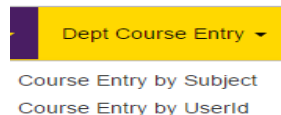
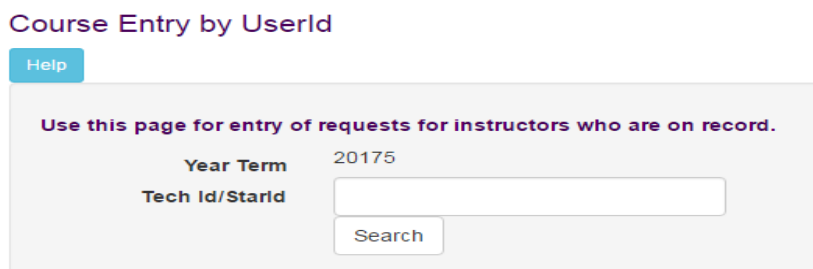


How do I submit a Course Evaluation request for an instructor listed on the MSU course schedule?

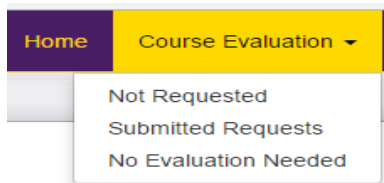
1. Under “**Dept. Course Entry**” menu you can view the following 2 types of request categories.



2. Select “**Course Entry by UserID**” to submit requests for Instructors who are on record.

A screenshot of a web form titled "Course Entry by UserID". At the top left is a "Help" button. Below the title is a purple instruction: "Use this page for entry of requests for instructors who are on record." The form contains a "Year Term" field with the value "20175" and a "Tech Id/StarId" field with an empty text input box. Below the input box is a "Search" button.

- a. Enter the Tech Id or Star Id of the Faculty.
 - b. Click the Search button.
3. You will view Term, TechID and Faculty name and Select link. Click the “**Select**” button by the Faculty name. This will open a Faculty course list.
 4. On this page under “**Course Evaluation**” heading you can view the following three types of request category:



- a. Under “**Not Requested – Submit Course(s) for Evaluation**” you can find the list of courses for which the faculty have not yet submitted any request for evaluation during the current semester. You can now submit evaluation request for these courses.
- b. Under “**Submitted Course Evaluation Requests**” you can find the list of courses, for which you have previously submitted evaluation requests.
- c. You can view the list of “**No Evaluation Needed**” courses by selecting “**Course Evaluation**” tab on the top menu bar and then select “**No Evaluation Needed.**”

5. Under “**Not Requested – Submit Course(s) for Evaluation**” heading, you need to select evaluation options (Form, Method, Session, Your Course End Date) for multiple single courses or one group of combined courses.

I. Selection of Forms, Methods, Session and Your Course End Date

- a. **Form:** Select a form (Form A, Form B etc.) from a drop down list. There are links at the bottom of this page that shows content of the forms. Please note that, you need to select “**Form O**” for online courses and “**Form D**” for lab courses.
- b. **Method:** Select from a drop down list the method of delivery of the course evaluation survey to the students.
- c. **Session:** Select if your course is a Full-Term or Short-Term Course.
- d. **Your Course End Date:** Select the date when you intend the students to complete the evaluation. This date is normally few days before the official end date of your course.

II. Requesting Evaluation for Single Courses

- a. Complete selection of Forms, Methods, Session and Your Course End Date.
- b. You may check multiple checkboxes to the left of the courses for which you want to request evaluation and need the same selection of Forms, Methods, Session and Your Course End Date. **Do not** check the “**Combine Course(s)**” checkbox.
- c. Click the “**Continue**” button.
- d. Review the request, if everything is correct, click the “**Submit**” button. If changes need to be made click the “**Back to Selection List**” button to redo your requests, as necessary.
- e. After submission you will be returned to the first page for entry of additional requests.

III. Grouping of Courses into one Evaluation Request

- a. Complete Selection of Forms, Methods, Session and Your Course End Date.
- b. You can combine multiple courses/sections to receive a consolidated survey form for all courses/sections. The combined classes/sections need to have the same form, method, your end date, same instruction type (lec, lab, etc.) and must belong to same department.
- c. To combine multiple courses into one evaluation, you need to check the “**Combine Course(s)**” checkbox. You must select at least two courses. You can combine only one group at a time.
- d. Check the checkbox to the left of all the courses that you want to combine in one group.
- e. Click the “**Continue**” button.
- f. Review the request, if everything is correct, click the “**Submit**” button. If changes need to be made click the “**Back to Selection List**” button to redo your requests, as necessary.
- g. After submission you will be returned to the first page for entry of additional requests.

Special Note: Once a request (single or combined) has been confirmed you cannot make changes. A request to delete a submitted evaluation may be sent to msu-classclimate@mnsu.edu within 24 hours of confirmation. You will need to include Instructor TechID, Instructor name, CourseIDs, Subject and Course names in your email. After deletion you can submit a new request.

IV. Selecting Courses for which no Evaluation is needed

- a. If faculty does not need an evaluation for a course click the **“No Eval Needed”** button to the right of the course. This will remove the course from the list of courses. If you later change your mind you can re-instate the course back by:
 - i. Going to the menu **“Course Evaluation.”**
 - ii. Selecting the **“No Evaluation Needed”** menu option.
 - iii. Clicking the **“Include Evaluation”** button to the right of the course.

It is important that you select **“No Eval Needed”** for courses you do not need evaluation. Otherwise, you will get reminder emails.