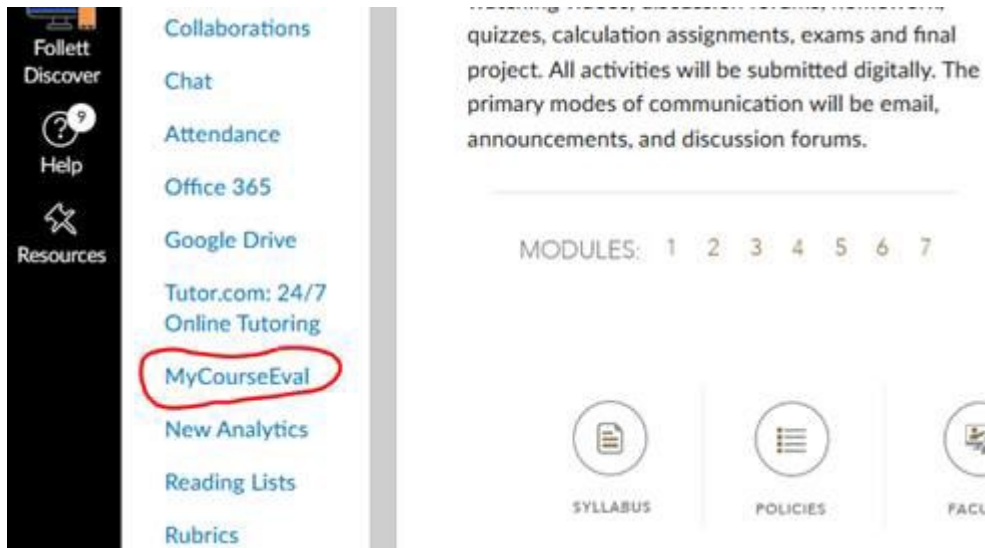# How to access course evaluation reports
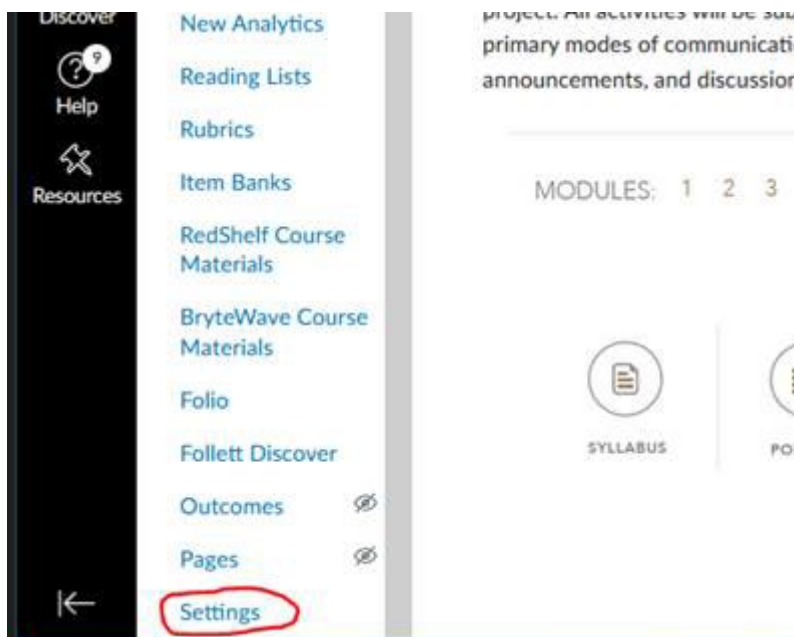
Option 1. Through Canvas.

Please check to see if **MyCourseEval** link is available on your Canvas. If the link is not set up, please follow below instructions to make it active asap. If you still encounter difficulties, call DoIT for help!
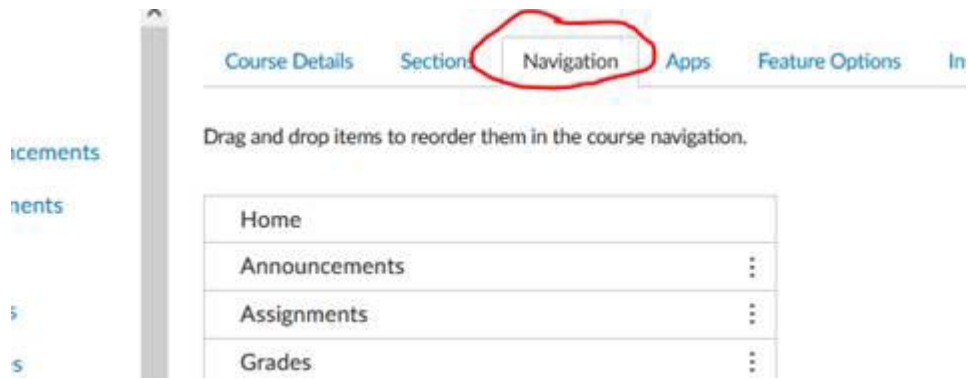
Instructions:
Step 1: Check your Canvas and you course should have this link (MyCourseEval) available to students.
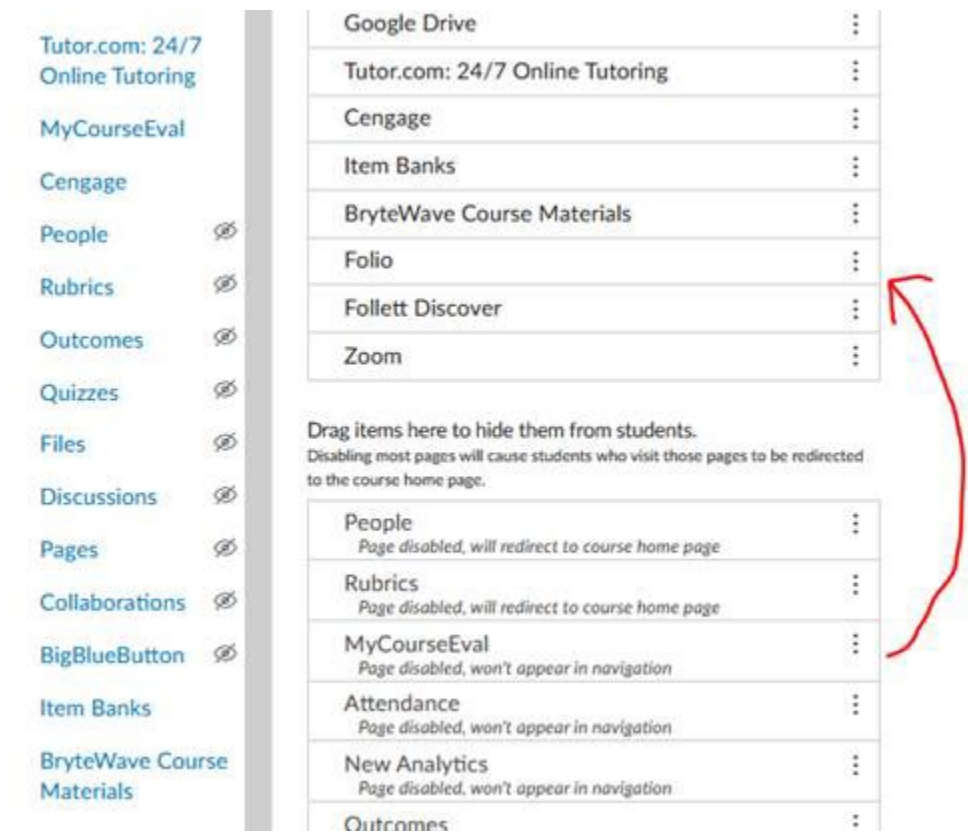

Step 2: If you do not have this link in Canvas, please select Settings.

Step 3: Select Navigation tab

Step 4: Move MyCourseEval from hidden to show group. If you still do not see MyCourseEval anywhere, contact DoIT asap.

Feel free to contact us if you have any questions.

Option 2. Through the link from the MyCourseEval announcement.

Through out each survey period, the responsible instructors will receive a series of announcements. All of the previous survey reports can be accessed by clicking the Login button at the bottom of the announcement.

Instructions:

Course Evaluation Announcement
University of North Carolina at Pembroke

UNC PEMBROKE

Dear Professor Deschain,

Good morning! This email signifies the beginning of the student evaluation period.

By receiving an automated email, students will participate in the course evaluation process entirely online this semester.

To help, we have included a list of your courses, along with expected and received numbers. Based on the current course evaluation policy and procedures, all students enrolled and registered will be included in the survey. Once the evaluation opens, all the information will be locked.

Please make sure the MyCourseEval app is enabled and unhidden in Canvas. This will allow students to access course evaluations directly from Canvas. Please contact DoiT or IR if you need help with enabling and unhiding this app in Canvas.

Graduate courses have two evaluations and are listed twice for each SEI and GCA.

Course Num - Sec	Course Name	Number Expected	Number Received	Survey Open	Survey Close
MTH 101 - 112	Mathematics 101	0	0	May 30 12:00 AM	Jun 30 11:59 PM
CHM 205	Chemistry 205	0	0	May 30 12:00 AM	Jun 24 11:59 PM extended

Course Num - Sec	Course Name	Block	Site	Number Expected	Number Received	Survey Close
MED 402 - 15	Medical Clerkship 402	Sample Clinic	2-week rot	0	0	Jul 1 11:59 PM

Please feel free to contact me if you have any questions.

Thank you for your cooperation.

Course Eval Administrator
Terry Kim
CourseEvals@uncp.edu

Username: **Use your campus credentials**

Login ⬚

If you have problems logging in, please refer to campus policies for managing your account or use the support email below for assistance from the system administrator.

Support email: **CourseEvals@uncp.edu**

Link to Site ⬚
Access via mobile device or computer

anthology
Course Evaluations

Option 3. Through IR Website

Instructions:

Visit Institutional Research Webpage at https://www.uncp.edu/resources/institutional-research/course-evaluation and select one of the links from "Links to Access Course Evaluation."