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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Evaluation Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 700 M75</td>
<td>Course Eval Link</td>
</tr>
</tbody>
</table>

Click [Here](http://example.com) 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](mailto: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.
7. 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.

8. To evaluate the course and the instructor, click on the 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.
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 Grades and click on this will take you to your grades.
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 a 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

Class Grades - Summer 2018-19

<table>
<thead>
<tr>
<th>Crse. Eval.</th>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crse. Eval.</td>
<td>MBA 715</td>
<td>ADVANCED OPERATIONS MANAGMENT</td>
<td>2.00</td>
<td>Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crse. Eval.</td>
<td>MBA 733</td>
<td>INVESTMENTS</td>
<td>2.00</td>
<td>Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA 735</td>
<td></td>
<td>INTERNATIONAL FINANCIAL MNGT</td>
<td>2.00</td>
<td>Grades</td>
<td>A</td>
<td>8.000</td>
</tr>
<tr>
<td>MBA 741</td>
<td></td>
<td>CONTEMP CHALLENGS MANAG ORGAN</td>
<td>2.00</td>
<td>Grades</td>
<td>A</td>
<td>8.000</td>
</tr>
</tbody>
</table>
```
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.

**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:**

<table>
<thead>
<tr>
<th>Question Text</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The instructor appears to be well-prepared for the Online Course Delivery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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?