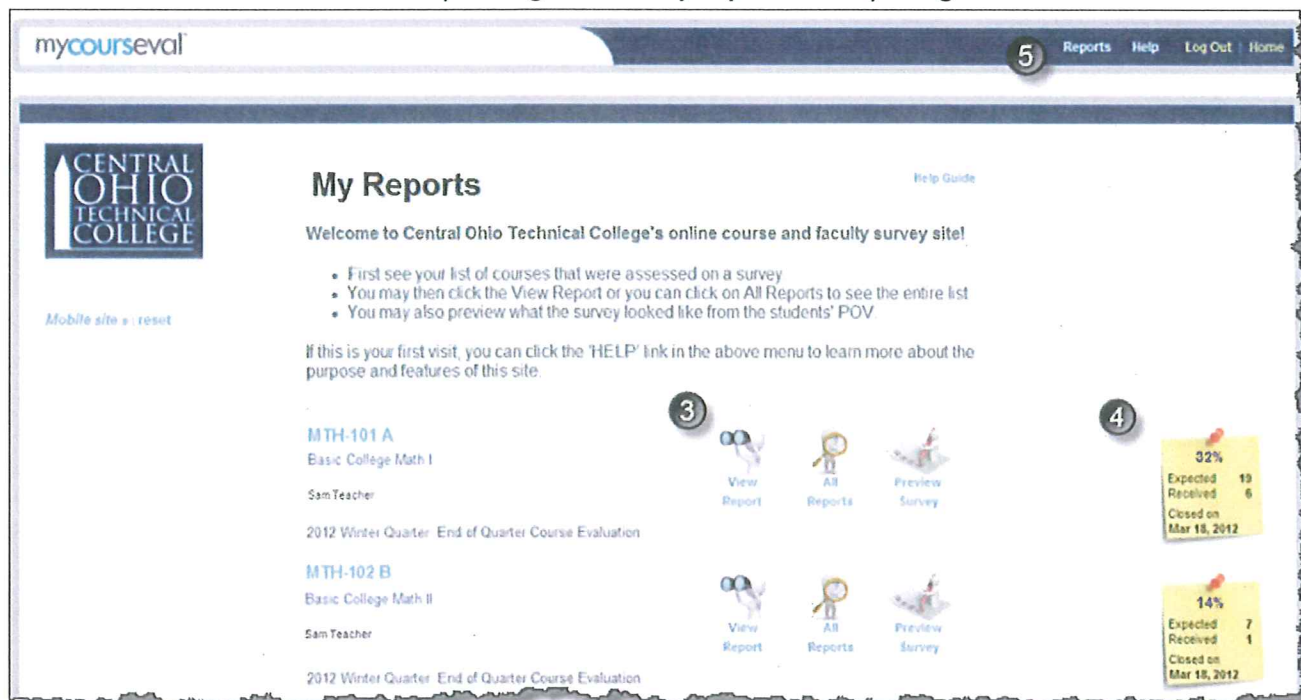# Faculty: How to access your course evaluation feedback

You will see a list of the courses that you taught under **My Reports** when you login.

3. For each course, you have the option to **View Report**, see **All Reports**, and **Preview Survey**. You can click on any of these options and see the following:

View Report	**View Report** will show you the frequency of responses for each answer option of each question. *Note- you cannot see comments in this report, but you can see them in a **Detailed Report**. Instructions on how to access this report are below.*
All Reports	**All Reports** will take you to a list of all of your evaluation reports for each class. You can filter this list by Period (which is quarter/year or semester/year), Year, Department and more.
Preview Survey	**Preview Survey** will allow you to view the survey as it is presented to students.

4. You also can see the number of expected and received responses at-a-glance in the yellow note to the right side of each course listed.

5. If you want to view a more detailed view of your results (including a graphical view of the responses and comments), you will want to hover your mouse over **Reports** in the top, blue bar.

6. Select **Detailed Reports** and then click on the **Detail Report Icon** for a course.

7. You can view a graphical representation of student responses to the likert scale questions in the survey. Additionally, you can view the comments for each question in this report. If you would like to print this report, user your browser's print option. (In Internet Explorer and Mozilla Firefox, this will be under **File**, then **Print...** in the browser window).

Frequently Asked Questions

How do I log into CoursEval?

You will log into CoursEval using your campus username and password. If you are having trouble accessing it, make sure you are entering the correct credentials. If you need assistance with this, contact the ITS Helpdesk.

Where do I find student comments?

Comments can be found under the Detailed Reports area in CoursEval. You will need to hover your mouse over **Reports** in the top, blue bar in the **My Reports** section and select **Detailed Reports**. Click on the **Detail Report Icon** for a course. You will find comment responses from students in this report.

How do I print my evaluation feedback?

You can print either the Report or the Detailed Report by using your browsers print function. In Internet Explorer and Mozilla Firefox, this will be under **File**, then **Print…** in the browser window.