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.
Step 2. Viewing Reports

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

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”
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) 

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

1) View – “Comparative”
2) Settings – “Standard survey default”

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”.

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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
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.
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:

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). 

Click on lens to show respondents complete survey