Faculty Course Evaluation Report Access

Sign into MyGateway
https://gateway01.tarleton.edu/cp/home/displaylogin

Click on the Faculty tab
Click on **DuckTrax**

![DuckTrax Image](image1)

Click on the **Faculty Services** tab

![Faculty Services Image](image2)

Click on **Term Selection**

![Term Selection Image](image3)
Select the appropriate term from the list

Click on **Faculty Detailed Schedule**

There will be a link to the Evaluation Results above each class. The links are all the same. Once you click on the link you will be able to view the SurveyDig results for your classes.
Using the selection area, select what you would like to see. Remember that you cannot view any classes above our outside of what you are responsible for. Mandatory fields are: Course, Term, Output, and Records.

In the **Course** field you may enter a CRN, Course name, or a % sign to show everything. **NOTE:** This field is mandatory and must have either Course information or a % sign in it.

- Select the term wished to be viewed
- Some other fields will not provide functionality at the instructor level. These include Department, Division and Professor ID. These should remain blank.
- Use the **Sort By 1** and **Sort By 2** to sort and organize the class lists
- Select the type of Output you would like from the **Output** field. This will give an overview with total enrollment verses number of evaluations taken.
  - Professor Summary – Professor level – A look at a professor’s courses summary with no regard to what department the classes are in
  - Course Summary – Course level – A look at a class’s summary with no regard to the professor teaching it
  - Detailed – This provides a table of information based on individual user’s view and gives a total summary of the evaluation questions and answers for that view.

- The **records** field determines how many classes will be returned
- Checking the **Excel** check box will create an Excel spreadsheet that you will be able to download containing the information you selected
- The check boxes to the right give more options
  - The first two show classes with / without surveys. Selecting both will return nothing.
  - The rest add or remove information in the report
After making your selections click the submit button.

A table will be created with the information requested and links for more detailed information. (Instructors will only see their classes)

### Evaluation Results

<table>
<thead>
<tr>
<th>Term</th>
<th>Division</th>
<th>Department</th>
<th>Course ID</th>
<th>Course Description</th>
<th>Professor</th>
<th>Evaluation Taken</th>
<th>Total Enrollment</th>
<th>% Complete</th>
<th>% Reporting Disabled</th>
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<table>
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<tr>
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<th>Time: 6.87 Seconds</th>
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<td>Records 1 - 29</td>
<td>Need 20</td>
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Please specify more criteria for the search. You can use % as a wildcard (%).
Click on the **Evaluation Taken** to see that section’s detail information.

### University level questions

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<th>Strongly Agree</th>
<th>Agree (%)</th>
<th>Neutral (%)</th>
<th>Disagree (%)</th>
<th>Strongly Disagree</th>
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<th>Std Dev</th>
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### Student

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