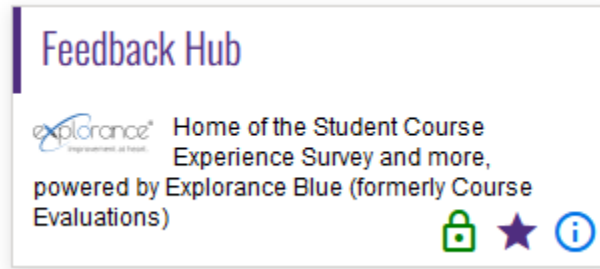


Where to Find Reports from the Student Course Experience Survey (“course evals”)

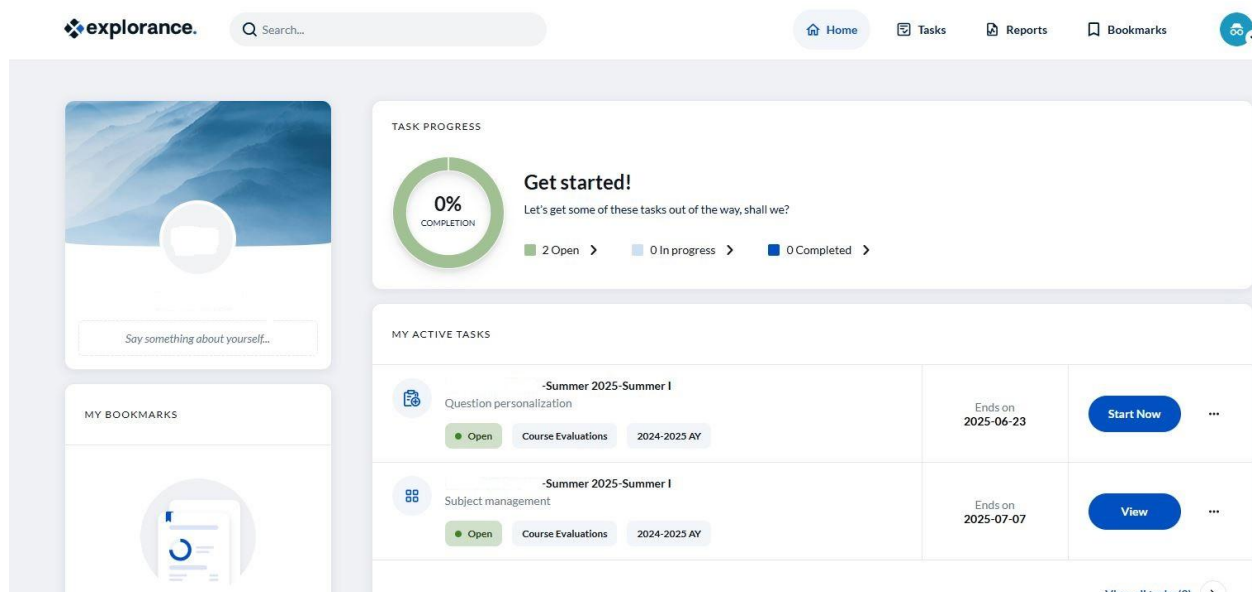
Fall 2017 and Later

In Fall 2017, UCA for the first time used the eXplorance Blue system for its course evals (the “student course experience surveys”). Reports for individual faculty and for administrators who have report viewing access are available in the appropriate user’s Dashboard—the screen that first appears when entering the eXplorance Blue system. To do so, find and enter this “channel” in myUCA (this was, formerly, called the Course Evaluation channel):

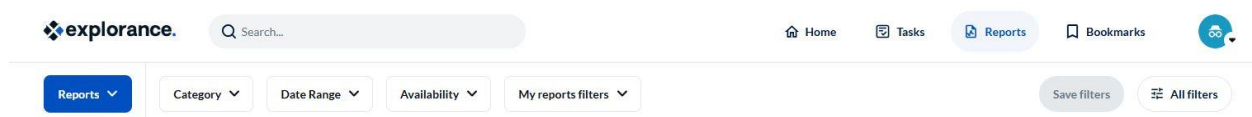


When looking for historical reports, navigate to the top left-hand corner, where you will find “reports”

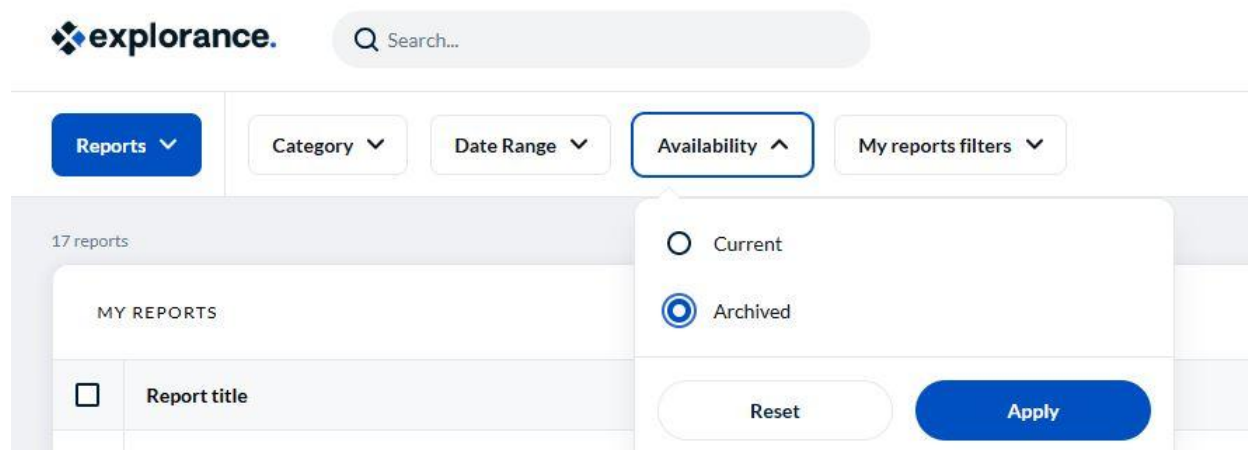
Click on “reports”



This next page you will find a few drop downs. If you have a particular date range, select those dates. If not, simply click on the drop down “availability”.



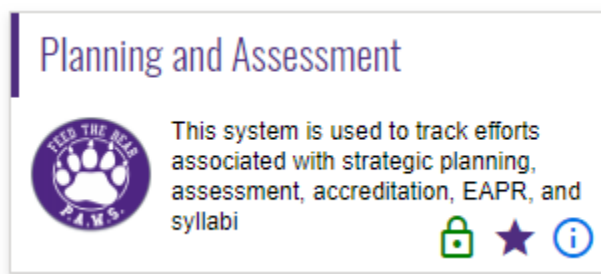
Once you click on availability, then select archive, and then apply.



The screenshot shows the Explorance web interface. At the top is the Explorance logo and a search bar. Below the logo are several filter buttons: 'Reports' (with a dropdown arrow), 'Category' (with a dropdown arrow), 'Date Range' (with a dropdown arrow), 'Availability' (with an up arrow), and 'My reports filters' (with a dropdown arrow). The 'Availability' dropdown menu is open, showing two options: 'Current' (with an unselected radio button) and 'Archived' (with a selected radio button). Below the dropdown menu are 'Reset' and 'Apply' buttons. On the left side of the interface, there is a section labeled '17 reports' and a table with a header 'MY REPORTS' and a column 'Report title'.

AY 2011–2012 through AY 2016–2017

The PAWS system—the name of the channel/task in myUCA is Planning and Assessment—holds the archives for pre-eXplorance eval reports. To use the archives, find and enter this “task” in myUCA:



Individual faculty members will see and have access ONLY to their own materials; department chairs/school directors will have access to materials for each of their faculty members. Click on the enigmatic phrase File Distribution appearing just below your name or your faculty member’s name. On the left side of the window is a list of academic years. Click on a year or term, and links to all available reports for that year by term will appear in the main/middle part of the window.

For help ...

... contact Jacob Held (jmhheld@uca.edu) or Alyson McEntire (amcentire@uca.edu).