Completing Online Course Evaluations

This Best Practices guide is designed to show students how to access course evaluations that have been made available and review which evaluations have already been completed. The CoursEval software is a great way to keep track of student evaluation data and minimize the amount of paper used for course evaluations. To get started using the evaluation tool, follow the directions below.

This Best Practices guide will show you how to:

- View your list of available course evaluations
- Access and complete evaluations
- View completed evaluations
- Edit completed evaluations

Viewing Available Evaluations

In order to view which evaluations have been made available, you will first need to log in to Blackboard (http://blackboard.uc.edu), use the link and login info provided in the Course Evaluation Announcement email you received or go directly to https://evaluation.uc.edu.

To view available evaluations:

- Once logged in to Blackboard, locate the module titled “My CoursEvals.” This should be found under the “My UC” tab. If the module is not shown, use the “Modify Content” button to add it to your “My UC” tab.

- Within the “My CoursEvals” module you should see a list of evaluations that have been made available and need to be completed. If no items are listed, than no evaluations are currently available. This list updates every 12 hours, so you may see evaluations that
Completing Evaluations

In order to complete an evaluation you will need to access the CoursEval system and select an evaluation to fill out.

To complete an evaluation:

- Use the click “CoursEval” link from within the “My CoursEvals” module to access CoursEval.
- Login with your CLS credentials
- Once you are logged in, you will see the list of available evaluations. If no evaluations are visible, hold your cursor over the Gears icon and select “Available Surveys”

- Locate the evaluation you wish to complete and click the Take Survey icon.

- On the following screen fill in the questions and click the “Submit” button located at the bottom of the page.

NOTE: You may also use the “Save Progress and Return” button if you wish to finish the evaluation at another time. A “Progress Saved” button next to the “Take Survey” button will identify saved evaluations.

View Completed Evaluations

After you have completed evaluations you may view which evaluations have been completed and when they were completed.

To access completed evaluations:

- Use the click “CoursEval” link from within the “My CoursEvals” module to access CoursEval.
- Login with your CLS credentials
- Once you are logged in, hold your cursor over the Gears icon and select “Completed Surveys”

- On the following screen you may view which evaluations have been completed and when they were completed.

- As long as the evaluation is still active, you can click the “Edit Survey Answers” button to go in and edit your responses.

NOTE: You may also view evaluations that you have missed by selecting the “Missed Surveys” link within the Gears menu. This will show you which evaluations were not completed before the Submission Deadline.