

Accessing CourseEval Reports

1. Log in to MyHeritage
2. Click "Faculty" tab

The screenshot shows the MyHeritage website interface. The top navigation bar includes links for Home, Academics, Admissions, Campus Life, Faculty (highlighted), Staff, Help Center, Academic Affairs, and My Pages. Below the navigation bar, the breadcrumb trail reads "You are here: Faculty > Home". The main content area is titled "Faculty Course Control" and displays a search message: "No courses match the given search criteria. Please change the search criteria and search again." Below this, there is a section for "Course List for Catherine Hardison" with links for "View Details" and "View My Faculty Schedule". The left sidebar contains a "Faculty" menu with options like Home, Faculty Course Control, Faculty Schedules, Faculty Instant Messaging, All My Courses, Grade Entry, Documentation, and Important Links. Under "Advisors", there are links for Reports and CoursEval (highlighted with a red arrow). A "Quick Links" section is also visible at the bottom of the sidebar.

3. Click "CoursEval" in navigation bar at left.
4. Click "CoursEval" link within paragraph. (Chairs click "here" to see all reports.)

The screenshot shows the MyHeritage website interface. The top navigation bar includes links for Home, Academics, Admissions, Campus Life, Faculty (highlighted), Staff, Help Center, Academic Affairs, and My Pages. Below the navigation bar, the breadcrumb trail reads "You are here: Faculty > CoursEval". The main content area is titled "My CourseEval" and displays a search message: "My CourseEval™". Below this, there is a paragraph that reads: "You can view your available reports by going to your [CourseEval™ Home Page](#)". The left sidebar contains a "Faculty" menu with options like Home, Advisors, Reports, and CoursEval (highlighted with a red arrow). A "Quick Links" section is also visible at the bottom of the sidebar.

5. You will see status of evaluations for current semester.
6. To access previous results, click "Reports" at top of page and then click "Evaluation Reports." Change Year, Period, Status, and Survey to "Show All."
7. Click "View Report" to view all reports available.

If you have questions or need assistance, please contact SaraBecca Martin (martin_s@heritage.edu) or Ed Rousculp (rousculp_e@heritage.edu).