

# Faculty Course Evaluation Report

This report is designed to allow you to see your University Course Evaluation results for a selected semester. The report may be run at any time during the year for any semester from Fall 2010 forward, except during the evaluation period for a given term/session.

## 1. Pop-up Blockers:

Be sure pop-up blockers are either turned off in your browser or set your browser to always allow pop-ups from: [https://tycs-prd.utshare.utsystem.edu/psc/TYCSPRD/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://tycs-prd.utshare.utsystem.edu/psc/TYCSPRD/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL).

## 2. Faculty Center Tile:

Within myUTTyler, access your Faculty Center tile.



Along the left-hand navigation, select Course Evaluation Report.

The image shows a screenshot of the myUTTyler interface. On the left is a vertical navigation menu with several items, including 'Course Evaluation Report' which is highlighted with a red border. The main content area is titled 'My Schedule' and shows the current term as '2023 Fall | University of Texas at Tyler'. Below this, there are options to 'Change Term' and 'My Exam Schedule'. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. There are also icons for 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main part of the page is a table titled 'My Teaching Schedule > 2023 Fall > University of Texas at Tyler'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. It lists three classes: POLS 2305-003 (75 enrolled), POLS 2306-002 (88 enrolled), and POLS 4322-001 (29 enrolled). At the bottom of the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
POLS 2305-003 (82076)	INTRODUCTORY AMERICAN GOVT (Lecture)	75	MoWeFr 11:15AM - 12:10PM	Braithwaite Bldg Room 01025	Aug 21, 2023- Dec 9, 2023
POLS 2306-002 (80560)	INTRODUCTORY TEXAS POLITICS (Lecture)	88	MoWe 2:30PM - 3:55PM	Arts and Sciences 00158	Aug 21, 2023- Dec 9, 2023
POLS 4322-001 (80572)	THE LAW OF CIVIL LIBERTIES (Lecture)	29	MoWeFr 10:10AM - 11:05AM	Ratliff Building North 04019	Aug 21, 2023- Dec 9, 2023


### 3. Course Evaluation Summary Rpt

If this is your first time retrieving your course evaluation report, continue with step 3a. Otherwise skip to step 3b.

3a. For first-time report setup: Select the **Add a New Value** button.

#### Course Evaluation Summary Rpt

##### Find an Existing Value

 **Add a New Value**

##### Search Criteria

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

Recent Searches: Choose from recent searches  Saved Searches: Choose from saved searches


Run Control ID: begins with   
[Show fewer options](#)

Case Sensitive

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. The name should have no embedded spaces. This initial setup is done only once, and this run control can be reused in subsequent semesters. Once you have entered your Run Control ID, select the **Add** button and proceed to step 4.

#### Course Evaluation Summary Rpt

##### Add a New Value



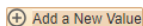
\*Run Control ID: Course\_Eval\_Rpt **1**

**2**

3b. If this is not your first time retrieving your report and you have previously created a Run Control ID, select the **Search** button and select the correct Run Control ID. Proceed to step 4.

#### Course Evaluation Summary Rpt

##### Find an Existing Value



##### Search Criteria

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

Recent Searches: Choose from recent searches  Saved Searches: Choose from saved searches

Run Control ID: begins with   
[Show fewer options](#)

Case Sensitive

**1**

##### Search Results

1 rows

Run Control ID	Language Code	
<b>2</b> Course_Eval_Rpt	English	>

#### 4. Course Evaluation Summary Report

Fill in the following fields accordingly.

**Term:** Type in the term code of your choice. Use the magnifying glass (🔍) for help in selecting a term code.

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

Course Evaluation Summary Rpt

### Course Evaluation Summary Report

Run Control ID Course\_Eval\_Rpt      Report Manager    Process Monitor    **3** Run

**Parameters**

**1** Term  🔍 2023 Fall

**2** Include Student Comments on Report?:

Save    Notify    Add    Update/Display

#### 5. Process Scheduler Request

Fill in the following fields accordingly.

Server Name: PSUNX

Type: Email

Format: PDF

Select Distribution.

### Process Scheduler Request

User ID [REDACTED]      Run Control ID Course\_Eval\_Rpt      Help

Server Name  **1**      Run Date

Recurrence       Run Time      

Time Zone  🔍

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course and Instructor Eval Rpt	UTTC0010	SQR Report	<input type="text" value="Web"/> <b>2</b>	<input type="text" value="PDF"/> <b>3</b>	Distribution <b>4</b>

OK    Cancel

## 6. Distribution Detail

**Folder Name:** Leave blank.

**Retention Days:** Leave at 45.

**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:** This field can remain blank though you may enter an email address here if you wish to send a copy to someone other than yourself. (Note: If entering more than one email address you will separate email addresses with a semicolon.)

**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.

Select the **OK** button.

Distribution Detail x

[Help](#)

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

Override Sender Email Id:

**Distribute To**

*ID Type	*Distribution ID
User	JRFACULTY

OK      Cancel

## 7. Process Scheduler Request

You will be returned to the Process Scheduler Request page.

Select the **OK** button.

Your report should only take a few minutes to run.

**Process Scheduler Request** X

[Help](#)

User ID  Run Control ID Course\_Eval\_Rpt

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Server Name  Run Date

Recurrence  Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course and Instructor Eval Rpt	UTTC0010	SQR Report	Email	PDF	Distribution

## 8. Course Evaluation Summary Report

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**

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**Course Evaluation Summary Report**

Run Control ID Course\_Eval\_Rpt Report Manager Process Monitor

Process Instance: 11197809

**Parameters**

Term  2023 Fall

Include Student Comments on Report?:

## 9. Email

Check your email. The sender address will be [tcsprd@uttyler.edu](mailto:tcsprd@uttyler.edu). Your report will be an attachment. Save this report to your files for future reference.

For assistance with this report, email [facultycourseevals@uttyler.edu](mailto:facultycourseevals@uttyler.edu).