Viewing Course Evaluation Reports (Faculty)

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

Faculty can view course survey reports by accessing the CoursEval portal using your MyNaz username and password. Faculty will be notified via a separate email when reporting features are accessible in the My CoursEval 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 CoursEval 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.

Scroll within the window to view Report data.