Faculty Course Evaluation Report

This report is designed to allow faculty to see their University Course Evaluation results for a selected semester. The report may be run at any time during the year for any semester from Fall 2010 forward, except for during the evaluation period for a given term.

1. Pop-up Blockers:
Be sure pop-up blockers are either turned off in your browser or set your browser to always allow pop-ups from: https://tycs-prd.utshare.utsystem.edu/psc/TYCSPRD/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL.

2. Faculty Center Tile:
Within myUTTyler, access your Faculty Center tile.

Along the left-hand navigation, select “Course Evaluation Report.”
3. Course Evaluation Summary Rpt

If this is your first time retrieving your course evaluation report, continue to step 3a. Otherwise skip to step 3b.

3a. For first-time report setup: Click “Add a New Value.”

In the Run Control ID box, type a generic display name that will help you to identify your report for now and for future semesters; example “Course_Ceval_Rpt”. The name should have no embedded spaces. This initial setup is done only once. Once you have entered your Run Control ID, click “Add” and proceed to step 4.
3b. If this is not your first time retrieving your report and a Run Control ID has already been created, click “Search” and select the correct Run Control ID. If only one Run Control ID exists, it will be selected for you automatically when you click “Search.”

### Course Evaluation Summary Report

Fill in the following fields accordingly.

- **Term**: Type in the term code of your choice. Use the magnifying glass for help in selecting a term code.
- **Include Student Comments on Report?**: Check the box to have the commented included in the report.

Click “Run.”
5. Process Scheduler Request
Fill in the following fields accordingly.
- **Server Name**: PSUNX
- **Type**: Email
- **Format**: PDF
Click “Distribution”.

![Image of the Process Scheduler Request interface with selected options and highlighted fields]

- **Server Name**: PSUNX
- **Type**: Email
- **Format**: PDF

Click “Distribution”.
6. Distribution Detail

Folder Name: Leave blank.
Retention Days: Leave at 45.
Email Subject: Add any text that will be meaningful for you when it hits your Outlook inbox.
Message Text: Add any text desired.
Email Address List: You may enter an email address here if you wish to send a copy to someone other than yourself.
ID Type: Select “User”.
*Distribution ID: Your User ID should default here in all caps, such as “JRFACULTY”. (This is the User ID you use to log in to myUTTyler.) This information is used to find your email address, which is stored elsewhere in the system.
Click “OK”.

![Distribution Detail window with fields filled in: Process Name, Process Type, Folder Name, Retention Days, Email Subject, Message Text, Email Address List, and ID Type set to User. A Distribution ID field is also shown with an example ID.]
7. Process Scheduler Request
You will be returned to the Process Scheduler Request page.
Click “OK”.
Your report should only take a few minutes to run.

8. Course Evaluation Summary Report
You are returned to the “Course Evaluation Summary Report” page. Notice near the upper right corner there is a Process Instance number displayed. This indicates that your report is running.

8. Email
Check your email. The sender address will be tcsprd@uttyler.edu. Your report will be an attachment.
Save this report to your files for future reference.

For assistance with this report, email instructorevals@uttyler.edu.