Course Evaluation Instructions for Students

Dear Student:

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 the course and instructor evaluations for courses participating in the online course evaluations. Thank you for your participation in this important activity.

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

1. Login 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 class schedule shown on the next page.
4. On the class schedule page you will see the button for each course participating in the online course evaluations when it is time to conduct course/instructor evaluations.
   - For regular terms the course evaluation period starts 19 days prior to the course end date and ends 4 days before the course end date.

[Image of SOLAR webpage with steps 1-3 highlighted]
• For summer and winterm terms the course evaluation period starts 15 days prior to the course end date and ends 4 days before the course end date.

To evaluate the course and the instructor, click on the “Crse Eval” button. You will have to wait few seconds before the evaluation page shows up; please be patient. Then follow the instructions on the evaluation page.