

courseval™

MyCourseEval: My Surveys

After you log in to MyCourseEval you will be placed on one of two landing pages.

1. If you have surveys to take, you will see the **My Surveys** page.
2. If you have been evaluated and have access to reports, you will see the **My Reports** page below (See [Reference Guide](#)).

You can switch between **My Surveys** and **My Reports** using the buttons on the left or using the menu options in the upper right-hand corner. When you do not have any relevant content on a page the button will be hidden and also removed from the menu.

The screenshot displays the 'My Surveys' interface. At the top, it identifies the user as Steven Stahl and the institution as ConnectEDU University School of Business. The main heading is 'My Surveys' with a 'Help Guide' link. A welcome message states: 'Welcome to ConnectEDU University's online course evaluation site! If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site.' Below this, a course entry for 'ENG 101 001 English Composition' is shown, listing faculty members William Carson and Mike Dougan, and a 'Take Survey' button. To the right, a progress indicator shows '0%' completion, with 'Expected 8' and 'Received 0' surveys, and an 'Open Until Oct 31, 2012' deadline.

Standard Features

In MyCourseEval you will be able to take surveys and view missed or completed surveys.

If you have accessed CourseEval via a mobile device your experience will be reformatted for easier access. You may choose to switch between the full and mobile sites to choose the experience that best suits your screen size. See the [Mobile Guide](#) below.

Icon-Map



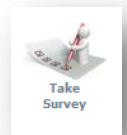
- ✿ Hover-over menu. Most items available on the landing page are also available from the menu.



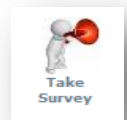
- ✿ Log out



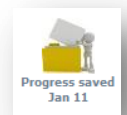
- ✿ Return to your main landing page



- ✿ This icon is common for surveys just opening or not close to the approaching deadline.



- ✿ This icon calls for immediate action on the participant's part because of an impending deadline.



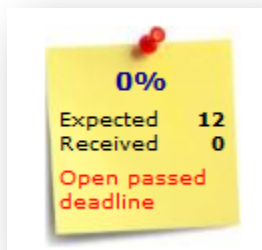
- ✿ Participants may save their work at any time, which will prompt the system to display *Progress Saved* with date:



- ✿ Notes will appear to the far right on the screen indicating the expected/received counts with response rate percentage and Open Until or Deadline notifications:
- ✿ *This example shows a survey that is still open.*

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MyCoursEval: My Surveys



✿ This example shows a survey that has been extended.

Completed Surveys
Missed Surveys

✿ Any expired surveys will not be accessible and will filter into the *Missed Surveys* list.

✿ Completed surveys will filter into the *Completed Surveys* list.

Mobile Site Quick Guide

Below are some quick tips for navigating CourseEval on a mobile device. Remember, users can always switch back to full mode at any time, but this may affect the optimal viewing settings created especially for this mode. **Not all surveys are suitable for mobile devices, so users may have to complete surveys on a laptop or desktop.**

Logging In:

Mobile mode is designed to detect the device (smart phone, laptop, or desktop) a user is utilizing to access CourseEval.

- If a user wants to view the site in full (laptop, desktop) mode, simply select the *Full site* option under the Log In button. Note: Full site mode on a mobile device may be difficult to read.
- If the phone is not detected as a mobile device, the user may select the *Mobile Site* option located in the sidebar on the full site page.

Font Size:

Font size may be adjusted using the *font* ↑ and *font* ↓ options seen to the right.

Reset:

Users may reset the original log-in page settings by clicking on *reset*. The site will revert to the default site based on phone/computer detection and reset the font size to the default size if a phone is detected.

Selecting a Survey:

After logging in, users will see a simplified list of available surveys.

If enabled, participants will see the response rate & expected/received count for each course/survey, and the number of days the survey will be open.

Click on any of the surveys in the available list to be taken.

Enter your user name and password to log into this site.

Username:

Password:

Log In

[Problem logging in?](#)

[Full site](#) » | [font](#) ↑ | [font](#) ↓ | [reset](#)

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This survey list message is customizable for mobile mode.

Select to take survey

MTH 654 E

Introduction to Probability

LS Testing Survey

Due: 29 days 0% 0 / 2

MTH 152 A 9

Finite MTH 2

LS Testing Survey

Due: 29 days 0% 0 / 2

MTH 311 G 1

Applied Matrix Techniques 2

LS Testing Survey

Due: 29 days 0% 0 / 2

Past Due Surveys:

If a survey has expired, but access is extended by the CoursEval Administrator, users will see a “Past Due” notification on select surveys:

Select to take survey

100 01

Math

Testing

Past Due:2 days

Survey Form:

Surveys in mobile mode will be much larger and simplified compared to their full mode counterpart.

Sample - Classroom Course Evaluation

Characteristics of Course

Set all questions in section to *Not Applicable*

1) My rating of the course overall.

- Strongly Disagree
- Disagree
- Undecided
- Agree
- Strongly Agree
- **Not Applicable**

Text Comments:

Entering comments in mobile mode is similar to sending a text to a friend. Clicking on the question or the text box will open the text editor on the phone (for example, the keyboard on an iPhone) so users may enter comments.

Please add any comments about the instructor.

Saving or Submitting:

The option to save progress is available when taking surveys on either the full site or the mobile site.

