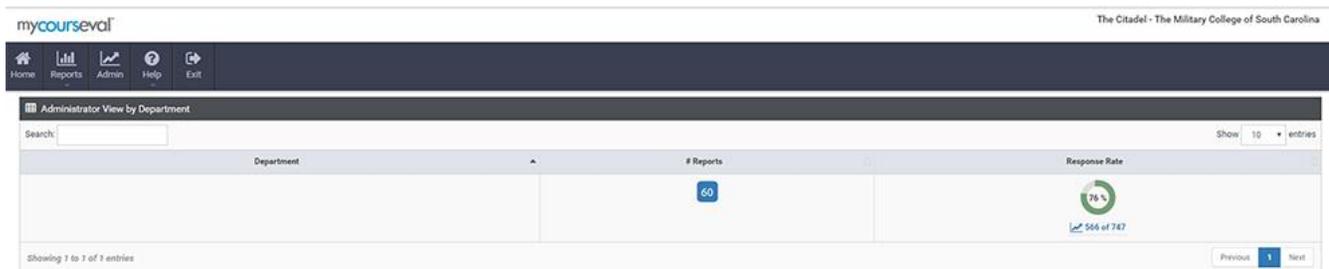


The Citadel Course Evaluation site can be accessed through The Citadel’s web site (under Tools) and Lesesne Gateway.

Use your Lesesne Gateway ID and password to access CoursEval.

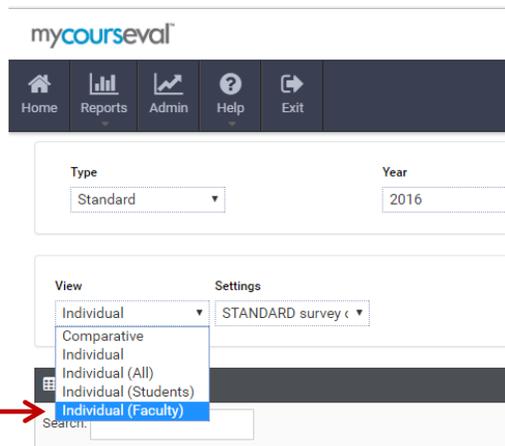
Your Home Page will look like the following:



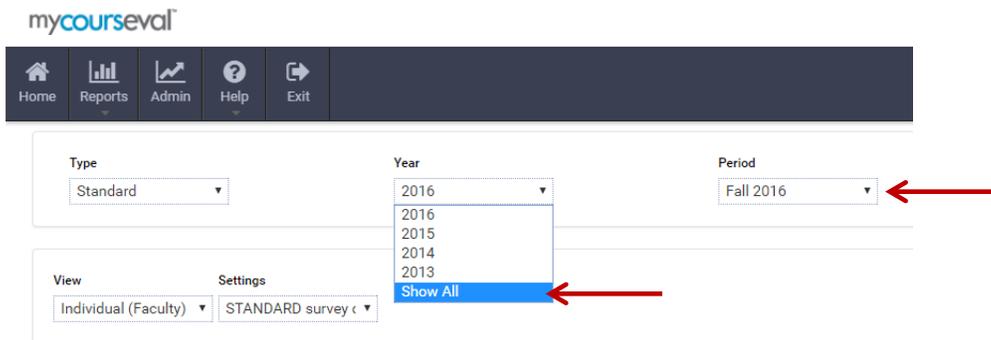
On the toolbar on the left, select “Reports” and then select “Evaluation Reports”.



Under View, select “Individual (Faculty)”.



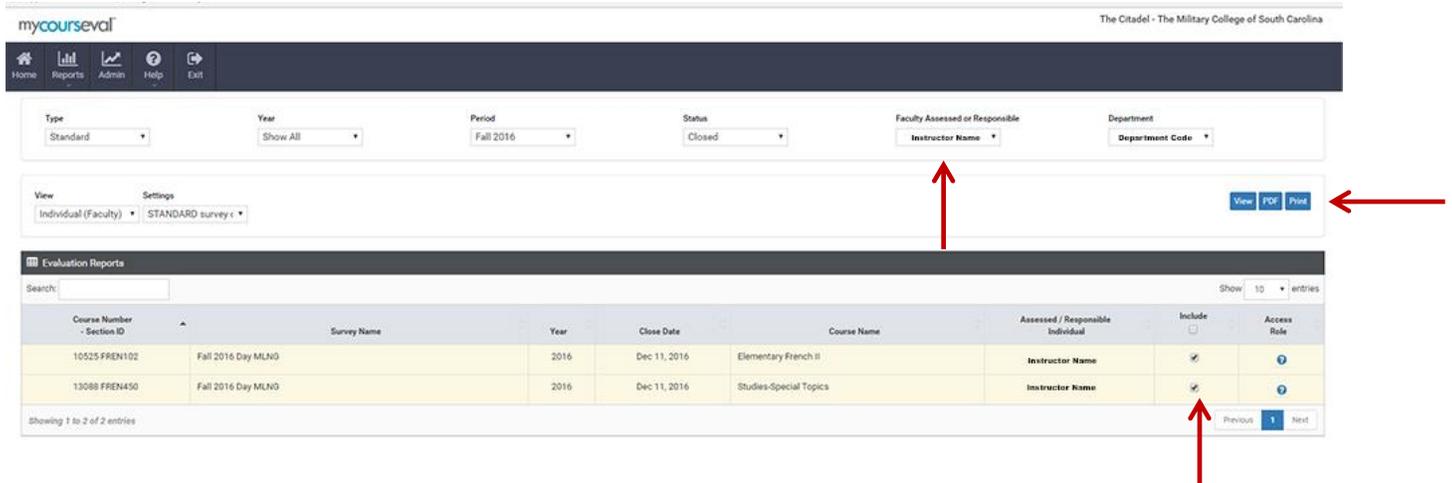
You can select “Show All” under Year or you can select a specific academic period under Year and Period.



The screenshot shows the top navigation bar with Home, Reports, Admin, Help, and Exit. Below it are filter menus for Type (Standard), Year (2016, 2015, 2014, 2013, Show All), and Period (Fall 2016). The View menu is set to Individual (Faculty) and Settings to STANDARD survey. Red arrows point to the 'Show All' option in the Year dropdown and the 'Fall 2016' option in the Period dropdown.

Under “Faculty Assessed or Responsible”, select the faculty member whose results you want to view.

Check the box beside the evaluations you wish to view. Click on View, PDF, or Print.



The screenshot shows the 'Evaluation Reports' section with a search bar and a table of results. The table has columns for Course Number - Section ID, Survey Name, Year, Close Date, Course Name, Assessed / Responsible Individual, Include, and Access Role. Two rows are visible, both with 'Instructor Name' in the 'Assessed / Responsible Individual' column and checked boxes in the 'Include' column. Red arrows point to the 'Instructor Name' dropdown in the filter menu, the 'View', 'PDF', and 'Print' buttons, and the 'Include' checkbox in the table.

Course Number - Section ID	Survey Name	Year	Close Date	Course Name	Assessed / Responsible Individual	Include	Access Role
10525 FREN102	Fall 2016 Day MLNG	2016	Dec 11, 2016	Elementary French II	Instructor Name	<input checked="" type="checkbox"/>	?
13088 FREN450	Fall 2016 Day MLNG	2016	Dec 11, 2016	Studies-Special Topics	Instructor Name	<input checked="" type="checkbox"/>	?

You will receive the evaluation results in the manner you selected.