

Course Evaluation Instructions for Students

Dear Students

To complete the online course and instructor evaluation, please follow the instructions below. Your participation in this evaluation is very important and much appreciated. Please note that your responses are anonymous. The electronic evaluation is the only method to complete your course. For online courses, you must fill out instructor evaluations. Thank you for your participation in this important activity.

Evaluation Period

- For courses that last 7 weeks or less, the course evaluation period starts 8 days prior to the course end date and ends 1 day before the course end date.
- For courses that last more than 7 weeks, the course evaluation period starts 19 days prior to the course end date and ends 4 days before the course end date.

Three Methods of Access

Currently there are three ways you can access the online course/instructor evaluation form: through your email, and the Class Schedule and Grades pages in Solar. A link to the course evaluation form should be sent to your student email once the evaluation period has started. The other two options are accessed through your Solar account under the Student Center section of the page. If your Student Center is not available from your Solar homepage, there is likely a form asking for you to confirm your contact information; if this form is present, please fill it out before proceeding.

Student Email Method

To complete the online course/instructor evaluation using your student email, please follow the steps outlined below:

1. Login to RangerMail
2. At the start of the evaluation period, you should receive an email that is similar to the following:

Dear Student,

It's Course Evaluation Time; You may have not completed your online course evaluations.

Please take time and complete the course evaluation, your response is greatly appreciated. Click on the provided link to complete your course evaluations.

Class	Course Evaluation Link
MBA 700 M75	Course Eval Link

Click [Here](#) for Instructions on how to complete the course evaluations.

NOTE:

For Course of 7 Weeks long or less course evaluation period starts 8 days before the end of the course and ends 1 day before end of the course.

For Course of longer than 7 Weeks the course evaluation period starts 19 days before the end of the course and ends 4 days before the end of the course.

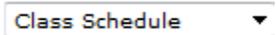
If you experience any problem, please contact helpdesk at 262-595-2444. or email servicedesk@uwp.edu do include your personal information like Student ID, Course, Section, and the Error Message.

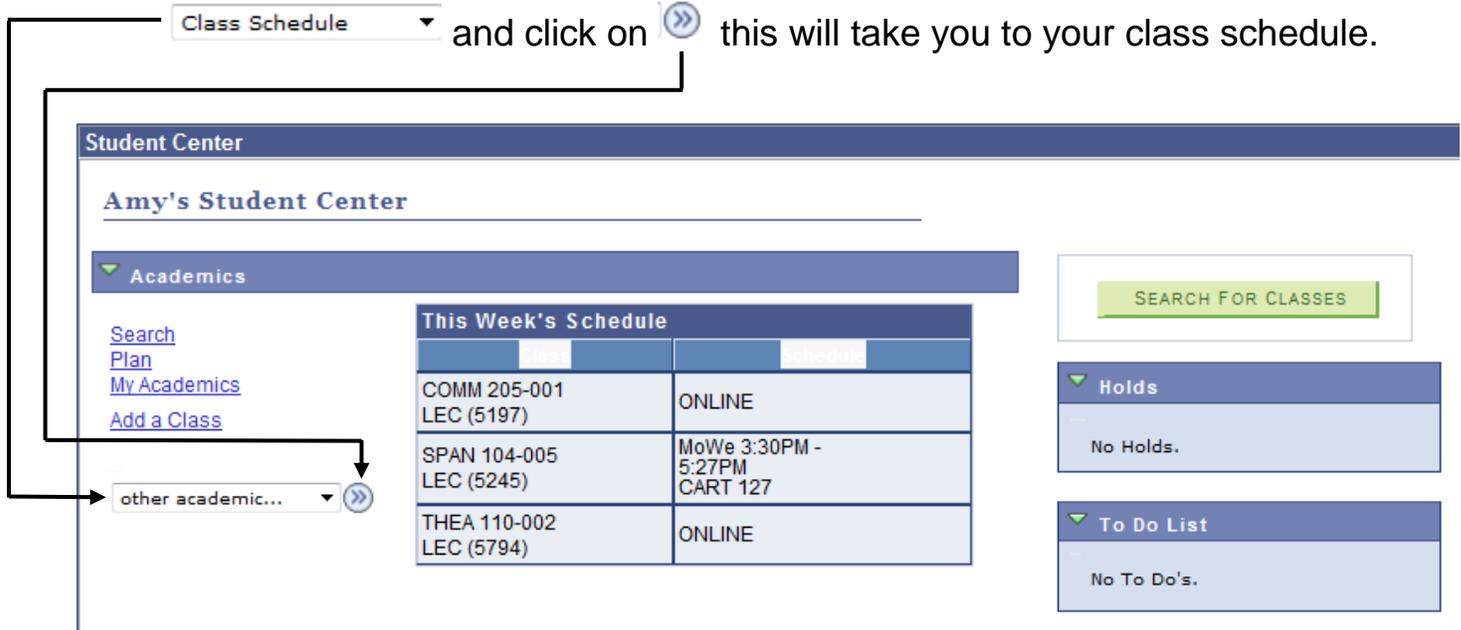
Thank you,
UW-Parkside Faculty

3. Please click the link corresponding to the class you wish to fill out an evaluation for.

Class Schedule Method

To complete the online course/instructor evaluation using your class schedule page, please follow the steps outlined below:

4. Log in to Solar.
5. You will see “other academics ...” under the “Academics” section on the “Student Center” page.
6. Then click on the dropdown labeled “other academic ...” and select  and click on  this will take you to your class schedule.



The screenshot shows the Student Center interface. At the top, there is a header for "Student Center" and "Amy's Student Center". Below this is the "Academics" section, which is expanded to show a list of links: "Search", "Plan", "My Academics", and "Add a Class". A dropdown menu is open under "Academics", showing "other academic..." with a dropdown arrow. To the right of the "Academics" section is a "SEARCH FOR CLASSES" button. Below the "Academics" section is a table titled "This Week's Schedule" with the following data:

This Week's Schedule	
COMM 205-001 LEC (5197)	ONLINE
SPAN 104-005 LEC (5245)	MoWe 3:30PM - 5:27PM CART 127
THEA 110-002 LEC (5794)	ONLINE

Below the "This Week's Schedule" table are two sections: "Holds" and "To Do List". The "Holds" section shows "No Holds." and the "To Do List" section shows "No To Do's."

7. On the class schedule page you will see the **Crse. Eval.** button **for each course participating in the online course evaluations** when it is time to conduct course/instructor evaluations.

8. To evaluate the course and the instructor, click on the **Crse. Eval.** button. You may have to wait few minutes before the evaluation page shows up; please be patient. The following page contains an example of how your class schedule page should appear.

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes **filter**

COMM 205 - ORAL INTERPRETATION						
Crse. Eval.		Status	Units	Grading	Grade	
Crse. Eval.		Enrolled	3.00	Grades		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5197	001	Lecture		ONLINE	Adrienne Viramontes	02/03/2014 - 05/16/2014

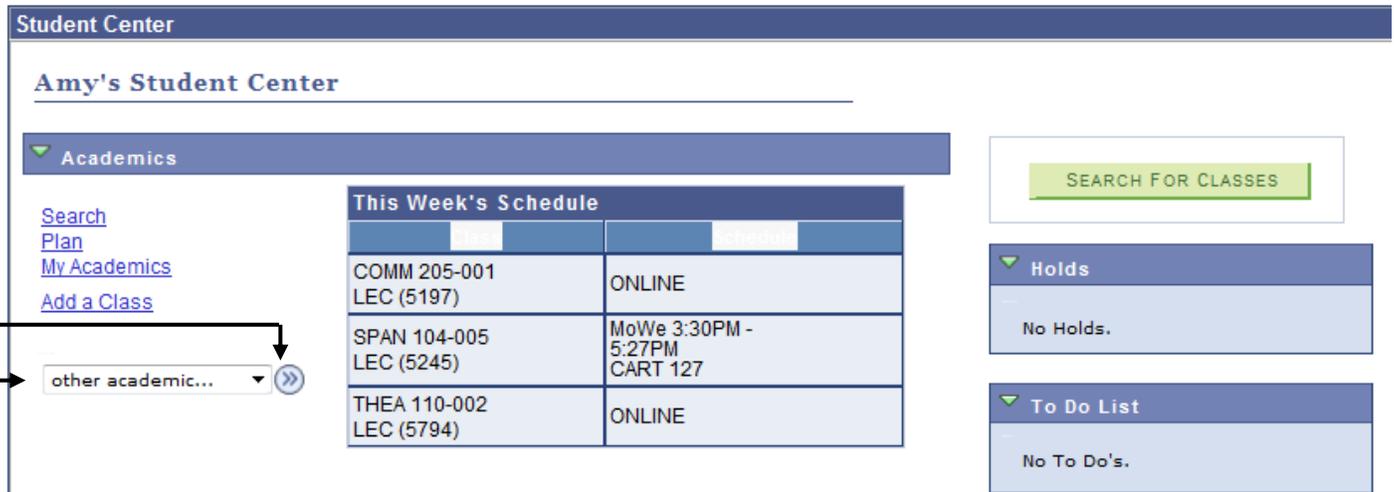
SPAN 104 - INTRODUCTORY SPANISH II						
Status		Units	Grading	Grade		
Enrolled		4.00	Grades			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5245	005	Lecture	MoWe 3:30PM - 5:27PM	CART 127	Aida Fill	02/03/2014 - 05/16/2014

THEA 110 - THEATRE APPRECIATION						
Crse. Eval.		Status	Units	Grading	Grade	
Crse. Eval.		Enrolled	3.00	Grades		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5794	002	Lecture		ONLINE	Jody Sekas	02/03/2014 - 05/16/2014

Student Grades Method

To complete the online course/instructor evaluation using your grades page, please follow the steps outlined below:

1. Log in to Solar.
2. You will see “other academics ...” under the “Academics” section on the “Student Center” page.
3. Then click on the dropdown labeled “other academic ...” and select  and click on  this will take you to your grades.



The screenshot shows the Student Center interface for Amy. The Academics section is expanded, showing a dropdown menu with "other academic..." selected. A "This Week's Schedule" table is visible, listing three classes: COMM 205-001 LEC (5197) ONLINE, SPAN 104-005 LEC (5245) MoWe 3:30PM - 5:27PM CART 127, and THEA 110-002 LEC (5794) ONLINE. There are also sections for "Search For Classes", "Holds", and "To Do List".

This Week's Schedule	
Class	Schedule
COMM 205-001 LEC (5197)	ONLINE
SPAN 104-005 LEC (5245)	MoWe 3:30PM - 5:27PM CART 127
THEA 110-002 LEC (5794)	ONLINE

4. Click on the **Change Term** button to change to the term that the course occurred.

5. On the grades page you will see the **Crse. Eval** button **for each course participating in the online course evaluations** when it is time to conduct course/instructor evaluations. This button is under the “Crse. Eval.” column; if this column is not present, you currently do not have a class participating in the online course evaluations.

6. To evaluate the course and the instructor, click on the **Crse. Eval** button. You may have to wait few minutes before the evaluation page shows up; please be patient. The following page contains an example of how your grades page should appear.

[View My Grades](#)

Summer 2018-19 | Graduate | Univ of Wisconsin-Parkside

Change Term

▼ **Class Grades - Summer 2018-19**

Official Grades						
Crse. Eval.	Class	Description	Units	Grading	Grade	Grade Points
Crse. Eval.	MBA 715	ADVANCED OPERATIONS MANAGEMENT	2.00	Grades		
Crse. Eval.	MBA 733	INVESTMENTS	2.00	Grades		
	MBA 735	INTERNATIONAL FINANCIAL MNGT	2.00	Grades	A	8.000
	MBA 741	CONTEMP CHALLENGS MANAG ORGAN	2.00	Grades	A	8.000

Online Course/Instructor Evaluation Form

The online course/instructor evaluation form contains the following information at the top:

- Course Name
- Subject
- Catalog Number
- Class Section
- Instructor Name

Please verify that the information is correct before beginning the form. If your course was taught by multiple instructors, there will be a tab next to “Online Instruction Course” labeled “Secondary Course Instructor.” This form will only ask questions that pertain to the instructor, not the course. If you have multiple instructors, please verify the instructor name to ensure your evaluation is done on the correct professor. The following is an example of what the form should look like.

Favorites | Main Menu > Self Service > Enrollment > View My Grades

Online Instruction Course | Secondary Course Instructor

COMPETITIVE DECISION MAKING

Subject: MBA **Catalog Nbr:** 793 **Class Section:** M75

Instructor Name: Michael Manion

Dear MBA Students,

Thank you in advance for taking the time to fill out the course survey! I hope you realize how important your feedback and comments are to me! Please be aware that I will not have access to this survey until after final course grades have been submitted. Your answers will be anonymous.

NOTE: Once you click on the "Save" button at the bottom of the page; you can not go back and retake the course evaluation or modify your responses.

Online - Medium of Instruction Questions:

Question Text

The instructor appears to be well-prepared for the Online Course Delivery	Strongly Disagree <input checked="" type="radio"/>
	Disagree <input type="radio"/>
	Neutral <input type="radio"/>
	Agree <input type="radio"/>
	Strongly Agree <input type="radio"/>

After you have finished your evaluation form, click the  button at the bottom of the page to submit your evaluation. Please be certain of your evaluation before saving the page; you will no longer be able to edit your evaluation once it has been saved.

Online - Medium of Instruction Comments:

Question Text

Do you have any comments regarding Online medium of instructions?

