

Course Evaluation Instructions

At the end of this documentation, primary instructors will be able to utilize the course evaluation system.

Access the Course Evaluation System

Access the new course evaluation system by going to <https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm>. It will ask you to sign in with your **NetID** and **password**.

Access Your Course Evaluation

Primary Instructor :

Note: Click on CourseID or CRN to set up each course evaluation before releasing evaluation to students

CRN	SUBJ	CourseID	Section	Title	Sub Instructors	Enrolled	# of Completed	% of Completed	Email Class	Report
13362	MLSC	4349E	001	CLINICAL CHEMISTRY II	PI teaching <input checked="" type="checkbox"/> Release Evaluation <input type="checkbox"/> Save	29	0	0 %	Compose	
13185	CLSC	5112E	00W	MOLECULAR DIAGNOSTICS	PI teaching <input checked="" type="checkbox"/> Release Evaluation <input type="checkbox"/> Save	7	0	0 %	Compose	

You will be presented with your list of courses. Click on the **CRN** number or the **CourseID** number to set up each course evaluation before releasing the evaluation to your students.

Course Title : MOLECULAR DIAGNOSTICS Primary Instructor : Start time: 09/04/2018 End time: 12/18/2018
 CRN: 13185 SUBJ CODE: CLSC Course Number : 5112E Section : 00W

Follow the Steps below to set up your course evaluation :

- Step 1 Sub-Instructors**
 If your course utilizes sub-instructors, use the options below.
[Add/Edit/View Sub-Instructors](#)
[Designate Sub-Instructor as Primary Instructor](#)
optional: If Primary Instructor is not teaching and needs to designate one Sub-instructor as the Primary Instructor
- Step 2 Student List**
 Verify that the student list captures all students currently enrolled in your class. [View/Edit the Student List](#)
- Step 3 Online Course?**
 Yes No
- Step 4 Customize Survey Questions**
 Specify course resources (part 2), course assessments (part 3), and specific course-related questions. [Customize Survey Questions](#)
- Step 5 Preview Student Survey**
 Preview your Students' Survey Page before releasing to students. [Preview Student Survey](#)
- Step 6 Release Evaluation & E-mail Students**
 Return to Instructor Page to release evaluation and compose e-mail to students. Return to [Instructor Page](#).

You will then see a series of 6 steps. Each step outlines the procedure to set up the course evaluation before releasing it.

Add Sub-Instructors (if Needed)

Step 1

Sub-Instructors
 If your course utilizes sub-instructors, use the options below.
 [Add/Edit/View Sub-Instructors](#)
 [Designate Sub-Instructor as Primary Instructor](#)
optional: If Primary Instructor is not teaching and needs to designate one Sub-instructor as the Primary Instructor

If your course utilizes sub-instructors, you have two options available to you: add, edit, or view sub-instructors and/or designate one of the sub-instructors as the primary instructor.

1. To add, edit, or view sub-instructors, click on the first link **Add/Edit/View Sub-instructors.**
2. To designate one of your sub-instructors as the Primary Instructor and to give them the Primary Instructor rights in the Course evaluation tool, click **Designate Sub-Instructor as Primary Instructor.**

Add/Edit/View Sub-Instructors

COURSE TITLE : MOLECULAR DIAGNOSTICS Primary Instructor : 5112E CRN : 13185 SUBJ_CODE : CLSC SECTION : 00W COURSE NUMBER :

1 Find your sub instructor from the drop down list below and click the ADD button. You can add as many as 20 sub instructors.

--- SELECT ONE ---

ADD

2 If you can't find the name of the sub instructor from the left, please provide the sub instructor's name, Rutgers NetID and click on the ADD button.

First Name:

Last Name :

NetID :

(If this staff does not have Rutgers Net ID, you may input his or her personal email address.)

ADD

1. When adding sub-instructors, you should first see if your sub-instructor is added in the dropdown list on the left.

Click on the **selection** dropdown and find the sub-instructor you wish to add. Click **Add**.

Adding Sub instructor(s) - Click on "Confirm" to add; Click on "Cancel" to cancel:

Filiz Carus Ozen Confirm Cancel

Then you will be asked to confirm adding the sub-instructor. Click on **Confirm** to add to your sub-instructor. Click **Cancel** to cancel the selection.

2. If your sub-instructor is not included in the list, type in the instructor's **first name**, then **last name**, and the instructor's **NetID**.

For example, if my sub-instructor is **John Doe** and his NetID is **jdoe**, I would put **John** in the first blank, **Doe** in the second blank, and **jdoe** in the third blank.

If the instructor is not a Rutgers employee or does not have a NetID, please put their personal e-mail address in the third blank.

Click **Add**.

COURSE TITLE : MOLECULAR DIAGNOSTICS Primary Instructor : CRN : 13185 SUBJ_CODE : CLSC SECTION : 00W COURSE NUMBER : 5112E

Find your sub instructor from the drop down list below and click the ADD button. You can add as many as 20 sub instructors.

--- SELECT ONE ---

ADD

If you can't find the name of the sub instructor from the left, please provide the sub instructor's name, Rutgers NetID and click on the ADD button.

First Name:

Last Name :

NetID :

(If this staff does not have Rutgers Net ID, you may input his or her personal email address.)

ADD

 The sub instructor you manually entered is listed below, you need to confirm to add.

Adding Sub instructor(s) - Click on "Confirm" to add; Click on "Cancel" to cancel:

Min Huang

Confirm Cancel

If you have added a sub-instructor manually, you will see the message above.
IMPORTANT: You will be asked to confirm your sub-instructors individually.

Click on **Confirm** to add them to your sub-instructor list. Click **Cancel** to cancel their selection.

Sub instructor **Min Huang** has been added for evaluation!

Go back

You will see a message for each sub-instructor when they are successfully added to their course.

Click **Go back** to return to the previous page and repeat, if needed.

COURSE TITLE : MOLECULAR DIAGNOSTICS **Primary Instructor :** 5112E **CRN :** 13185 **SUBJ_CODE :** CLSC **SECTION :** 00W **COURSE NUMBER :**

Find your sub instructor from the drop down list below and click the ADD button. You can add as many as 20 sub instructors.

--- SELECT ONE ---

ADD

If you can't find the name of the sub instructor from the left, please provide the sub instructor's name, Rutgers NetID and click on the ADD button.

First Name:

Last Name :

NetID :

(If this staff does not have Rutgers Net ID, you may input his or her personal email address.)

ADD

Sub instructor(s) added: Filiz Carus Ozen, Min Huang

[Click here for Instructor Page](#) [Click here for Course Page](#)

Once all of your sub-instructors are added, you will see them listed. Click on **Course Page** to return to the list of steps.

(OPTIONAL) Designate Sub-Instructor as Primary Instructor

Step 1

Sub-Instructors

If your course utilizes sub-instructors, use the options below.

[Add/Edit/View Sub-Instructors](#)

[Designate Sub-Instructor as Primary Instructor](#)

optional: If Primary Instructor is not teaching and needs to designate one Sub-instructor as the Primary Instructor



Select the second link if you wish to designate your sub-instructor as your primary instructor.

Course Title : MOLECULAR DIAGNOSTICS **Primary Instructor :** Huang **CRN :** 13185 **SUBJ CODE :** CLSC **Course Number :** 5112E **Section :** 00W **Start time :** 09/04/2018 **End time :** 12/18/2018 **Sub Instructor :** Filiz Carus Ozen;Min Huang

There are 2 sub instructors in this course.

Sub Instructor Name (NetID)	Designated Sub Instructor for PI page
Filiz Carus Ozen (fc339)	<input type="radio"/>
Min Huang (mhuang2)	<input type="radio"/>

Save Exit

You will see your sub-instructors listed, with a radio button for each.

Course Title: MOLECULAR DIAGNOSTICS Primary Instructor : Start time: 09/04/2018 End time: 12/18/2018 Sub Instructor : Filiz Carus Ozen;Min Huang CRN: 13185 SUBJ CODE: CLSC Course Number: 5112E Section: 00W

There are 2 sub instructors in this course.

Sub Instructor Name (NetID)	Designated Sub Instructor for PI page	Clear
Filiz Carus Ozen (fc339)	<input checked="" type="radio"/>	<input type="button" value="Clear"/>
Min Huang (mhuang2)	<input type="radio"/>	

1. Select the radio button that corresponds to the faculty member you wish to designate.
2. If you wish to clear the radio button because the wrong faculty member was selected, click the **Clear** button.
3. Click **Save** to save your changes or click **Exit** to cancel your changes.

Your change has been saved.

There are 2 sub instructors in this course.

Sub Instructor Name (NetID)	Designated Sub Instructor for PI page	Clear
Filiz Carus Ozen (fc339)	<input type="radio"/>	<input type="button" value="Clear"/>
Min Huang (mhuang2)	<input type="radio"/>	

When you save your choice, you will see the following message. Click **Course Page** to return to the steps.

View/Edit Student List

Step 2

Student List

Verify that the student list captures all students currently enrolled in your class. [View/Edit the Student List](#)

To verify that the student list captures all students currently enrolled in your class, click the **View/Edit Student List** link.

Course Title : MOLECULAR DIAGNOSTICS Primary Instructor :
 Start time: 09/04/2018 End time: 12/18/2018 CRN: 13185 SUBJ CODE: CLSC Course Number : 5112E Section : 00W

Student List - total 2 student(s) enrolled in this course.

Students' Names	NetID	E-mail address	Remove
		i@shp.rutgers.edu	<input type="button" value="Remove"/>
		@shp.rutgers.edu	<input type="button" value="Remove"/>

[Click here for Course Page](#) [Click here for Instructor Page](#)

You will then be presented with the list of students.

Please note that the list of students came from a download of Banner information after the add/drop date.

Changes to Banner information after that download and additions to your Moodle course will not be reflected in the Course Evaluation system.

1. To remove a student, click on the **Remove** button next to their name.
2. To add a student, click on the **Add Student** button.

If the student list is correct, click **Course Page** to return to the steps.

Add Student

Course Title : MOLECULAR DIAGNOSTICS Primary Instructor :
 Start time: 09/04/2018 End time: 12/18/2018 CRN: 13185 SUBJ CODE: CLSC Course Number : 5112E Section : 00W

Student List - total 2 student(s) enrolled in this course.

Students' Names	NetID	E-mail address	Remove
		@shp.rutgers.edu	<input type="button" value="Remove"/>
		@shp.rutgers.edu	<input type="button" value="Remove"/>

1 First name: Last name: NetID: e-mail: 2

[Click here for Course Page](#) [Click here for Instructor Page](#)

1. When you click the **Add Student** button, you will be asked to put in the first name, last name, and NetID of the student. Their SHP e-mail will auto-generate.
2. Click **Save** to save the student into your roster.

Course Title : MOLECULAR DIAGNOSTICS Primary Instructor : Start time: 09/04/2018 End time: 12/18/2018 CRN: 13185 SUBJ CODE: CLSC Course Number : 5112E Section : 00W Student List - total 3 student(s) enrolled in this course.			
Students' Names	NetID	E-mail address	Remove
		jsdp.rutgers.edu	<input type="button" value="Remove"/>
		@shp.rutgers.edu	<input type="button" value="Remove"/>
Varun Chhibber	chibbva	chibbva@shp.rutgers.edu	<input type="button" value="Remove"/>
<input type="button" value="Add Student"/>			
Click here for Course Page Click here for Instructor Page			

You will see the student added to your course.

Click **Course Page** to return to the steps.

Online Courses

The feature in Step 3 changes the options for Part 4 of the Course Evaluation based on the course delivery method.

Step 3

Online Course?

Yes No

If your course is completely online with no on-campus component, select the **Yes** radio button. This will show the below options under Part 4 of the Course Evaluation.

Part 4 : Course Infrastructure

Course Infrastructure is Adequate and Conducive to Learning

Learning Management System (Moodle, Sakai, Canvas)

Others

If your course is hybrid or on-campus, select the No radio button.

Step 3

Online Course?

Yes No

This will show the below options under Part 4 of the Course Evaluation.

Part 4 : Course Infrastructure
Course Infrastructure is Adequate and Conducive to Learning

- Laboratory Equipment
- Audio-Visual Equipment
- Classroom Space
- Laboratory Space
- Others

Customize Survey Questions

Step 4

Customize Survey Questions

Specify course resources (part 2), course assessments (part 3), and specific course-related questions. [Customize Survey Questions](#)



You have the opportunity to select specific course resources, course assessments and graded activities, as well as add specific course-related questions.

Click on **Customize Survey Questions**.

Select Resources or Assessments

Course : MOLECULAR DIAGNOSTICS (5112E) Primary Instructor : Start time: 09/04/2018 End time: 12/18/2018 CRN: 13185 SUBJ CODE: CLSC
Section : 00W

Survey questions

Instruction :

1. For Part 2 and Part 3, choose the course resources and course assessments that are applicable to your course by clicking the checkbox next to the item.
2. At the bottom of this page, enter any course-specific questions you wish to include. (Maximum: 5)
3. Click the **Save** button at the bottom of the page to save your changes and additions and continue to the next steps.

Part 1 : Course Content & Structure

- Course objectives were clearly stated in syllabus
- Course content clearly met course objectives
- Grading criteria were clearly communicated
- Lessons were presented in a logical manner

Please note that you will not be able to change any of the selections in Parts 1, 5-7.

Part 2 : Course Resources

Course Resources are Effective Teaching Tools OR Course Resources Support Course Objectives

- 
- Textbooks
 - Websites
 - Journal Articles
 - Visual Aides (flowcharts, diagrams, graphs, tables, pictures, animations)
 - Handouts/Powerpoints
 - Audio Narration
 - Video Conferencing (Adobe Connect, Zoom)
 - VoiceThread
 - Discussion Forum
 - Audience Response System (clickers in the classroom)
 - Videos
 - Podcasts
 - iPads
 - Apple TV
 - Simulations
 - Small group activities
 - Turnitin
 - Standardized patients
 - YouTube Videos

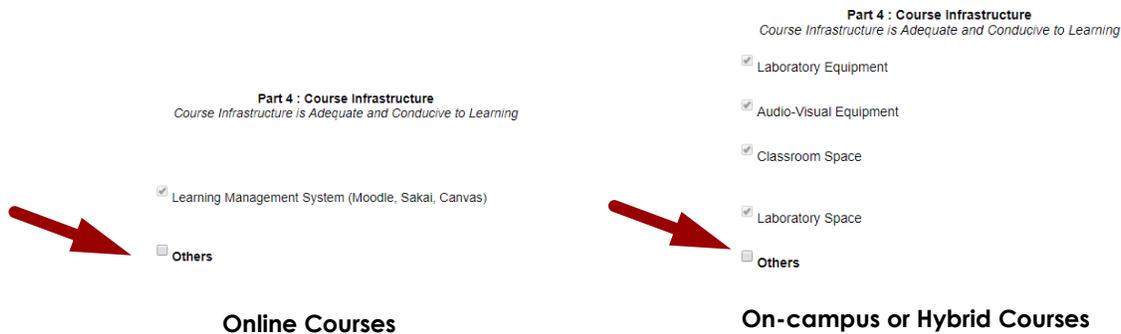
Part 3 : Course Assessments and Graded Activities

Course Assessments and Graded Activities are Relevant and Support Course Objectives

- Discussion Questions
- Research Papers
- Quizzes
- Exams
- Presentations
- Lab Reports
- Course Projects
- Reflection Papers
- Assignments
- Term Papers

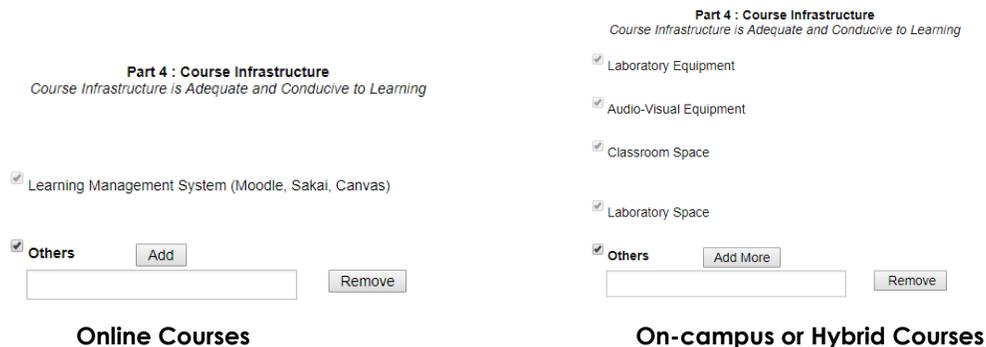
Scroll down to parts 2 and 3 and **click the checkboxes** next to the resources or assessments that apply to your course.

(Optional) Add Other Items to Part 4: Course Infrastructure

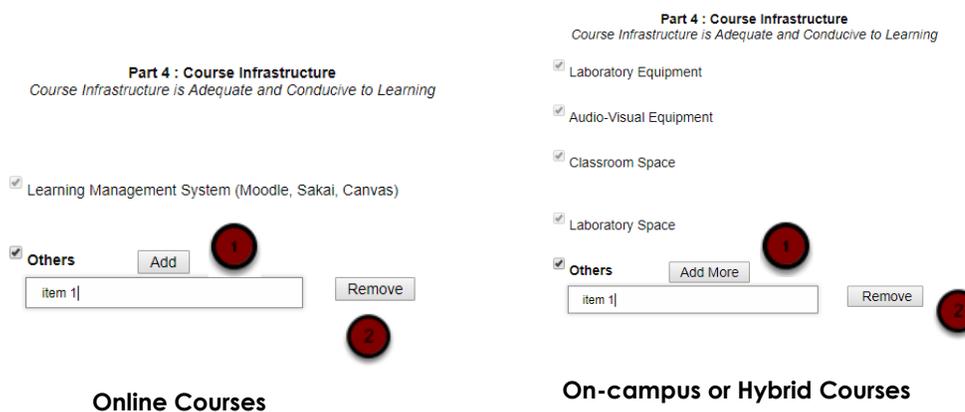


You will be presented different options based on your course delivery method under Part 4 of the course evaluation. However, you will have the opportunity to add other items for evaluation on both cases.

To add an item, **click the checkbox** next to **Others**.



This will open a textbox. Type in the item that you wish to add to the evaluation.



1. To add another item, click on the **Add** button. You can add up to 5 items.
2. To remove the item from the evaluation, click on the **Remove** button.

(Optional) Add Course-Specific Questions

To add Instructor's question, check the box

Save

[Click here for Course Page](#)

You will have the opportunity to add course-specific questions to the evaluation. To add these questions, click the box next to **To add Instructor's question, check the box.**

To add Instructor's question, check the box

How many questions you would like to specify? 0

Save

[Click here for Course Page](#)

You will be asked to select the number of questions that you would like to specify. Select the number of questions from the dropdown. (Maximum of 5)

To add Instructor's question, check the box

How many questions you would like to specify? 2

#1 :

#2 :

Save

[Click here for Course Page](#)

You will be presented a list of blank textboxes based on the number that you have selected.

To add Instructor's question, check the box

How many questions you would like to specify? 2

#1 :

What did you find most valuable and helpful in this course?

#2 :

What suggestions do you have for improving this course?

Save

[Click here for Course Page](#)

Type your course specific questions into the textboxes.

Confirm Survey Customizations

Part 5 : Instructor Assessment
Instructor Assessment demonstrates the following attributes

- Comprehensive Knowledge
- Effective Delivery of Material
- Respect toward Students
- Enthusiasm for Course Material
- Effective Communication
- Accessibility outside the Classroom
- Timely Feedback as Reported in Syllabus
- Quality Feedback

Part 6 : Student Satisfaction

- I am satisfied with this course
- Course met my expectations
- Course contributed to my professional development

Part 7 : Please provide any additional commentary that you feel was not captured above

- Please provide any additional commentary that you feel was not captured above

To add Instructor's question, check the box

How many questions you would like to specify?

#1 :

#2 :

[Click here for Course Page](#)

Click **Save** to save your customizations.

Step 4

Customize Survey Questions

Specify course resources (part 2), course assessments (part 3), and specific course-related questions. [Customize Survey Questions](#)
Your customization or instructor's questions have been saved.



You will see the following confirmation when your customizations are saved.

Preview Student View of Survey

Step 5

Preview Student Survey

Preview your Students' Survey Page before releasing to students. [Preview Student Survey](#)



Click on **Preview Student Survey** to preview what your students will see when the survey is released.

Course Title : MOLECULAR DIAGNOSTICS Course ID: 5112E Instructor: Start time: 09/04/2018 End time: 12/18/2018
 Note : Drag the slider to the preferred position based on your opinion below. If the statement does not apply, click the checkbox labeled N/A.

Part 1 . Course Content & Structure

Course objectives were clearly stated in syllabus	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
Course content clearly met course objectives	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
Grading criteria were clearly communicated	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
Lessons were presented in a logical manner	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A

Part 2 . Course Resources

Course Resources are Effective Teaching Tools OR Course Resources Support Course Objectives

Part 3 . Course Assessments and Graded Activities

Course Assessments and Graded Activities are Relevant and Support Course Objectives

Part 4 . Course Infrastructure

Course Infrastructure is Adequate and Conducive to Learning

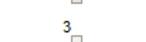
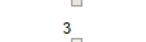
Learning Management System (Moodle, Sakai, Canvas)	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
item 1	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
item 2	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
item 3	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
item 4	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A
item 5	Strongly Disagree	<input type="range" value="3"/>	Strongly Agree	<input type="checkbox"/> N/A

You will be able to interact with the survey, but you will not see a **Submit** button like your students will be able to see.

Part 5 . Instructor Assessment

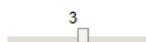
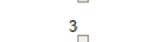
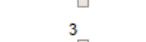
Instructor Assessment demonstrates the following attributes

Primary Instructor : Shashi Mehta

Comprehensive Knowledge	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Delivery of Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Respect toward Students	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Enthusiasm for Course Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Communication	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Accessibility outside the Classroom	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Timely Feedback as Reported in Syllabus	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Quality Feedback	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>

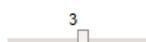
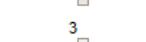
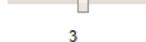
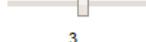
Sub Instructor: Filiz Carus Ozen

(skip this section if this sub instructor does not teach you)

Comprehensive Knowledge	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Delivery of Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Respect toward Students	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Enthusiasm for Course Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Communication	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Accessibility outside the Classroom	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Timely Feedback as Reported in Syllabus	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Quality Feedback	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>

Sub Instructor: Min Huang

(skip this section if this sub instructor does not teach you)

Comprehensive Knowledge	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Delivery of Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Respect toward Students	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Enthusiasm for Course Material	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Effective Communication	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Accessibility outside the Classroom	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Timely Feedback as Reported in Syllabus	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>
Quality Feedback	Strongly Disagree		Strongly Agree	N/A <input type="checkbox"/>

Part 6 . Student Satisfaction

I am satisfied with this course	Strongly Disagree	3 	Strongly Agree	N/A <input type="checkbox"/>
Course met my expectations	Strongly Disagree	3 	Strongly Agree	N/A <input type="checkbox"/>
Course contributed to my professional development	Strongly Disagree	3 	Strongly Agree	N/A <input type="checkbox"/>

Part 7. Please provide any additional commentary that you feel was not captured above :

Part 8. Questions from your Primary Instructor

What did you find most valuable and helpful in this course?

What suggestions do you have for improving this course?

Course Page

Click **Course Page** to return to the course page.

Release Evaluation to Students and Compose E-mail

Step 6

Release Evaluation & E-mail Students

Return to Instructor Page to release evaluation and compose e-mail to students. Return to [Instructor Page](#).



Once the changes you wish to make are completed and you are ready to release, return to your instructor page to release the evaluations by clicking on the **Return to Instructor Page** link.

Note: Click on CourseID or CRN to set up each course evaluation before releasing evaluation to students

CRN	SUBJ	CourseID	Section	Title	Sub Instructors	Enrolled	# of Completed	% of Completed	Email Class	Report
13362	MLSC	4349E	001	CLINICAL CHEMISTRY II		29	0	0 %	Compose	
13185	CLSC	5112E	00W	MOLECULAR DIAGNOSTICS	Filiz Carus Ozen Min Huang	8	0	0 %	Compose	

Click on the checkbox next to **Release Evaluation** to release your evaluation to your students, then click **Save**.

Note:
The evaluation for 13185 has been released to the students

CRN	SUBJ	CourseID	Section	Title	Sub Instructors	Enrolled	# of Completed	% of Completed	Email Class	Report
13362	MLSC	4349E	001	CLINICAL CHEMISTRY II		29	0	0 %	Compose	
13185	CLSC	5112E	00W	MOLECULAR DIAGNOSTICS	Filiz Carus Ozen Min Huang	7	0	0 %	Compose	

You will see the above confirmation once the evaluation is released.

Composing E-mail to Students

Note:
The evaluation for 13185 has been released to the students

CRN	SUBJ	CourseID	Section	Title	Sub Instructors	Enrolled	# of Completed	% of Completed	Email Class	Report
13362	MLSC	4349E	001	CLINICAL CHEMISTRY II		29	0	0 %	Compose	
13185	CLSC	5112E	00W	MOLECULAR DIAGNOSTICS	Filiz Carus Ozen Min Huang	7	0	0 %	Compose	

Click the **Compose** button to e-mail your students.

Sending Email Preview

To: all students in this class
(x1520@shp.rutgers.edu; pas339@shp.rutgers.edu; cat184@shp.rutgers.edu; chibbva@shp.rutgers.edu; mbb141@shp.rutgers.edu; eaf135@shp.rutgers.edu; kdh99@shp.rutgers.edu; mmc330@shp.rutgers.edu;)

From :

Subject : (you can modify)
Instructor and Course evaluation for current semester is ready

Content : (you can modify)

Dear Student,

Course and Instructor Evaluation for MOLECULAR DIAGNOSTICS (5112E) in Fall 2018 is ready.
Please click on the link below to start.
Your Rutgers [NetID \(RUID\)](#) and password are required.
<https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm>

For assistance or reporting problems, Please send email to courseeval@shp.rutgers.edu.

Thank you,

[Filiz Carus Ozen](#)

Modify the subject and content of the e-mail as needed. Click **Send EMAIL** to send the e-mail to your students.

You will see the following confirmation when the e-mail is sent.

Course Evaluation

Fall 2018

Your message has been sent to all students in this course. Thank you.

Instructor name:

Course name:

Verify Course Evaluation Link in Moodle

IMPORTANT Moodle and the course evaluation system are not linked.



Please make sure that the URL for the course evaluation in your course is set to the following link in order to utilize the new course evaluation system:

<https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm>



Click on the **Turn Editing On** button. Scroll down to your course evaluation link and click **Edit**, then **Edit Settings**.

▼ **General**

Name !

External URL !

Locate the **External URL** field. It may say *http://apps.shrp.rutgers.edu/courseeval* or *http://shp.rutgers.edu/courseeval*.

Change the link to:

<https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm>

Scroll down and click **Save and return to course**.

Add Course Evaluation Link in Canvas

IMPORTANT Canvas and the course evaluation system are not linked.

Home
Announcements
Syllabus
Modules

Click **Modules** in the Course Navigation section.

☰ Course Essentials



Find the module that you wish to add the Course Evaluation link. Click the **Add Item** button.

1. Select **External URL** from Add item dropdown menu.
2. Copy and paste the below URL to the URL field.
<https://apps.shp.rutgers.edu/projects/courseevalV2/main.cfm>
3. Type "Course Evaluation" in the Page Name field.
4. Click **Add Item**.

Questions?

If you have any questions, please contact SHP Help at shphelp@shp.rutgers.edu or call 973-972-9171.