

AU eValuate – Accessing Reports

1. After logging into **AU eValuate**, My Reports - the reports summary page will be displayed. On this page, you will find a listing of reports from most recent semester available for viewing.

Click on Reports and select Evaluation Reports.

mycourseval™ Auburn University Campus Wide

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AUBURN UNIVERSITY

My Reports

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Welcome to Auburn University's online course assessment reports site!
If you need assistance with understanding your reports, refer to the Reports User Guide.

MMST2100 001 INTRODUCTION TO STUDIES Jane Doe Course Evaluation	View Report	All Reports	Preview Survey	89% Expected 19 Received 17 Closed on Dec 4, 2011
MMST2100 002 INTRODUCTION TO STUDIES Jane Doe Course Evaluation	View Report	All Reports	Preview Survey	75% Expected 8 Received 6 Closed on Dec 4, 2011
MMST2100 003 INTRODUCTION TO STUDIES Jane Doe	View Report	All Reports	Preview Survey	100% Expected 6 Received 6 Closed on Dec 4, 2011

2. The view displays all Evaluation reports for current semester available for viewing. To view a different semester, change the evaluation period in the Period window and ensure the correct Year is chosen in the Year window.

The screenshot shows the mycourseeval interface for Auburn University Campus Wide. The top navigation bar includes 'Reports', 'Other', 'Help', 'Log Out', and 'Home'. The main header is 'Evaluation Reports' with the user name 'Jane Doe'. Below the header are several filter dropdowns: 'Type' (Standard), 'Year' (2011), 'Period' (Fall 201210), 'Status' (Show All), 'Survey' (Course Evaluation), and 'Department' (Show All). A search box is on the right with 'Survey Name' and 'Find anywhere in field' options. Below the filters is a 'View' dropdown set to 'Comparative'. The main content is a table with columns: Status, Close Date, Course Number Section ID, Course Name, Responsible Faculty, Department, Resp. Rec'vd, Resp. Exp., % Rec'vd, Include (All/None), and Access Role. Three rows of data are shown, all for 'INTRODUCTION TO STUDIES' by 'Doe, Jane' in the 'WMST' department. The bottom right of the table area says '3 records found.'

Status	Close Date	Course Number Section ID	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include All/None	Access Role
Closed	Dec 5, 2011	MMS2100 001	INTRODUCTION TO STUDIES	Doe, Jane	WMST	1	27	3%	<input checked="" type="checkbox"/>	?
Closed	Dec 5, 2011	MMST1100 002	INTRODUCTION TO STUDIES	Doe, Jane	WMST	1	22	4%	<input checked="" type="checkbox"/>	?
Closed	Dec 5, 2011	MMST2100 003	INTRODUCTION TO STUDIES	Doe, Jane	WMST	1	23	4%	<input checked="" type="checkbox"/>	?

To view reports from other semesters, select the appropriate period from the pull down selection. To view all reports, select SHOW ALL. In addition to the Period info, ensure the correct year is selected.