CofC Course-Instructor Evaluation System

User Guide for Faculty, Deans, Department Chairs, & Program Directors

Questions? CourseReview@cofc.edu
General Information

We evaluate most courses at the College of Charleston. Courses with less than 2 students are not evaluated to protect their anonymity.

In-class administration is mandatory for all evaluations. We use the same questionnaire across campus.

Evaluation schedules vary by term, and all are open until the last day of final exams.

Students receive notification email when evaluations open. Email contains direct link to evaluation forms.

Students who have not completed the evaluations receive reminder emails.

Reports are published for faculty and their supervisors after all grades have been submitted. Student feedback is anonymous.
Access your evaluation reports (Blue)

step 1

Visit https://coursereview.cofc.edu GO »

Alternatively, click the “Course Evaluations” link displayed on the Faculty tab in MyCharleston OR on the right-hand column of OAKS.
Log in with your username and password
### My Dashboard

#### Tasks

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Date and Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the questionnaire on ACCT 202-001 ACCT FOR NON BUS MAJOR for 2017 Spring Course Evaluation TEST for EMAIL</td>
<td>Sun, Apr 30, 2017 11:59 PM</td>
<td>Test Expired</td>
</tr>
<tr>
<td>Complete the questionnaire on CHEM 102-003 GENERAL CHEMISTRY II for 2017 Spring Course Evaluation TEST for EMAIL</td>
<td>Sun, Apr 30, 2017 11:59 PM</td>
<td>Test Expired</td>
</tr>
</tbody>
</table>

#### Reports

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Displayed Name</th>
<th>Displayed Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the 2013 Fall Course Evaluation Report - Common report</td>
<td>01. Fall 2013</td>
<td></td>
</tr>
<tr>
<td>View the 2013 Fall Course Evaluation Report (FI) report</td>
<td>01. Fall 2013</td>
<td></td>
</tr>
<tr>
<td>View the 2014 Fall Course Evaluation Report - Common report</td>
<td>04. Fall 2014</td>
<td></td>
</tr>
<tr>
<td>View the 2014 Spring Course Evaluation Report (FI) report</td>
<td>02. Spring 2014</td>
<td></td>
</tr>
<tr>
<td>View the 2014 Summer Course Evaluation Report - Common report</td>
<td>03. Summer 2014</td>
<td></td>
</tr>
</tbody>
</table>

**Step 3**: View report
Narrow results by term or course
e.g. Fall 2014 or MATH 101

Load more reports  
Download PDF

Toggle OFF to narrow your search
**Reports**

**Definitions & tips about our individual and departmental reports**

Available for **all** evaluated instructors and their supervisors (student answers are always anonymous):

- **Individual reports {Breakdown by Context - no comments}** - One report per non-cross-listed course per reporting period. This report does NOT contain students' free-response comments.

- **Individual reports {Breakdown by Context}** - One report per non-cross-listed course per reporting period. This report contains students' free-response comments. This is the report most often used by department chairs in reviewing their individual faculty.

- **Individual report {Cross-listed Courses - no comments}** - One report per combination of cross-listed courses per reporting period. This report does NOT contain students' free-response comments.

- **Individual report {Cross-listed Courses}** - One report per combination of cross-listed courses per reporting period. This report contains students' free-response comments.

Available for supervisors **upon request** (deans, department chairs, program directors):

- **Departmental Report** - One report per department per reporting period showing aggregated responses for all courses in that department. As a Chair, you would see only one of these per reporting period. This report does NOT contain students' free-response comments.

- **Cross-Section Report** - One report per course number, comparing questionnaire responses across multiple sections of that individual course. This report does NOT contain students' free-response comments.

- **Campus-wide Report {Aggregate}** - one report for the entire College per reporting period showing total responses for the reporting period. This report does NOT contain students' free response comments.