



## Viewing Course Evaluation Reports (Faculty)

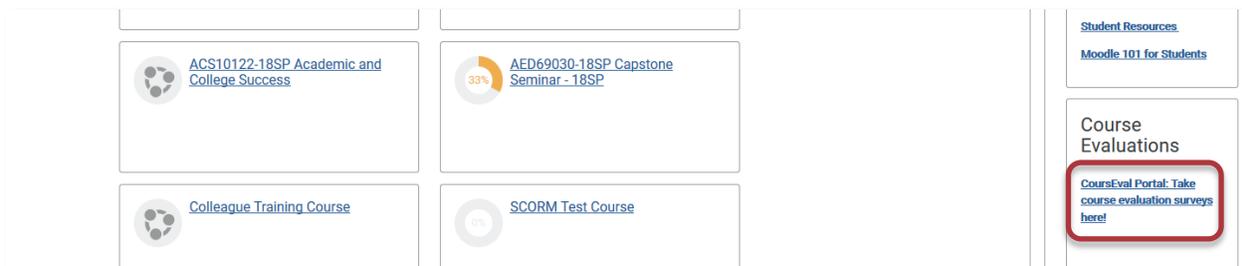
For additional questions or support, please contact [Laura Putnam](mailto:lputnam4@naz.edu) at [lputnam4@naz.edu](mailto:lputnam4@naz.edu) or 585-389-2011.

Faculty can view course survey reports by accessing the [CourseEval](#) portal using your *MyNaz* username and password. Faculty will be notified via a separate email when reporting features are accessible in the *My CourseEval* portal.

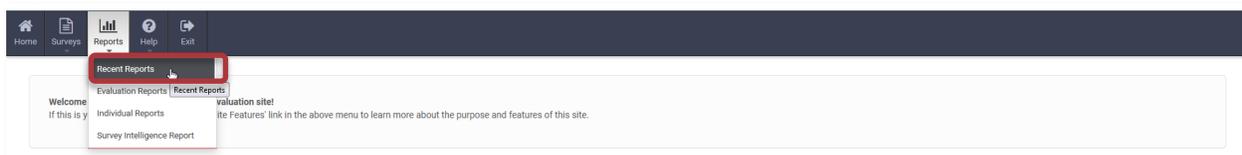
### Accessing Course Survey Reports

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

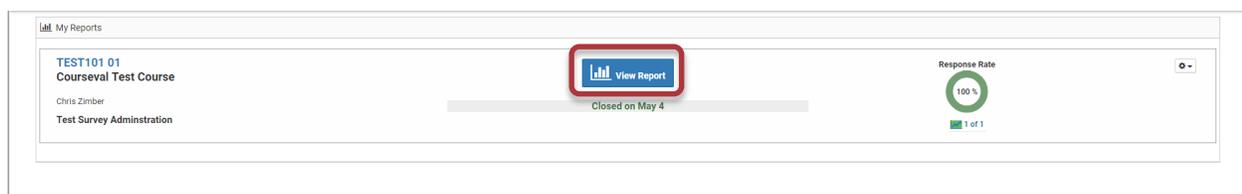
**Step 2:** Go to the *Course Evaluations* block on your user Dashboard and click the **CourseEval Portal** link.



**Step 3:** If you have any un-submitted individual surveys, you will be prompted to complete these evaluations on the homepage by default. You may need to click the **Reports** tab and select **Recent Reports** to view *My Reports*.



**Step 4:** A list of your courses will appear, click **View Report** on the appropriate course.



**The Course Report will appear in a pop-up window.**

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

Course: ACCT 1300 1 - Accounting 1		Department: Accounting							
Responsible Faculty: Robert Martin		Responses / Expected: 4 / 5 (80%)							
About the Instructor		Robert Martin							
		Responses				Individual			
		SA	A	N	D	SD	N	Mean	Std Dev
Q1	The professor created a learning environment that was hospitable to all students.	4	0	0	0	0	4	5.0	0
Q2	The examples and illustrations used by this instructor helped me understand the subject.	4	0	0	0	0	4	5.0	0
Q3	I would recommend this instructor to other students.	4	0	0	0	0	4	5.0	0
Responses: [SA] Strongly Agree=5 [A] Agree=4 [N] Neutral=3 [D] Disagree=2 [SD] Strongly Disagree=1									
Faculty:	Robert Martin								
Question:	Comments: _____								
Response Rate:	25.00% (1 of 4)								

Scroll within the window to view Report data.