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.*