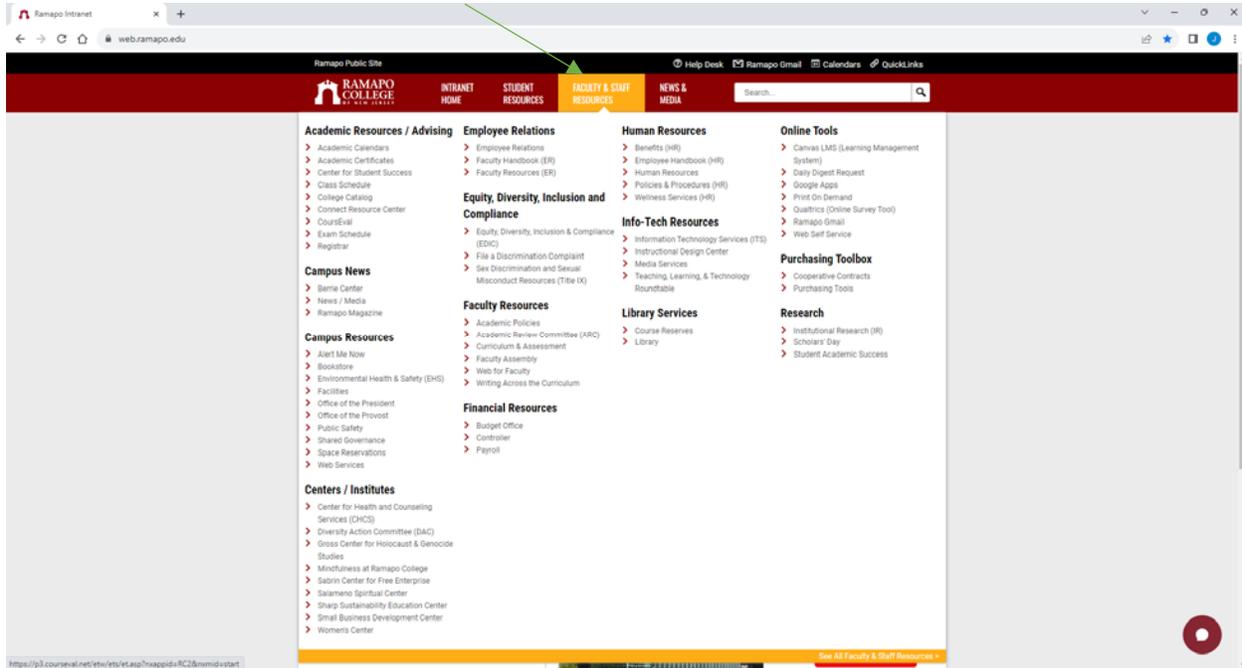
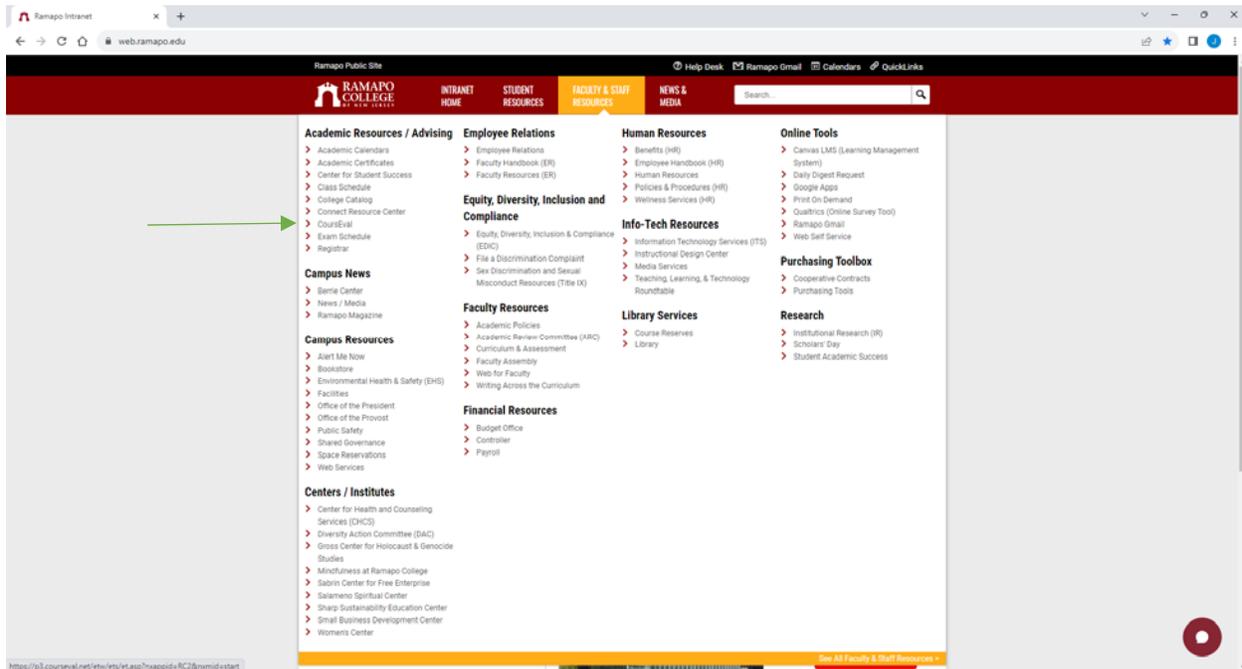


Viewing Your Student Opinion Surveys

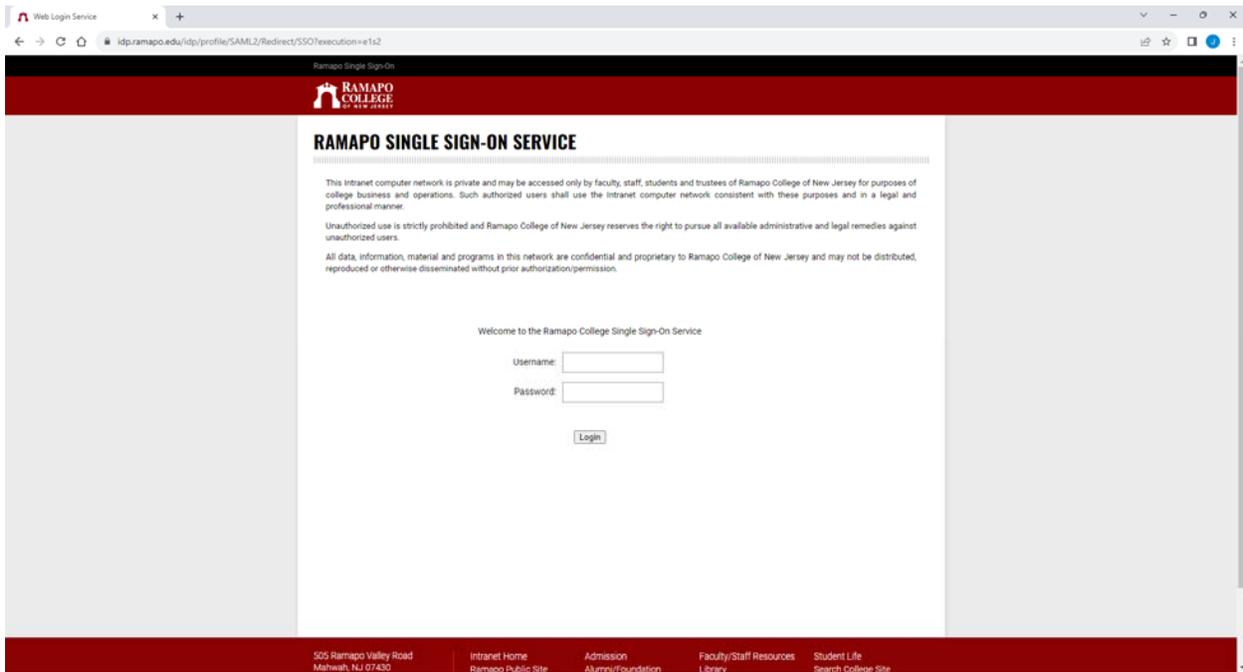
Visit web.ramapo.edu and hover over 'Faculty & Staff Resources':



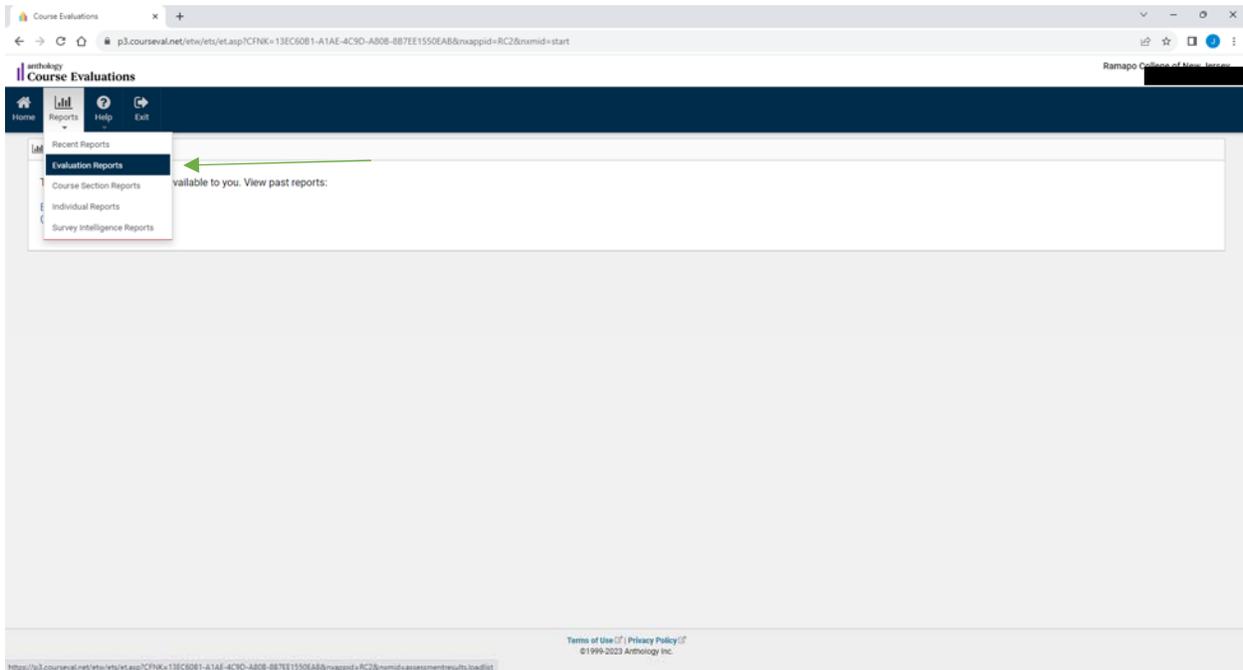
Under 'Academic Resources / Advising', click on 'CourseEval':



Login using your Ramapo Username (without the @ramapo.edu) and Password:



Under 'Reports' click on 'Evaluation Reports':



At the top block, filter out which surveys you would like. In the next block under 'Settings' choose which report type that you would like. Choosing 'Reports with Comments Redacted' will remove any text responses from the results. Select which survey(s) you would like to download under the 'Include' column and click on either 'View' (in browser), 'PDF' (formatted in PDF for downloading and/or printing), or 'Print' (brings the document to a print window):

The screenshot displays the 'Course Evaluations' interface. At the top, there are several filter dropdowns: Type (Standard), Year (Show All), Period (Show All), Focus (Stu-Fac), Status (Show All), and Survey (Show All). Below these are 'View' and 'Settings' dropdowns. The 'Settings' dropdown is open, showing options: 'Reports with Com...', 'RCNJ Report Settings', 'Reports with Comments Redacted', and 'STANDARD survey default'. A green arrow points to the 'Reports with Comments Redacted' option. To the right of the filters are buttons for 'View CF', 'PDF CF', and 'Print CF'. Below the filters is a table with columns: Course Number - Section ID, Survey Name, Year, Period, Status, Close Date, Course Name, Responsible Faculty, Department, Resp. Rec'd, Resp. Exp., % Rec'd, Include, and Access Role. A green arrow points to the 'Include' column. The table content is mostly obscured by a black redaction box.