

Faculty Instructions for Using CourseEval

Browse to <http://courseval.utm.edu/>. Then click on Faculty Login under College of Graduate Health Sciences. You will need to enter your UT NET ID and password (the information you use for your UT email account). For additional assistance, call the Help Desk, 448-2222.

Click on Faculty Login to access the survey results once the survey has closed.

Students must complete and submit the survey for CourseEval to get “credit” for completion.

Here are some additional things you should know.

- All responses are anonymous; names will not be associated with any responses or comments.
- CourseEval records who has completed the evaluation. According to CGHS policy, students are required to complete the evaluation before receiving a final grade. If they do not complete and submit the evaluation by the deadline, they will be given a grade of I (incomplete). If they do not resolve the I by the end of the next semester, the grade automatically becomes an F on their permanent record.
- The course director must provide students with the starting and ending dates of the evaluation.

If you experience difficulty,

- Be absolutely sure your NetID and NetID password are correct. No other username and password will work.
- The login *is* case sensitive.
- Try a different browser. If you're using AOL to connect to the Internet, minimize the AOL browser and use another's browser.

If the CourseEval website doesn't load, please notify the HelpDesk.

If all else fails or if you have questions about CourseEval, please contact Janie Van Prooijen, 448-7030 or jvanprooijen@utm.edu. The HelpDesk staff don't support CourseEval (but they can help you with your NetID password).