

Completing Evaluations

1. The easiest way to get to evaluations that need to be completed is to click the bell next to your name after login. This area will list all outstanding evaluations
2. You can also click on the Applications icon on the left (three stacked blocks) and select evaluate
3. Click on Courses and Faculty Evaluations for evaluation of a course and faculty teaching in a course or Other Evaluations for other evaluations (e.g. orientation evaluations, Dean's Hours, special presentations, etc.).
4. You will see a list of evaluations to be completed on the "To Complete" tab and a list of evaluations that you have completed on the "Completed" tab
5. Click on the evaluation you want to complete and select the Evaluate button at the top of the listing. This will start the evaluation.
6. Complete the questions and press Save.
7. A Thank You screen will appear.
8. If you have more forms to fill out, select them from the left-hand side.
9. If you are finished filing out all evaluation forms, click the X in the upper right hand corner or click Go Back to Listing.
10. A confirmation message will appear. Click Send Evaluation only if you are completely done--- you will not be able to update or fill out any additional forms related to this evaluation.
11. If you need to finish filling out the forms, or modify your answers, click Keep as Draft.
12. You must click the Send Evaluation button to completely finish the submission process.
13. Be sure to complete the forms within the deadline provided.

Finalizing an Evaluation After Keeping it as a Draft

If you start an evaluation but do not fully submit it, the evaluation may show up on the Completed tab. You can reopen the survey and finish it by doing the following:

1. Click on the Applications icon on the left (three stacked blocks) and select evaluate
2. Click on Course and Faculty Evaluations
3. Go to the "Completed" tab.
4. Find the evaluation and click on it.
5. Use the "Mark as To Complete" button to re-open the evaluation (It will show up in the "To Complete" tab)

Go to the "To Complete" tab to edit and submit the evaluation

* Note: You can only re-open evaluations for the time they are available. For example, if an evaluation is set to open on 8/23 and close on 8/31, you can only re-open and submit it during that time.