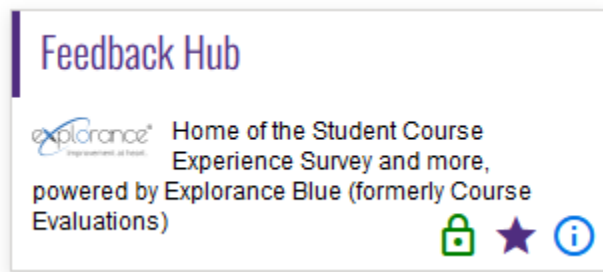


## Where to Find Reports from the Student Course Experience Survey (“course evals”)

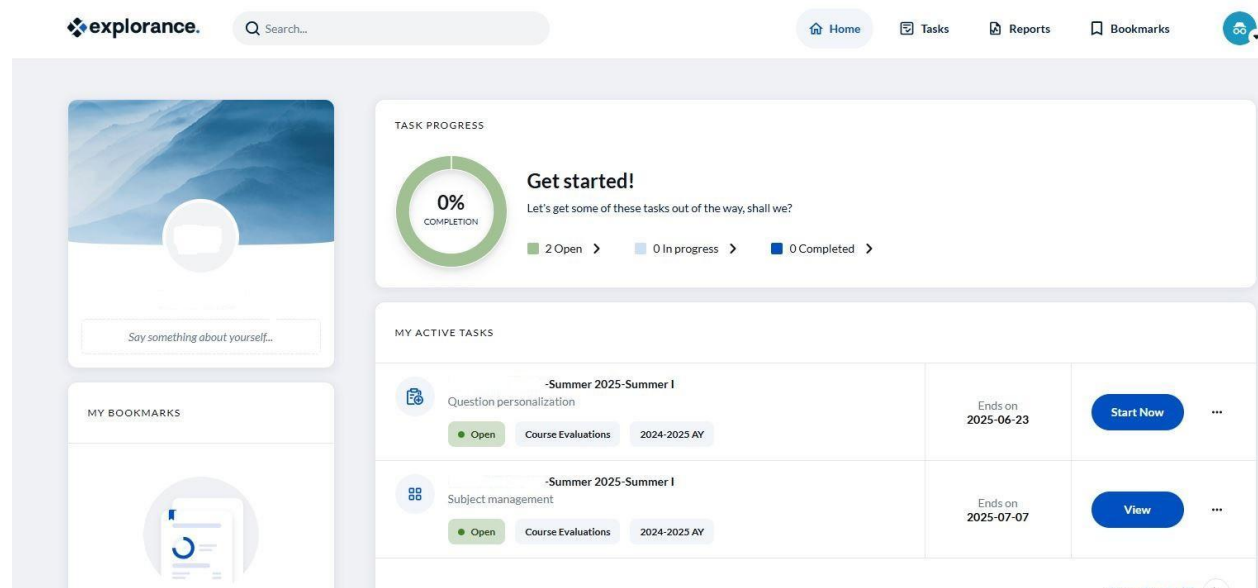
### Fall 2017 and Later

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):



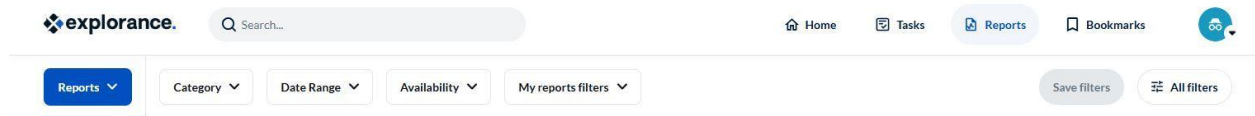
When looking for historical reports, navigate to the top right-hand corner, where you will find “reports”

Click on “reports”

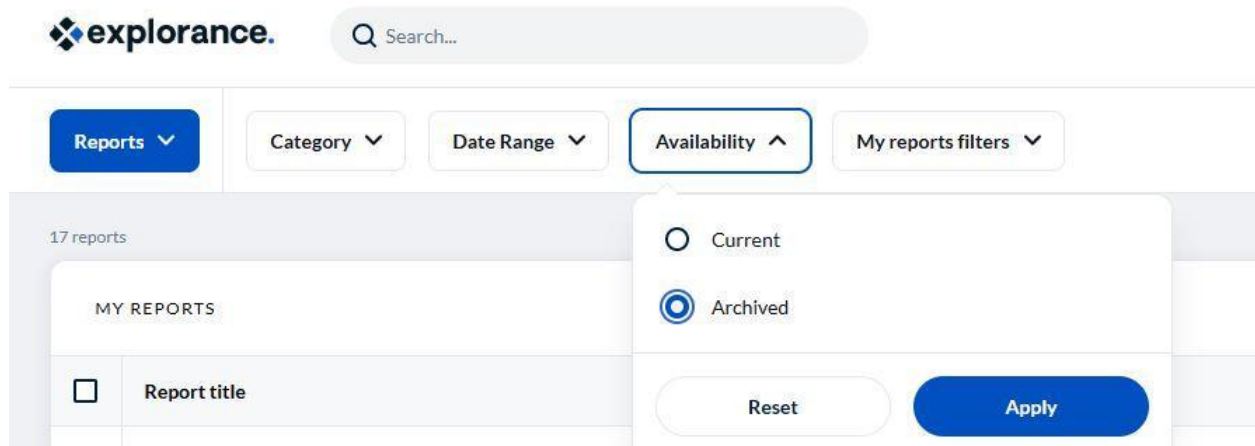
A screenshot of the eXplorance dashboard. The top navigation bar includes the eXplorance logo, a search bar, and links for Home, Tasks, Reports, and Bookmarks. The main content area is divided into several sections. On the left, there is a profile card with a blue background and a white circle containing a document icon, followed by a "MY BOOKMARKS" section. The central area features a "TASK PROGRESS" section with a green circular progress indicator showing 0% completion and a "Get started!" message. Below this is a "MY ACTIVE TASKS" section containing a table of tasks. The table has columns for task name, status, end date, and action buttons. The tasks listed are "Question personalization" and "Subject management", both for the "Summer 2025-Summer I" term. The "Question personalization" task has an "Open" button and a "Start Now" button. The "Subject management" task has an "Open" button and a "View" button. A "View all tasks (2)" link is at the bottom right of the table.

Task Name	Status	Ends on	Action
Question personalization	Open	2025-06-23	Start Now
Subject management	Open	2025-07-07	View

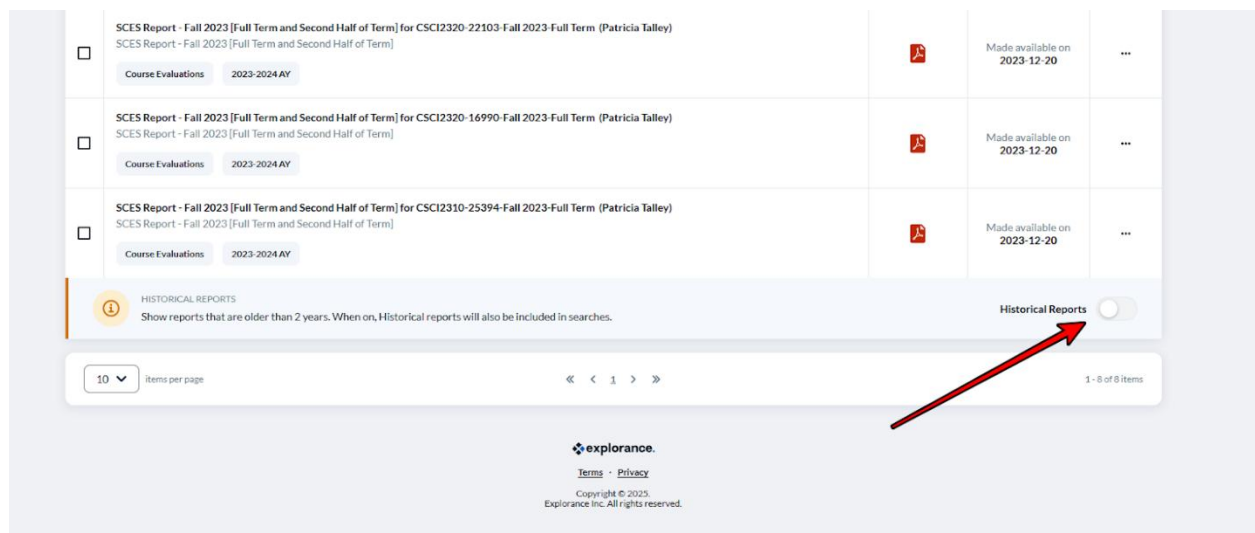
This next page you will find a few drop downs. If you have a particular date range, select those dates. If not, simply click on the drop down “availability”.



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

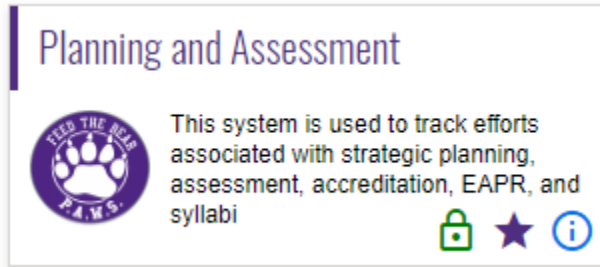


If you are needing historical reports, please scroll down and click here:



## 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](mailto:jmhheld@uca.edu)) or Alyson McEntire ([amcentire@uca.edu](mailto:amcentire@uca.edu)).