CoursEval: Accessing Sample Surveys
Faculty Guide

LeTourneau University
IMPORTANT NOTE: THESE INSTRUCTIONS ONLY WORK WHEN EVALUATIONS ARE CURRENTLY ACTIVE*.

*Faculty being evaluated receive email notification when their evaluation periods open.
1. Navigate to the LETU Course Evaluations webpage

1.1 Navigate to:
https://www.letu.edu/offices/provost/courseevaluations.html

1.1a Alternatively, you can search for “course evaluations” in the LETU search bar
2.1 On the LETU course evaluations webpage, click the login link go to the MyLETU CoursEval login page.

(Note: You will need to be logged into myLETU in order to view this page).
2 LOG INTO COURSEVAL

2.1 If you have not logged into myLETU, you will see this warning. Log into myLETU using your LETU credentials to be directed to the login page.
2.2 A list of your currently active courses will appear below the CoursEval™ login link.

If you just want to see the survey preview for a course, click on the course name.

**NOTE:** This will open in a new window, so make sure that any popup blockers on your browser are disabled.
2.2a To access more information in addition to the course survey preview, click on “CoursEval™”
When you log into CoursEval, you will see courses that are active or have recently been evaluated. Click on the course number in order to access a preview of the survey.

**NOTE:** This will open in a new window, so make sure that any popup blockers on your browser are disabled.
3.2 After clicking on the course number, the preview will appear as the students will see it when they complete their evaluations.
NOTE: The primary instructor’s name is listed on the survey. If there are multiple instructors, each instructor’s name will appear at the beginning of their corresponding set of questions.

This allows each instructor to be evaluated individually on faculty-based questions.

When results are available, each faculty will only be able to see their own scores.
IMPORTANT NOTES

This will tell you when the results become available. See the Faculty Reporting Access Guide for how to run reports of the results.

This shows how many surveys have been completed.

This shows when the survey closes.
WHAT IF I STILL HAVE QUESTIONS?

If you have issues or questions about logging into myLETU, you can contact the IT department.

If you have any questions or difficulties related to the course evaluation software (CoursEval), or if you are not sure where to start with your question, please email James Epling at JamesEpling@letu.edu.

If students have questions about course evaluations, they can email institutionalresearch@letu.edu.