How to Help Students Access Their Course Evaluations

All students will be emailed a link to their Course Evaluations. **If students are not able to locate this email, please direct them to: https://towson.campuslabs.com/courseeval/ and advise them to sign in using the same username and password they would use for all other systems on campus.**

When students log into Course Evaluations they are taken to a dashboard that shows all of the evaluations that are available for them to take. Student can take their evaluations from any device that connects to the internet.

The Student Dashboard

When a student logs into the Course Evaluation website, they are first presented with a list of course sections that they are currently enrolled in that are part of an administration. Sections are shown in the following categories:

Current Evaluations - Sections that are available to be evaluated

Submitted Evaluations - Sections where the student has completed their evaluation

Upcoming Evaluations - Sections where the evaluation period has not begun yet, but are scheduled to be evaluated

Closed Evaluations - Sections where the evaluation window has closed

DU Demo University
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Your Evaluations

Current | 2   **Submitted** | 1

Course Section	Instructor(s)	Due Date	
ACC 201 (1) Introduction to Accounting	Aaron Odden	4/28/2018 11:59 PM EST	**Edit Evaluation**

Upcoming

Course Section	Start Date
BIO 139 (1) Human Anatomy & Physiology II	4/16/2018 12:00 AM EST

Closed

Course Section	Closed Date
BIO 103 (1) Principles of Biology I	4/14/2018 11:59 PM EST

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Directions you can provide to students.

To begin any evaluation, click on the **Start** button. The site will then direct you to begin the evaluation. Course Evaluations are paginated for easier survey taking. The amount of pages and questions displayed is decided by your school. Once you begin your evaluation, you will see a number of questions listed on each page. Please note that certain questions may be asked about your instructor and are noted by showing the name of the person you are evaluating.

When you have completed all of the questions, the system will redirect you back to the home page and your section will then be moved to the Submitted tab. If you realized you made a mistake you may click on the **Edit** button to make changes. The edit button will stay available until the survey window closes.

If at anytime you need to leave the evaluation before you have finished, you may click on the **Course List** or **Logout** buttons that appear at the top of each page. The next time you return to the website you will see a **Continue** button next to the course and the system will place you back on where you left off. You can hit the back button on any page to make modifications to questions already answered.
*Please note that if you do not fully complete your evaluation you will stay on your schools reminder list.

Applied Mathematics   Course List   Logout ↦

Please answer the following for Sample Instructor:
Evaluating the Instructor

Please indicate your level of agreement with the following statements:

	Strongly Agree	Moderately Agree	Neither Agree nor Disagree	Moderately Disagree	Strongly Disagree
The instructor gave me valuable feedback on my assignments.	○	○	○	○	○
The instructor clearly explained the standards used to evaluate my performance.	○	○	○	○	○
The instructor clearly explained the goals of the assignments and the course.	○	○	○	○	○
The instructor was available outside of class.	○	○	○	○	○

Back   **Next**

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Once a course evaluation has been completed the page below will be displayed.

Demo University

Evaluation Complete

Your responses have been recorded. If you wish to make any changes, return to your submitted course evaluation list and edit them from there.

Return to course list