

Student Course Evaluation Reports Spring 2007-Spring 2010

A Guide for Deans, Chairs, and Administrators

To generate a Word document with ALL sections in a department:

1. Log in to MyColumbia <https://my.colum.edu>
2. In the top navigation, click the **Course Evaluation Reports** tab
3. Under **Course Evaluations Spring 2007 – Spring 2010 – Survey Selection**, choose a session from the dropdown list and click the **Select** button.
4. Choose **Section** from the dropdown menu, then click the **Select** button.
5. Choose the department from the dropdown menu, then click **View as Formatted Text**.
6. Your browser will open a window asking whether to **Open** or Save. Select **Microsoft Word** as the program to open the file. The file will open, and you can save it.

To view summary reports:

1. Log in to MyColumbia <https://my.colum.edu>
2. In the top navigation, click on the **Course Evaluation Reports** tab
3. Under **Course Evaluations Spring 2007 – Spring 2010 – Survey Selection**, choose a session from the dropdown list and click the **Select** button.
4. Choose the type of report you would like and click the **Select** button:
 - **Executive Summary:** Average scores by school.
 - **All College:** Distribution of scores for each question with overall average comparative means.
 - **Departmental:** Total scores by the department for each question with overall comparative means.
5. Leave the default “All/All” selected. Click the **Continue** button.
6. Executive Summary and All College reports will appear at this point. For Departmental, choose the department from the dropdown menu, then click the **Continue** button.
7. To print the report, click the **Printer Friendly** link at the top right of the page. Then click the **Send to Printer** button.

To return to the report module, click the **Exit Print Mode** link.