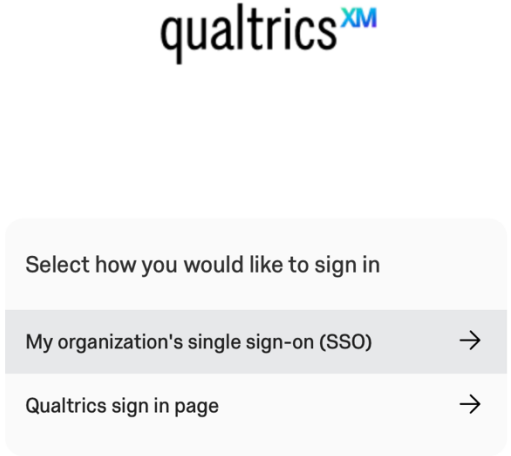
How to Access Qualtrics for Course Evaluation Responses

Tutorial Summary: This tutorial will show you how view results in the Dashboard of Qualtrics for student evaluation.

STEP 1

Go to https://ucrcourseevals.qualtrics.com/

Click on “My organization’s sign on (SSO) and log in with your NetID and password



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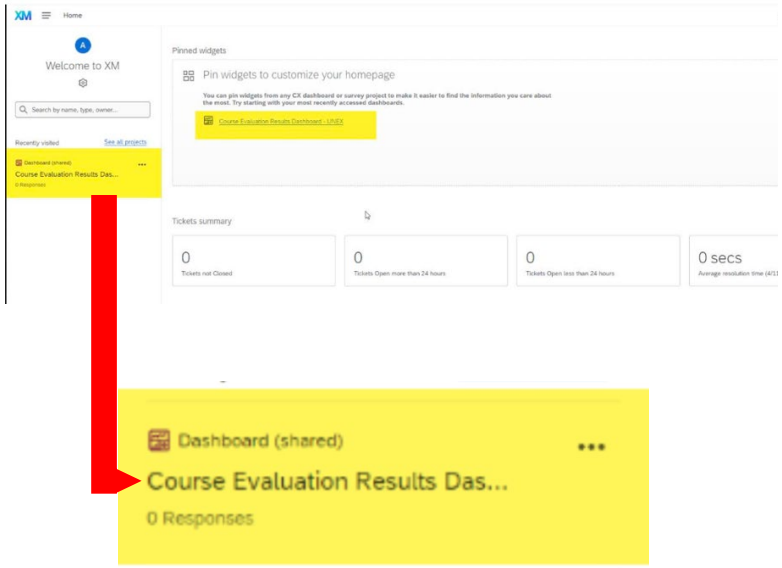
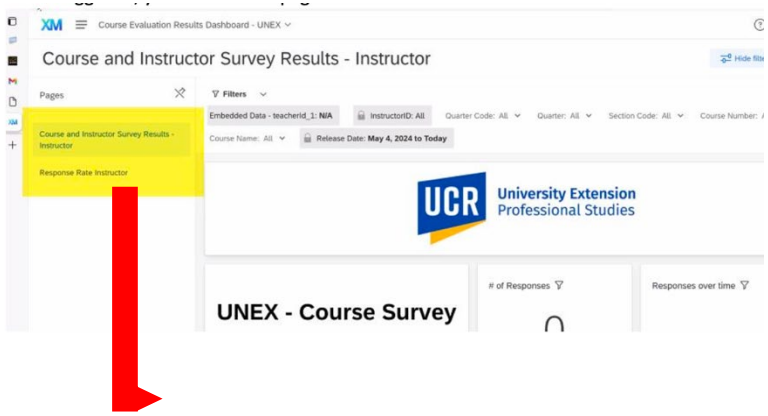
STEP 2

Next, select “Course Evaluation Results Dashboard – UNEX” located under the Recently visited on the right or in the pinned widgets.



STEP 3

Then, you will see two pages on the left side in the new window under Pages.



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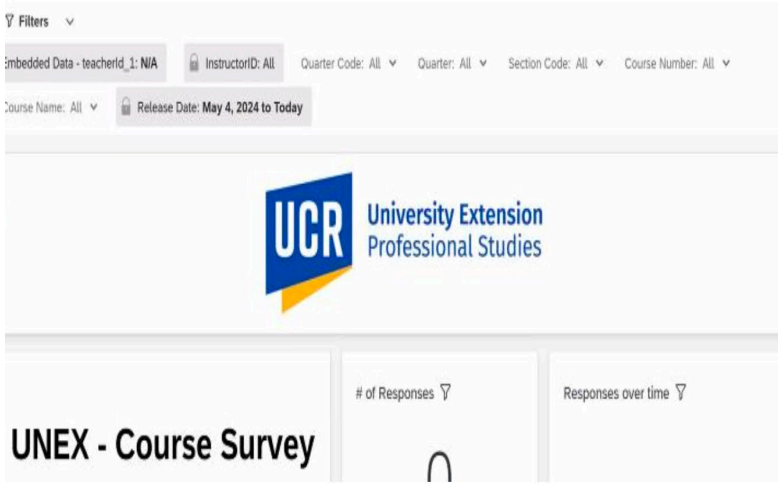
STEP 4

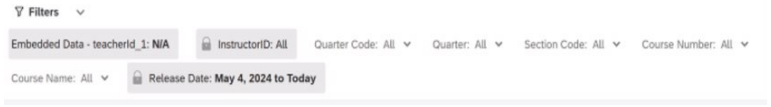
Click on Course and Instructor Survey Results – Instructors.

This page has the results of ALL courses that have been evaluated.
(Results are released to this dashboard 7 days after the class ended)



STEP 5

To look for a response from a specific course section or quarter use the filter located on the top of the dashboard.



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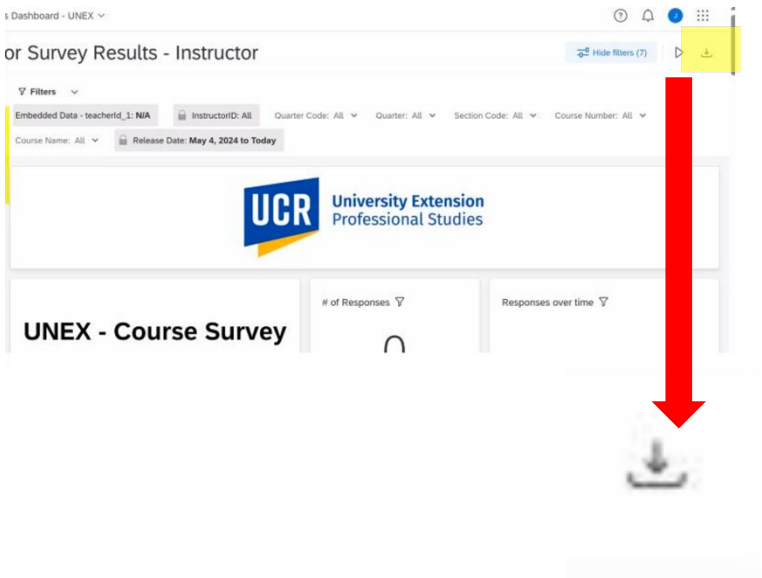
STEP 6

To export the responses, click on the download button located on the top right corner of the dashboard.

If you want to export the
results for a specific section, make sure to filter the results first.



For any questions, you can reach out to the Academic Quality, Integrity, and Assessment (AQIA) department at academicservices@ucx.ucr.edu or 951.827.1658.