Faculty Course Evaluation Report

This report is designed to allow you to see your 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 during the evaluation period for a given term/session.

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 with step 3a. Otherwise skip to step 3b.
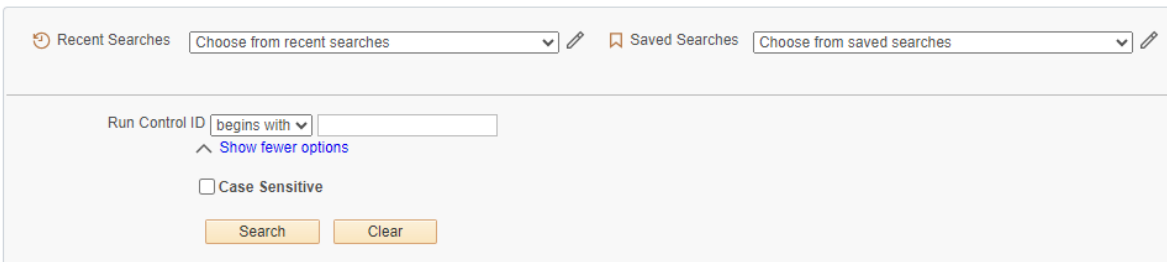
3a. For first-time report setup: Select the Add a New Value button.

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; ex: Course_Eval_Rpt. The name should have no embedded spaces. This initial setup is done only once, and this run control can be reused in subsequent semesters. Once you have entered your Run Control ID, select the Add button and proceed to step 4.

3b. If this is not your first time retrieving your report and you have previously created a Run Control ID, select the Search button and select the correct Run Control ID. Proceed to step 4.
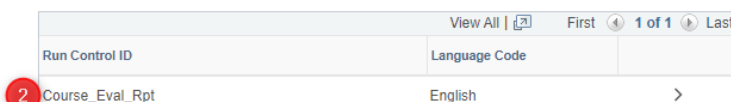
4. Course Evaluation Summary Report

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 comments included in the report.

Select the Run button.

Course Evaluation Summary Rpt

Course Evaluation Summary Report
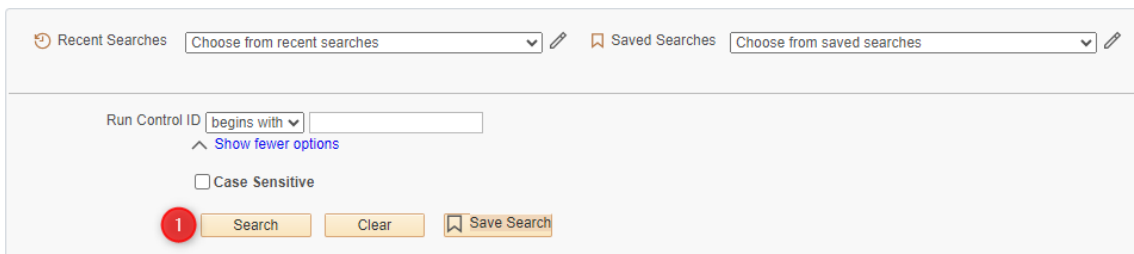
Run Control ID   Course_Eval_Rpt   Report Manager   Process Monitor   **Run** ③

Parameters

Term ① [2238] 🔍 2023 Fall

②

Include Student Comments on Report?: ☑

🖫 Save   ☷ Notify   🗐 Add   📄 Update/Display

5. Process Scheduler Request

Fill in the following fields accordingly.

  Server Name: PSUNX
  Type: Email
  Format: PDF

Select Distribution.

Process Scheduler Request   ✕

                                                                            Help

User ID _____   Run Control ID Course_Eval_Rpt

Server Name [PSUNX ①] ⌄   Run Date [01/10/2024] 📅
Recurrence [   ] ⌄   Run Time [10:48:51AM]   Reset to Current Date/Time
Time Zone [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Course and Instructor Eval Rpt	UTTC0010	SQR Report	[Email ⌄]	[PDF ⌄]	Distribution
				②	③	④

OK   Cancel

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: This field can remain blank though you may enter an email address here if you wish to send a copy to someone other than yourself. (Note: If entering more than one email address you will separate email addresses with a semicolon.)

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.

Select the OK button.

Distribution Detail   ✕

                                                                          Help

      Process Name UTTC0010

      Process Type SQR Report

      Folder Name [⌄]

      Retention Days [45]

Email Only

Email Subject   Email With Log: ☐   Email Web Report: ☐

[Fall 2023 Course Evaluation Report   ]

Message Text

[Copy of Fall 2023 course evaluation report.   ]

Email Address List

[deptchair@uttyler.edu;
dean@uttyler.edu   ]

Override Sender Email Id: ☐

Distribute To

*ID Type	*Distribution ID			
User ⌄	JRFACULTY	🔍	➕	➖

[OK]   [Cancel]

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7. Process Scheduler Request

You will be returned to the Process Scheduler Request page.
Select the OK button.
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.

9. 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 facultycourseevals@uttyler.edu.