# How do I submit a course evaluation request for a course I'm teaching?

1. On this page under "Course Evaluation' heading you can view the following three types of request categories:

   a. Under "**Not Requested – Submit Course(s) for Evaluation"** you can find the list of courses for which you have not yet submitted any request for evaluation during the current semester. You can now submit evaluation requests for these courses.
   b. Under "**Submitted Course Evaluation Requests"** you can find the list of courses for which you have previously submitted evaluation requests during the current semester.
   c. You can view the list of "**No Evaluation Needed"** courses by selecting the "**Course Evaluation**" tab on the top menu bar and then select 'No Evaluation Needed'.
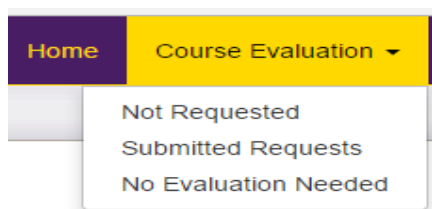
2. Under the "**Not Requested – Submit Course(s) for Evaluation"** heading you may select evaluation options (Form, Method, Session, Your Course End Date) for multiple single courses or one group of combined courses.

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

   a. *Form*: Select a form (Form A, Form B, etc.) from the drop down list. There are links at the bottom of the 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 the drop down list the method of delivery of the course evaluation survey to 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 a few days before the official end date of the 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 an evaluation and would like the same selection of Forms, Methods, Session and Your Course End Date. **Do not** check the "**Combine Course(s)"** checkbox.
   c. Click **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 change your request 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 may 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 of courses at a time.*
d. *Check the checkbox to the left of all the courses that you want to combine in one group.*
e. Click **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 change your request, 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 any changes. A request to delete a submitted evaluation needs to be sent to msu-classclimate@mnsu.edu within 24 hours of confirmation. Please include your TechID, your name, CourseIDs, Subject and Course names in your email. After deletion by IRPA admin you can resubmit the request again.

IV. Selecting Courses for which no Evaluation is needed
a. If you do 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 available for evaluation. If you later change your mind you can re-instate the course back by:
  - Going to the menu "**Course Evaluation**."
  - Selecting the "**No Evaluation Needed**" menu option.
  - Clicking the "**Include Evaluation**" button to the right of the course.

It is important that you select **"No Evaluation Needed"** for courses you do not want evaluated. Otherwise, you will receive reminder emails.