

Faculty Course Evaluation Report

This report is designed to allow faculty to run a report of their University Course Evaluation results for a selected semester. The report may be run at any time during the year, and for any semester from Fall 2010 forward, except during the evaluation period each term.

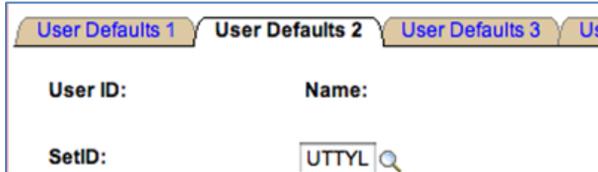
1. Be sure **pop-up blockers** are either turned off in your browser or set your browser to always allow pop-ups from sis-cs-prod.utt Tyler.edu.

NOTE: Follow these set-up steps a. through c. only for the first time you retrieve your course evaluation report. From then on, go directly to the **Course Evaluation Report** link.

a. Click on the “Faculty/Staff Home Page” tab:

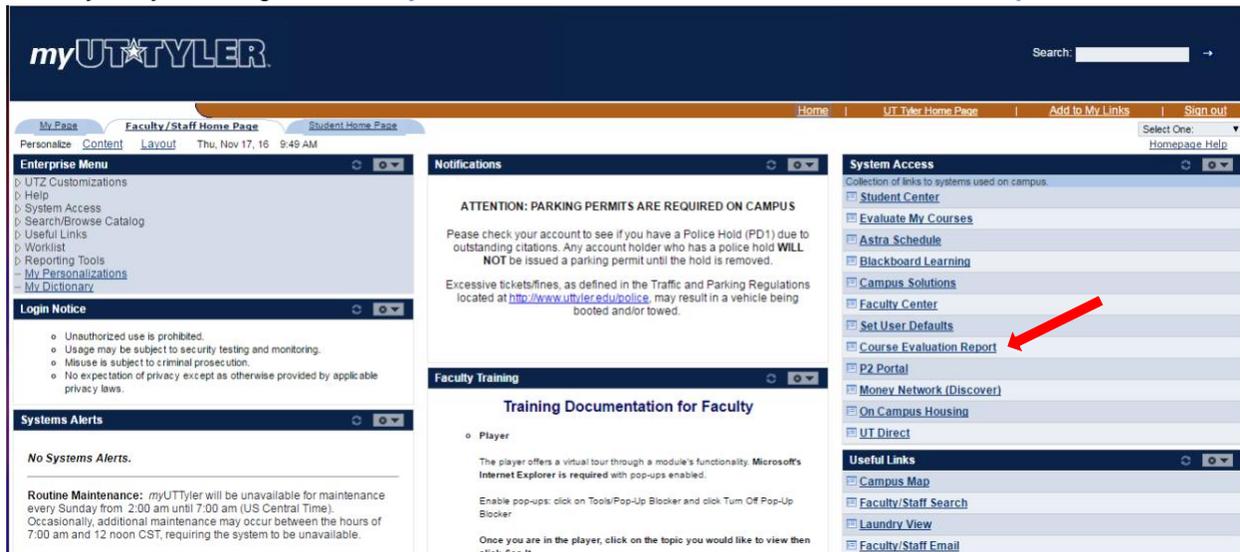


b. On the right side panel, click “Set User Defaults”, type in the “SetID” box “UTTYL” as shown:

A screenshot of a 'User Defaults' form. It has three tabs: 'User Defaults 1', 'User Defaults 2', and 'User Defaults 3'. The 'User Defaults 1' tab is active. The form contains fields for 'User ID:', 'Name:', and 'SetID:'. The 'SetID:' field contains the text 'UTTYL' and has a magnifying glass icon to its right.

c. **Click Save.**

2. In *myUT Tyler*, navigate to the **System Access** and click on **Course Evaluation Report**.

A screenshot of the myUT Tyler homepage. The page has a dark blue header with the myUT Tyler logo and a search bar. Below the header is a navigation bar with tabs for 'My Page', 'Faculty/Staff Home Page', and 'Student Home Page'. The 'Faculty/Staff Home Page' tab is selected. The main content area is divided into several panels: 'Enterprise Menu', 'Notifications', 'System Access', 'Faculty Training', and 'Useful Links'. The 'System Access' panel is highlighted, and a red arrow points to the 'Course Evaluation Report' link within it. Other links in the 'System Access' panel include 'Student Center', 'Evaluate My Courses', 'Astra Schedule', 'Blackboard Learning', 'Campus Solutions', 'Faculty Center', 'Set User Defaults', 'P2 Portal', 'Money Network (Discover)', 'On Campus Housing', and 'UT Direct'. The 'Useful Links' panel includes 'Campus Map', 'Faculty/Staff Search', 'Laundry View', and 'Faculty/Staff Email'. The 'Notifications' panel contains a message about parking permits. The 'Faculty Training' panel contains a message about training documentation.

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3. Course Evaluation Summary Rpt

(If you have previously set up a report name, go to Step 3b.)

3a. **For first-time report setup:** Click “Add a New Value”. In the Run Control ID box, type a generic display name that will help you to identify your report for now and for future semesters; ex:

“Course_Eval_Rpt”. Name should have no embedded spaces. This initial setup is done only once.

Click [Add](#).

Go to Step 4.

Course Evaluation Summary Rpt

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

3b. Once setup (Step 3a) has been created, simply click “Find an Existing Value” and click [Search](#) to find the report name you set up in Step 3a. Click on the name of the report in [Run Control ID](#) column.

Course Evaluation Summary Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID
Crse_Eval_Report

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4. Course Evaluation Summary Report

Term: Type in the term code of your choice. Use the magnifying glass for help with Term codes. Type in the calendar year in the Description Begins With field to see codes for Fall, Spring, Summer of that year.

Session: Select "Regular" for the normal long session or select another session code, as appropriate for your class(es).

Include Student Comments on Report?: Check the box to have the comments included in the report.

Click **Run**

The screenshot shows the 'Course Evaluation Summary Report' configuration page. At the top, there is a title bar 'Course Evaluation Summary Rpt' and a main heading 'Course Evaluation Summary Report'. Below the heading, the 'Run Control ID' is 'Crse_Eval_Report', and there are links for 'Report Manager' and 'Process Monitor', along with a yellow 'Run' button. A 'Parameters' section contains a 'Term' field with '2122' and a magnifying glass icon, a 'Session' dropdown menu set to 'Regular', and a checked checkbox for 'Include Student Comments on Report?'. At the bottom, there are several navigation buttons: 'Save', 'Return to Search', 'Previous In List', 'Next In List', 'Notify', 'Add', and 'Update/Display'.

5. Process Scheduler Request page will display.

Type: Email

Format: PDF

Click **Distribution**

The screenshot shows the 'Process Scheduler Request' page. It displays 'User ID: FAC_TEST2' and 'Run Control ID: Crse_Eval_Report'. There are fields for 'Server Name', 'Run Date' (05/14/2012), 'Recurrence', 'Run Time' (11:13:31AM), and 'Time Zone'. A yellow 'Reset to Current Date/Time' button is next to the Run Time field. Below these fields is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The table contains one row with a checked checkbox, 'Description', and dropdown menus for '*Type' (set to 'Email'), '*Format' (set to 'PDF'), and 'Distribution' (set to 'Distribution'). Three red arrows point to these three dropdown menus. At the bottom, there are 'OK' and 'Cancel' buttons.

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10. Distribution Detail

Folder Name: Leave blank.

Retention Days: Leave at 7.

Email Subject: Add any text that will be meaningful for you when it hits your Outlook Inbox.

Message Text: Add any text desired.

Email Address List: You may enter an email address here if you wish to send a copy to someone other than yourself.

ID Type: Select "User"

***Distribution ID:** Your User ID should default here in all caps, such as "JRFACULTY". (This is the User ID you use to log in to *myUTTyler*.) This information is used to find your email address, which is stored elsewhere in the system.

Click **OK**

Distribution Detail

Process Name: UTTC0010

Process Type: SQR Report

Folder Name:

Retention Days:

Email Only

Email Subject: **Email With Log:** **Email Web Report:**

Message Text:

Email Address List:

Distribute To

*ID Type	*Distribution ID
User	FAC_TEST1

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11. You will be returned to the [Process Scheduler Request](#) page.

Click **OK**

Your report should only take a few minutes to run.

Process Scheduler Request

User ID: FAC_TEST2 Run Control ID: Crse_Eval_Report

Server Name: Run Date: 05/14/2012

Recurrence: Run Time: 11:13:31AM

Time Zone:

Process List					
select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Description			Email	PDF

12. You are returned to the [Course Evaluation Summary Report](#) page. Notice near the upper right corner there is a Process Instance number displayed. This indicates that your report is running.

Course Evaluation Summary Rpt

Course Evaluation Summary Report

Run Control ID: Crse_Eval_Report [Report Manager](#) [Process Monitor](#)

Process Instance: 1019742

Parameters

Term: 2122 2012 Spring

Session: Regular

Include Student Comments on Report?:

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13. Check your email. The sender address will be tcsprd@uttyler.edu. Your report will be an attachment.
14. Save the PFD report to your files for future reference.
15. For assistance with this report, email instructorevals@uttyler.edu.