

Faculty Course Evaluation Report

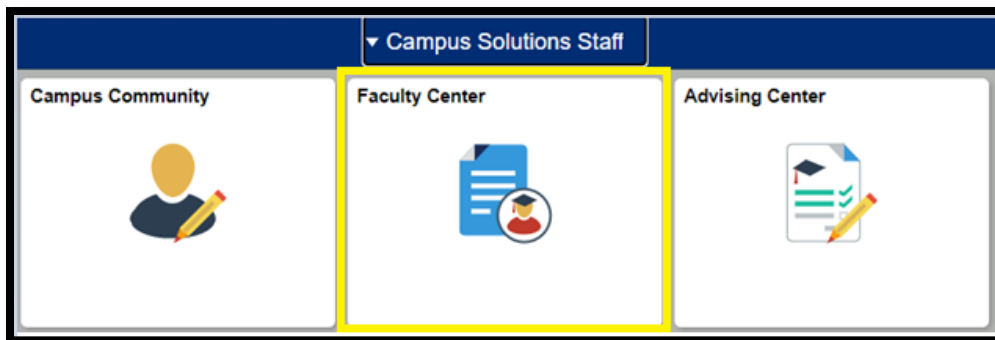
This report is designed to allow faculty to see their University Course Evaluation results for a selected semester. The report may be run at any time during the year for any semester from Fall 2010 forward, except for during the evaluation period for a given term.

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".

A screenshot of the myUTTyler 'My Schedule' page. The left-hand navigation menu is visible, with 'Course Evaluation Report' highlighted in yellow. The main content area shows the 'Faculty Center' header, 'My Schedule' title, and a section for '2020 Spring | University of Texas at Tyler'. Below this, there are options to 'Change Term' and 'My Exam Schedule'. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A navigation bar includes 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The 'My Teaching Schedule > 2020 Spring > University of Texas at Tyler' section contains a table with the following data:

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CHEM 1112-002 (20156)	GENERAL CHEMISTRY II LAB (Laboratory)	32	Tu 1:30PM - 5:30PM	Ratliff Building South 03022	Jan 13, 2020-May 2, 2020
	CHEM 1112-005 (20165)	GENERAL CHEMISTRY II LAB (Laboratory)	32	Th 1:30PM - 5:30PM	Ratliff Building South 03018	Jan 13, 2020-May 2, 2020
	CHEM 4312-001 (20200)	INSTRUMENTAL ANALYSIS (Lecture)	7	MoWeFr 10:10AM - 11:05AM	Ratliff Building South 02015	Jan 13, 2020-May 2, 2020

Below the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'. The 'My Exam Schedule > 2020 Spring > University of Texas at Tyler' section states 'You have no final exams scheduled at this time.' and includes a 'Go to top' button.

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.”

Course Evaluation Summary Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 1000):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [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_Eval_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.

Course Evaluation Summary Rpt

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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 Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Run Control ID ←

Case Sensitive

Limit the number of results to (up to 1000): ←

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Run Control ID	Language Code
Course_Eval_Rpt	English

[Find an Existing Value](#) | [Add a New Value](#)

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 commented included in the report.

Click “Run.”.

Course Evaluation Summary Rpt

Course Evaluation Summary Report

Run Control ID Course_Eval_Rpt [Report Manager](#) [Process Monitor](#) [Run](#) ↑

Parameters

Term 2019 Fall ←

Include Student Comments on Report?: ←

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

5. Process Scheduler Request

Fill in the following fields accordingly.

Server Name.: PSUNX


Type.: Email


Format.: PDF


Click “.Distribution.”.


Process Scheduler Request ✕

Help

User ID ATILLER  Run Control ID CRSE_EVAL_REP




Server Name Run Date 

Recurrence Run Time 

Time Zone 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course and Instructor Eval Rpt	UTTC0010	SQR Report	<input type="text" value="Email"/>	<input type="text" value="PDF"/>	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".

The screenshot shows a 'Distribution Detail' dialog box with the following fields and options:

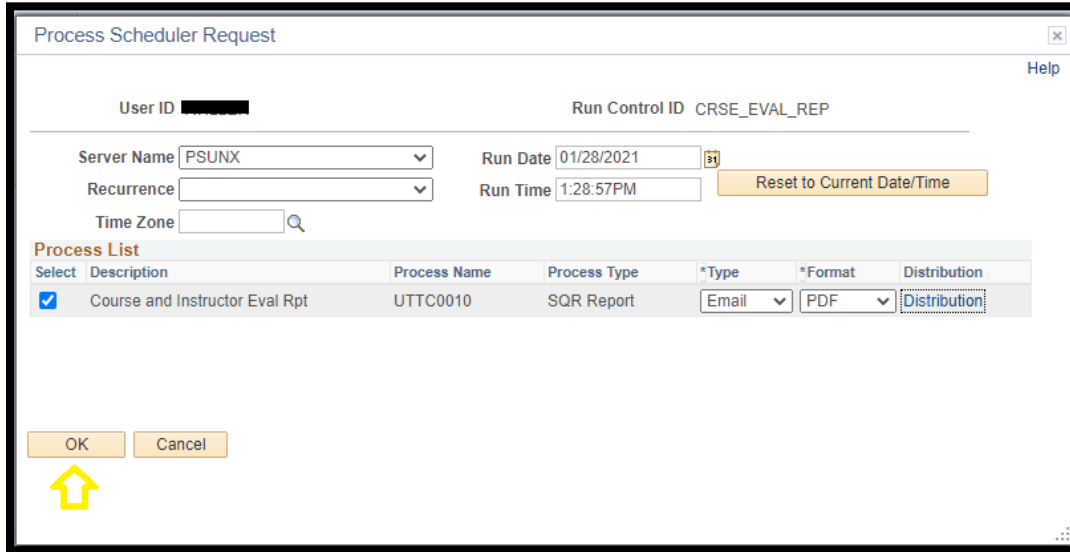
- Process Name:** UTTC0010
- Process Type:** SQR Report
- Folder Name:** A dropdown menu.
- Retention Days:** 45
- Email Only:** A section header.
- Email Subject:** A text input field.
- Email With Log:**
- Email Web Report:**
- Message Text:** A text input field.
- Email Address List:** A text input field.
- Distribute To:** A section header.
- *ID Type:** User (dropdown)
- *Distribution ID:** [Redacted]

Buttons for **OK** and **Cancel** are located at the bottom of the dialog.

7. Process Scheduler Request

You will be returned to the Process Scheduler Request page.
Click "OK".

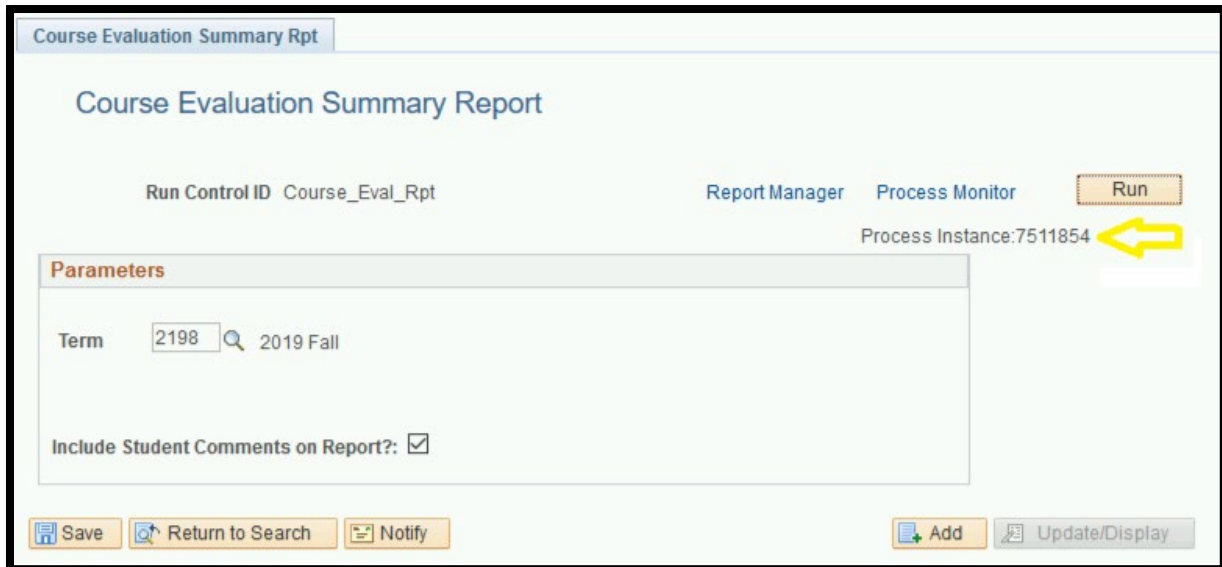
Your report should only take a few minutes to run.



The screenshot shows a "Process Scheduler Request" dialog box. At the top, it displays "User ID" (redacted) and "Run Control ID CRSE_EVAL_REP". Below this, there are fields for "Server Name" (PSUNX), "Run Date" (01/28/2021), "Recurrence", and "Run Time" (1:28:57PM). A "Reset to Current Date/Time" button is located next to the Run Time field. A "Time Zone" field with a search icon is also present. The main section is a "Process List" table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. One row is selected, showing "Course and Instructor Eval Rpt" with Process Name "UTTC0010", Process Type "SQR Report", *Type "Email", *Format "PDF", and Distribution "Distribution". At the bottom, there are "OK" and "Cancel" buttons. A yellow arrow points to the "OK" button.

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.



The screenshot shows the "Course Evaluation Summary Report" page. At the top, it displays "Run Control ID Course_Eval_Rpt". Below this, there are buttons for "Report Manager", "Process Monitor", and "Run". A "Process Instance: 7511854" is displayed next to the "Run" button, with a yellow arrow pointing to it. Below the buttons is a "Parameters" section with a "Term" field (2198) and a search icon, and a checkbox for "Include Student Comments on Report?" which is checked. At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Display".

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.