Student Course Evaluation Reports Spring 2007-Spring 2010

A Guide for Faculty

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 and click the **Select** button. Only the sections you taught will be available.
5. Choose the department.
   a. You can click View as Formatted Text to save all the section reports simultaneously,
   b. or choose an individual section, then click **View as Formatted Text** to view just one.
6. 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.

Two additional reports aggregate the course evaluation results across the schools and the entire college.

1. Follow steps 1-4 above.
2. Choose the type of report you would like, then click the **Select** button:
   - **Executive Summary**: Average scores by school.
   - **All College**: Distribution of scores for each question with overall average comparative means.

Please note: There is an error in the column labels in the Executive Summary report when viewed as formatted text. Please avoid this report view when accessing or interpreting this report; use the **Continue** button rather than the **View as a Formatted Text** link.