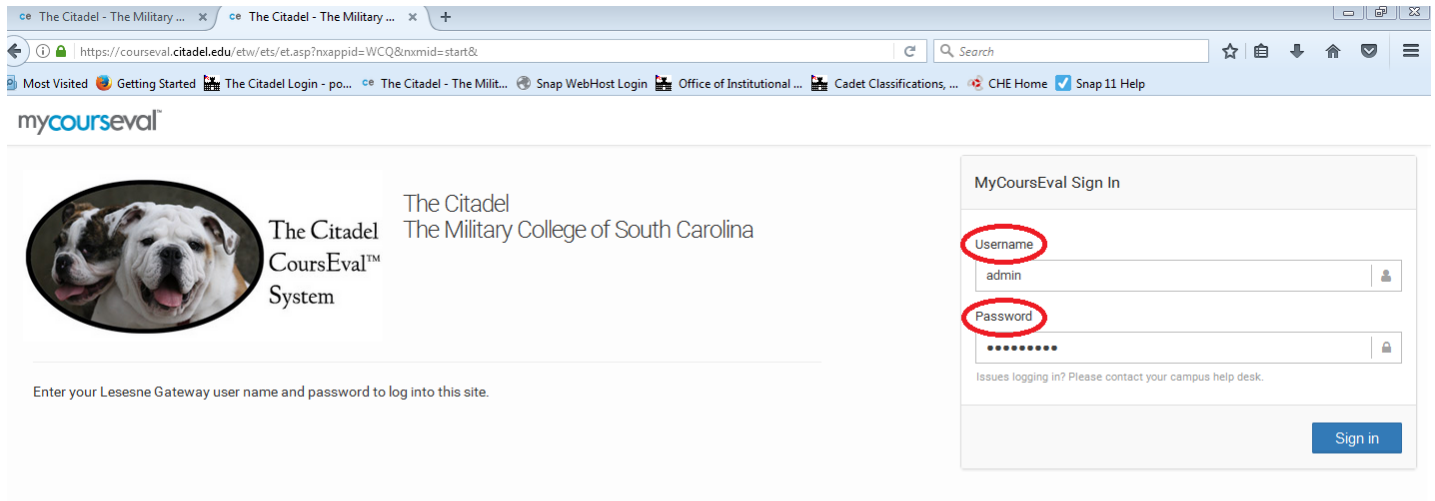


Step 1. Logging In

The Citadel Course Evaluation site can be accessed through The Citadel's web site (under Tools) and Lesesne Gateway.

[Use your Lesesne gateway ID and password to access CoursEval.](#)



The screenshot shows a web browser window with the URL <https://courseval.citadel.edu/etw/ets/et.asp?nxappid=WCQ&nxmid=start&>. The page features the mycourseval logo and a header for The Citadel, The Military College of South Carolina. A sign-in form titled "MyCoursEval Sign In" is on the right, with "Username" and "Password" fields circled in red. The username field contains "admin" and the password field contains "*****". A "Sign in" button is at the bottom right of the form. Below the form, a message reads: "Enter your Lesesne Gateway user name and password to log into this site." At the bottom of the page, there is a footer with the text: "Terms of Use | Privacy Policy", "Copyright ©1999-2017 Invoke Solutions", and "All rights reserved. Do not use without permission."

Step 2. Viewing Reports

Once logged in you will land on your “My Reports” page.

mycourseval The Citadel - The Military College of South Carolina

Home Reports Help Exit

My Reports

CRN Number	View Report	Response Rate
Communications for Leadership Professor Name Fall 2016 Template - Survey	View Report	33 % 3 of 9
Sophomore Sem in Prin Ldrship Fall 2016 Survey	View Report	100 % 21 of 21
Freshman Ethical Fitness Sem	View Report	Response Rate

At the top left hand of the page click on “Reports”, (second icon in gray bar)

Select “Evaluation Reports’ from the Reports menu.

- 1) Select “Reports”
- 2) Select “Evaluation Reports”

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Home Reports Help Exit

Recent Reports
Evaluation Reports
Individual Reports
Survey Intelligence Report

CRN Number	View Report	Response Rate
Communications for Leadership Professor Name Fall 2016 Survey	View Report	33 % 3 of 9
Sophomore Sem in Prin Ldrship Fall 2016 Survey	View Report	100 % 21 of 21
Freshman Ethical Fitness Sem	View Report	Response Rate

Search Function

The drop down menus will allow you to search for specific courses and specific terms. To ensure you see all your courses select **"Show All" for each** category.

- 1) Type - "Standard"
- 2) Year - "Show All" or specific year
- 3) Period - "Show All" or specific term (i.e. Fall 2016 or Spring 2017)
- 4) Status - "Show All" or "Closed"
- 5) Survey - "Show All" or specific survey template
- 6) Department - "Show All" or select individual department
- 7)

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Evaluation Reports

Search:

Show 10 entries

Remember to set the "View" option to "Comparative" and the "Settings" to "Standard survey default"

- 1) View - "Comparative"
- 2) Settings - "Standard survey default"

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Course Number - Section ID	Survey Name	Year	Period	Status	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include	Access Role
Course Info	Summer 2014 Summer I Day	2014	Summer 2014	Closed	Jul 1, 2014	Course Info	Instructor	Dept	2	7	29%	<input type="checkbox"/>	

You can then select the evaluations you would like to view by checking the box under the heading "Evaluation Reports" and the individual reports you want to view by selecting "Include".

To view the report you need to select the method of report delivery from three options. Please note that you may have several pages of evaluations when you “Select All”. To find the most recent evaluations, you will need to scroll to the bottom of the page. Here you will find the different pages available to you. Your options for viewing are:

1. View
2. PDF
3. Print

Home Reports Help Exit

Type: Standard Year: Show All Period: Show All Status: Show All Survey: Show All Department: Show All

View: Comparative Settings: STANDARD surve... View PDF Print

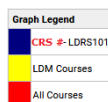
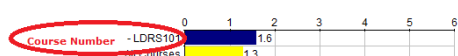
Evaluation Reports

Search: Show 10 entries

Course Number - Section ID	Survey Name	Year	Period	Status	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include	Access Role
Course Info	Summer 2014 Summer I Day	2014	Summer 2014	Closed	Jul 1, 2014	Course Info	Instructor	Dept	2	7	29%	<input checked="" type="checkbox"/>	?
	Summer 2015 Summer I Day	2015	Summer	Closed	Jun 30, 2015				5	5	100%	<input type="checkbox"/>	?

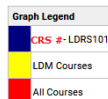
Once the report opens you will see the course name, department, and the responses/expected at the top. The Course Number is shown in multiple locations throughout the report.

Summer 2016 Summer 2016	LDRS 101 Survey	The Citadel - The Military College of South Carolina Campus Wide
Course: CRS # LDRS101 - First Year Experience		Department: LDM
		Responses / Expected: 16 / 25 (64%)
Overall Mean:	5.0 EXPECTED GRADE (14 responses) 4.5 5-Point Likert Scale (304 responses) 4.4 5-Point Likert Scale w/NA (12 responses) 1.7 GENDER (15 responses) 1.6 CLASS (16 responses) 1.6 COURSE IN (14 responses) 1.0 COURSE REQUIRED (15 responses)	



General Information Demographics	Course Number - LDRS101														--- Survey Comparisons ---					
	Responses							Course							LDM			All		
	F	S	J	S	G	O	N	Mean	Med.	Mode	Std Dev	Var	Std Err	N	Mean	Pct Rnk	N	Mean	Pct Rnk	
Q1 CLASS:	14	0	0	0	0	2	16	1.6	1	1	1.65	2.73	.41				147	1.3	80	

Responses: [F] Freshman=1 [S] Sophomore=2 [J] Junior=3 [S] Senior=4 [G] Graduate=5 [O] Other=6
 Pct Rnk: Percentile Rank (100 is best, calculated vs. precise Mean)



General Information Demographics	Course Number - LDRS101										--- Survey Comparisons ---					
	Responses			Course							LDM			All		
	YES	NO	N	Mean	Med.	Mode	Std Dev	Var	Std Err	N	Mean	Pct Rnk	N	Mean	Pct Rnk	
Q2 COURSE REQUIRED:	15	0	15	1.0	1	1	0	0	0				146	1.0	50	

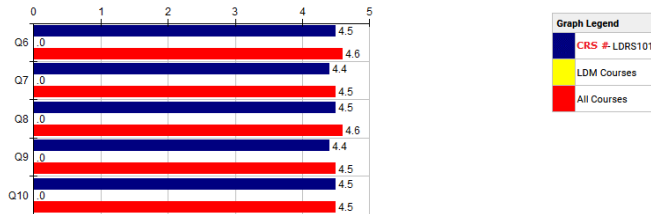
Responses: [YES] Yes=1 [NO] No=2
 Pct Rnk: Percentile Rank (100 is best, calculated vs. precise Mean)

Within the report, you will find an answer distribution as well as statistical data including the mean, median, mode, and standard deviation for faculty and course questions:

All Courses

General Information Demographics	Course Number - LDRS101										--- Survey Comparisons ---					
	Responses			Course							LDM			All		
	F	M	N	Mean	Med.	Mode	Std Dev	Var	Std Err	N	Mean	Pct Rnk	N	Mean	Pct Rnk	
Q5 GENDER:	4	11	15	1.7	2	2	.44	.20	.11				146	1.9	15	

Responses: [F] Female=1 [M] Male=2
Pct Rnk: Percentile Rank (100 is best, calculated vs. precise Mean)



CIT 101 Course Questions CIT 101 Course Questions	Course Number - LDRS101										--- Survey Comparisons ---							
	Responses					Course					LDM			All				
	SD	D	N	A	SA	N	Mean	Med.	Mode	Std Dev	Var	Std Err	N	Mean	Pct Rnk	N	Mean	Pct Rnk
Q6 The syllabus clearly explains what is expected in this course.	0	0	1	6	9	16	4.5	5	5	.61	.38	.15				153	4.6	25
Q7 The syllabus clearly explains the grading system.	0	0	2	5	9	16	4.4	5	5	.70	.50	.18				153	4.5	30
Q8 Assignments are related to goals specified in the syllabus.	0	0	1	6	9	16	4.5	5	5	.61	.38	.15				153	4.6	35
Q9 I learned a lot in this course.	0	0	1	7	8	16	4.4	4.5	5	.61	.37	.15				153	4.5	55
Q10 In this course many methods are used to involve me in learning.	0	0	0	8	8	16	4.5	4.5	4.5	.50	.25	.13				153	4.5	40

Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5
Pct Rnk: Percentile Rank (100 is best, calculated vs. precise Mean)

Comments from the open-ended questions are displayed as well. The open ended question is shown on the left. On the right is a magnifying lens. If you click on this lens you can see how the respondent answered the entire survey (matching the comments with ratings).

Responses: [SD] Strongly Disagree=1 [D] Disagree=2 [N] Neutral=3 [A] Agree=4 [SA] Strongly Agree=5

Question: What did you like most about this course?
Response Rate: 62.50% (10 of 16)

Open Ended Question

1	interaction
2	We have a lot of class discussion throughout this course.
3	The teacher, Professor is amazing.
4	The professor
5	She's AWESOME.
6	She is very kind and thoughtful to the class and is very consistent in her teaching.
7	Nothing
8	Mrs. Professor
9	I learned a lot about ethics and how to grow in myself and become a better person.
10	How relaxed it is.

Question: What did you like least about this course?
Response Rate: 50.00% (8 of 16)

1	nothing
2	nothing

Click on lens to show respondents complete survey