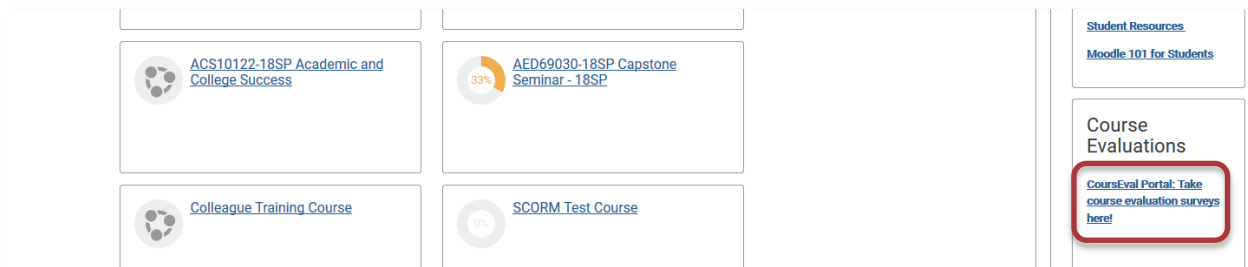
Faculty can monitor active survey status and details using the My CourseEval Portal link in Moodle. This link will navigate you to a display of all active surveys. Once viewing the dashboard, you can also navigate to the full CourseEval Portal.

Note: Faculty will be notified via a separate email when reporting features are accessible in the *CourseEval*.

Monitoring CourseEval Survey Information

Step 1: Log in to the Moodle using your *MyNaz* username and password

Step 2: Go to the *Course Evaluations* block on your user Dashboard and click the **CourseEval Portal** link.



An overview of active course surveys will display in a new window.

Note: If *CourseEval* does not appear in a new window, make sure your internet browser is NOT blocking pop-ups.

- Monitor the current response rate.
- Click to **View the survey form**.
- Click to **View Reports** (when available).

