


How to Access your Course Evaluations

CourseEval Student Guide



1. Check your LETU email for an invitation email.
 - From: "LeTourneau University (no-reply@courseval.net)"
 - Subject: "LETU Course Evaluation Invitation"
2. In the email, click on the MyLETU hyperlink.

LeTourneau University



Dear James,

LeTourneau University strives to provide an excellent educational experience. Your thoughtful and objective feedback is a highly-valued part of the teaching and learning improvement process at LeTourneau University.

Course evaluations are now available. Please visit a few evaluations are available through [MyLETU](#). Once logged in, you will see a sidebar with a list of evaluations. If you have any difficulties related to the software, please contact institutionalresearch@letu.edu.


Responses will remain anonymous and will be combined with the responses of your classmates. The aggregate results will be reviewed by the Dean, program coordinators/chairs, and instructors to help them discover areas of strength and areas that need improvement.

Thank you for taking the time to complete all of your evaluations that are listed below.

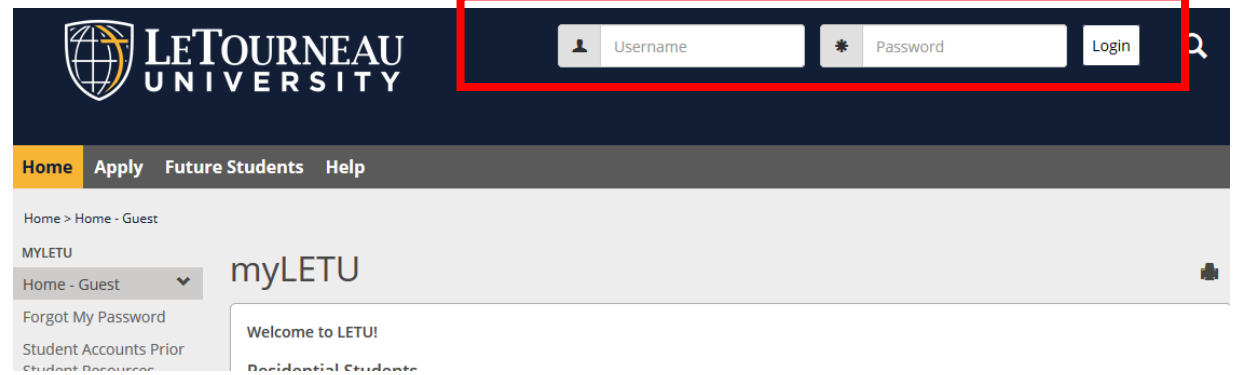
This is the list of your end-of-course evaluations:

Course Num - Sec	Course Name	Responsible Faculty	Survey Open	Survey Close
ACCT2103-01	Principles of Financial Accounting	Buzzington, Buzz	May 3 8:29 AM	May 16 8:23 AM

Support email: institutionalresearch@letu.edu
Access via mobile device or computer



3. Log in to myLETU (my.letu.edu).



4. Scroll down and click on "You have x active course evaluations."



5. Click on the name of the course to access the evaluation.

Note: You can also access the CoursEval Home page by clicking on "CoursEval".

The screenshot shows the LeTourneau University website's navigation menu and a sidebar. The top navigation bar includes links for Home, Future Students, Registration, Academics, Student Life, Faculty and Advisors, Faculty-Staff, Help, and My. The sidebar on the left contains a search bar, a 'Course Evaluation' section with a 'MYLETU' dropdown menu, and a 'QUICK LINKS' section with various university resources. The main content area on the right is titled 'Course Evaluations' and contains a red warning box, instructions for faculty and students, and a table of active course evaluations. A red arrow points from the text 'Click to go to home page' to the 'CoursEval™' link in the table.

LETOURNEAU UNIVERSITY

Home Future Students Registration Academics Student Life Faculty and Advisors Faculty-Staff Help My

Course Evaluation

MYLETU

Home

QUICK LINKS

My Pages

- Academic Calendars
- Academic Catalog
- Achievement Center Tutortrac
- Canvas
- Chapel Attendance
- Concur Expense
- Concur Travel Portal
- Contact Help Desk
- Dynamic Forms
- eBridge
- Non-Traditional Student Resources

Course Evaluations

Your Course Evaluations

Please ensure you log out of the Campus Labs Course Eval system upon finishing by clicking the padlock button. Closing the pop up window **does not** log you out.

FACULTY: Please click on the link below to access for course evaluation reports and response rates.

STUDENTS: Any active course evaluations will be listed below. Please click on the CoursEval link to access your active course evaluations. Evaluations can be edited anytime during the evaluation period.

Course	Faculty
CoursEval™	
ACCT2103(UG19)B	

Click to go to home page

6. Have questions?

From the Home Screen of CoursEval, click on the “Contact Survey Admin” to submit a question. You can also email institutionalresearch@letu.edu.

The screenshot shows the mycourseeval interface for LeTourneau University. At the top, there is a navigation bar with icons for Home, Surveys, Help, and Exit. Below this is a welcome message: "Welcome to your LeTourneau University's online course evaluation site! If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site." The main content area is titled "My Surveys" and displays a survey card for "ACCT2103 (UG19) B Principles Financial Accounting" by "Buzzington, Buzz". The card includes a "Take Now" button, a progress indicator at 0%, and a "Closes in 14 days" notice. A red box highlights the "Questions? Contact Survey Admin" link, with a red arrow pointing to it from a red box at the bottom containing the text "Click here".