Course Evaluation Instructions for Students

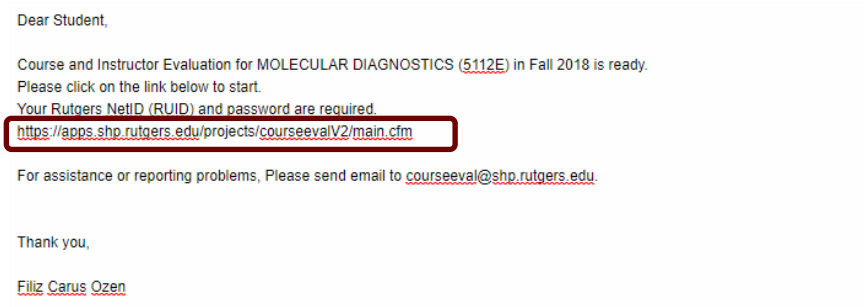
At the end of this documentation, students will be able to complete the course evaluations.

Access the Course Evaluation System

When the course evaluation is ready to take, you will receive an email with the link of the Course Evaluation System from your Primary Course Instructor.

There are several ways to access to the course evaluation system:

Email:


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

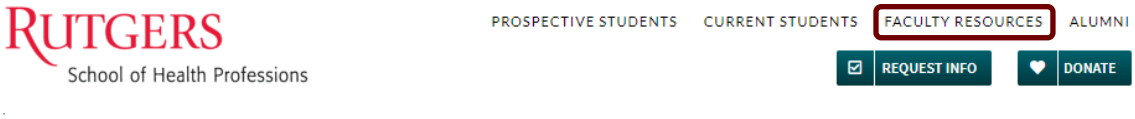
For assistance or reporting problems, Please send email to courseeval@shp.rutgers.edu.

Thank you,

Filiz Carus Ozen

Click on the link in the email that your instructor has sent to you.

SHP Website:



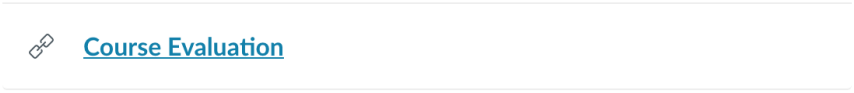
Open www.shp.rutgers.edu website. Click **FACULTY RESOURCES.**

Scroll down to the bottom of the page and click **Course Evaluation.**

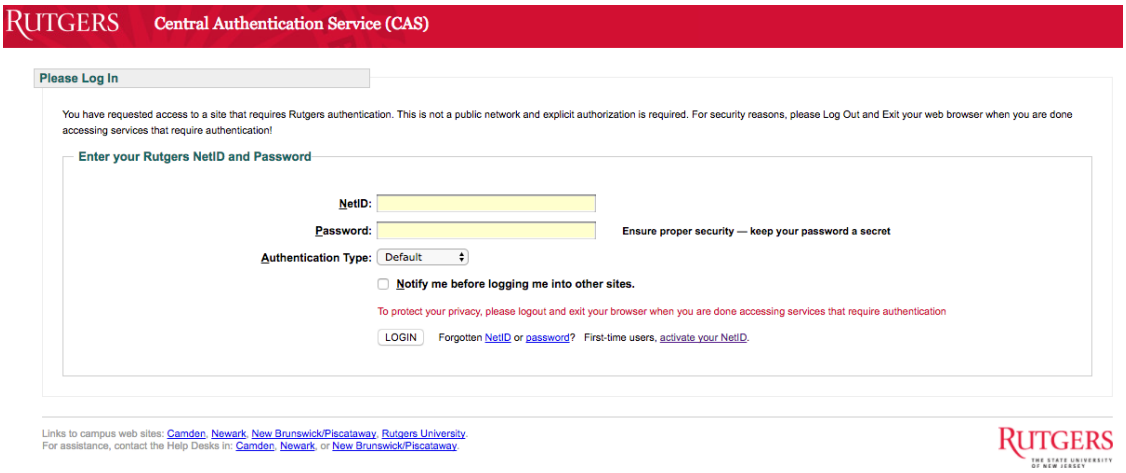
Moodle:

Click on the **Course Evaluation** link on your course page in Moodle.

Canvas:

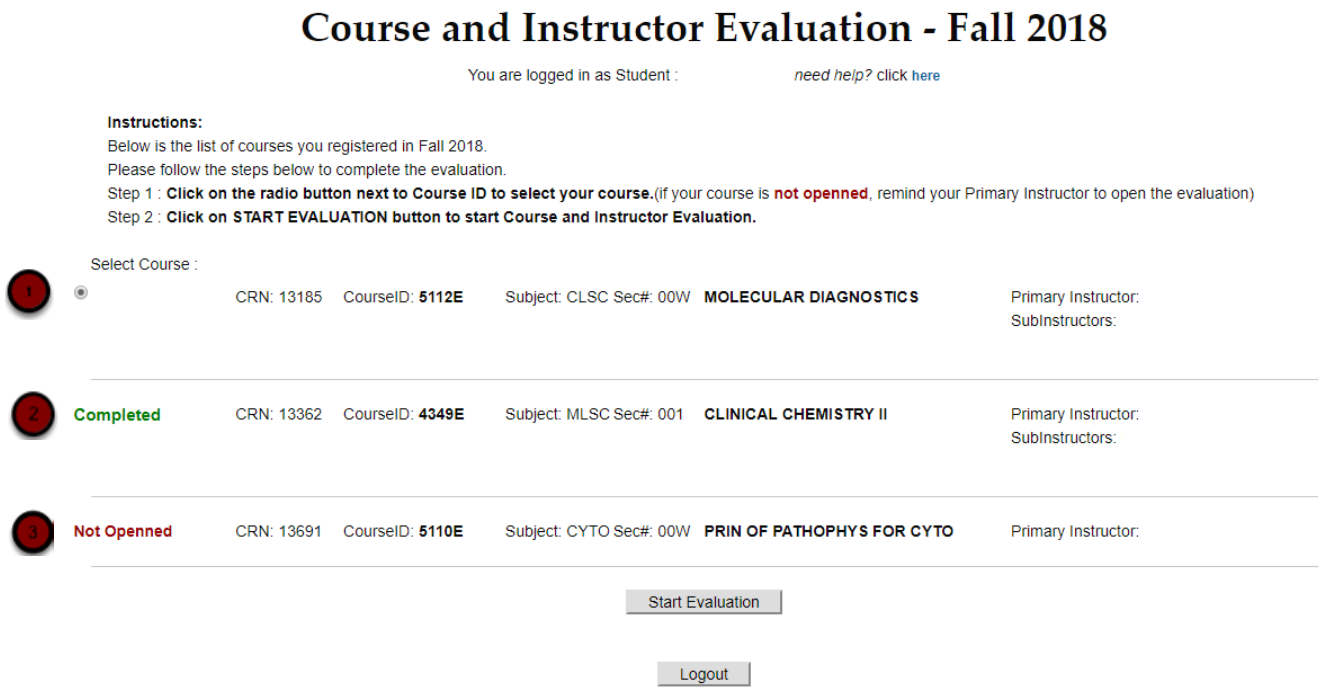


Click on the **Course Evaluation** link on your course page in Canvas.



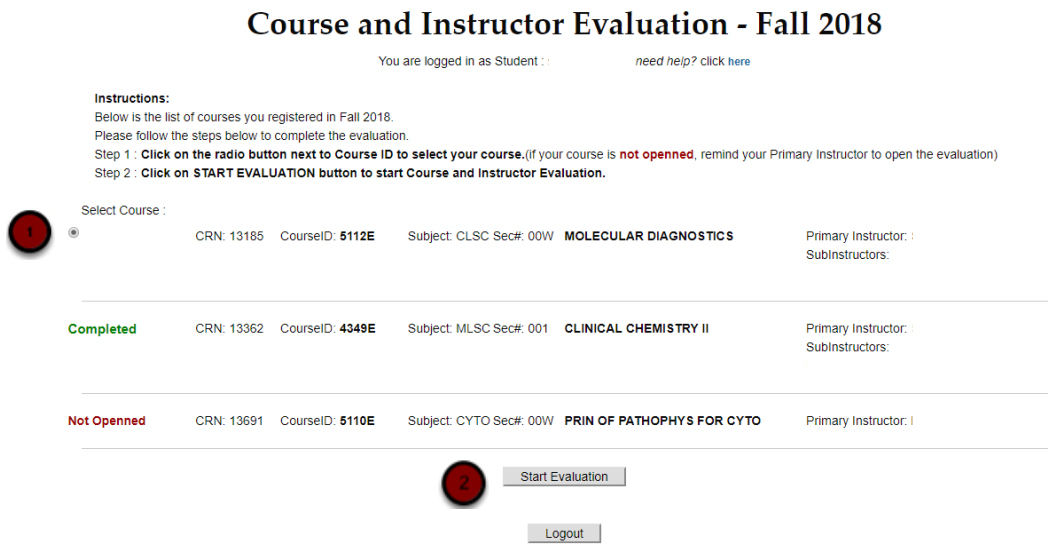
Once you access the Course Evaluation system by following one of the above ways, you will be asked to sign in with your **NetID** and **password**.

Complete the Course Evaluation

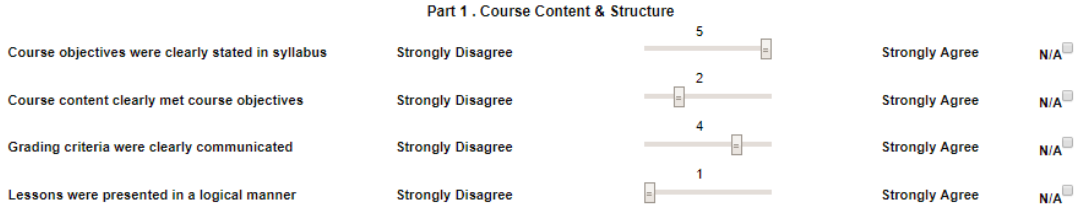


You will be presented with a list of courses that you are currently enrolled.

1. You will see radio buttons next to the courses for which you have not completed the evaluation yet.
2. You will see the label ‘Completed’ next to the courses for which you have completed the evaluation.
3. You may see the label ‘Not Opened’ next to some of your courses. This means that your instructor has not released the course evaluation yet.
   You may remind your instructor to open the evaluation.



To start completing the course evaluation:
1. Click the **radio button** next to the course that you wish to complete the evaluation.
2. Click **Start Evaluation** button.



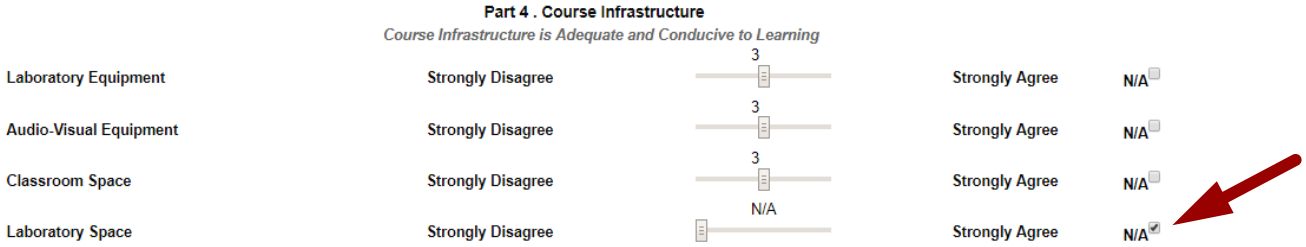
You will presented with the evaluation questions.

The response scale used for the evaluation is between 1-5, as follows:

1 – Strongly Disagree | 2 – Disagree | 3 – Neutral | 4 – Agree | 5 – Strongly Agree

Please indicate your level of agreement to the given statements by one of the following ways:
1. Clicking and dragging the slider to the desired position.
2. Clicking anywhere on the track, the slider will jump to that position.

NOTE The slider stays at 3 by default. If you don't change its place, your response will be recorded as 3 for that question.

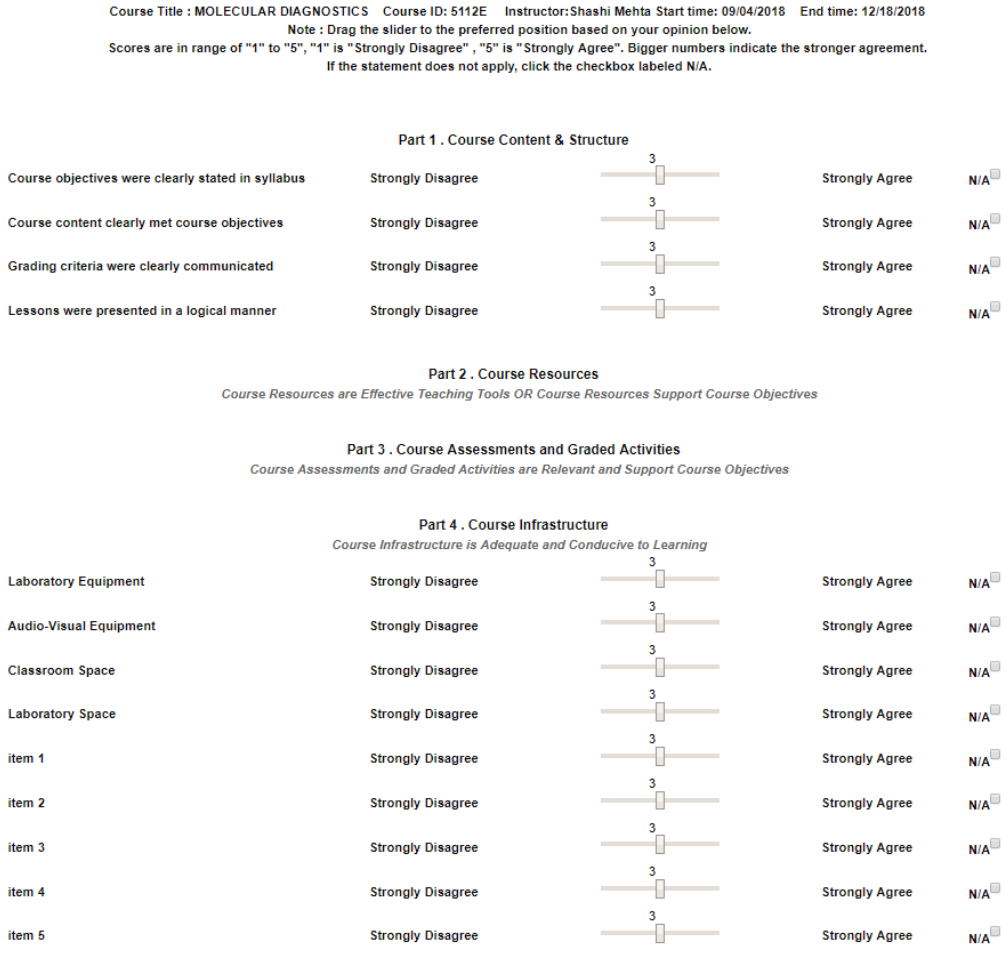


Part 4 . Course Infrastructure

Course Infrastructure is Adequate and Conducive to Learning

Laboratory Equipment	Strongly Disagree	3	Strongly Agree	N/A ☐
Audio-Visual Equipment	Strongly Disagree	3	Strongly Agree	N/A ☐
Classroom Space	Strongly Disagree	3	Strongly Agree	N/A ☐
Laboratory Space	Strongly Disagree	N/A	Strongly Agree	N/A ☑

If the given statement does not apply to your course or instructor, click the checkbox next to N/A (Not Applicable).



Course Title : MOLECULAR DIAGNOSTICS Course ID: 5112E Instructor: Shashi Mehta Start time: 09/04/2018 End time: 12/18/2018

Note : Drag the slider to the preferred position based on your opinion below.

Scores are in range of "1" to "5", "1" is "Strongly Disagree" , "5" is "Strongly Agree". Bigger numbers indicate the stronger agreement.

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	3	Strongly Agree	N/A ☐
Course content clearly met course objectives	Strongly Disagree	3	Strongly Agree	N/A ☐
Grading criteria were clearly communicated	Strongly Disagree	3	Strongly Agree	N/A ☐
Lessons were presented in a logical manner	Strongly Disagree	3	Strongly Agree	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

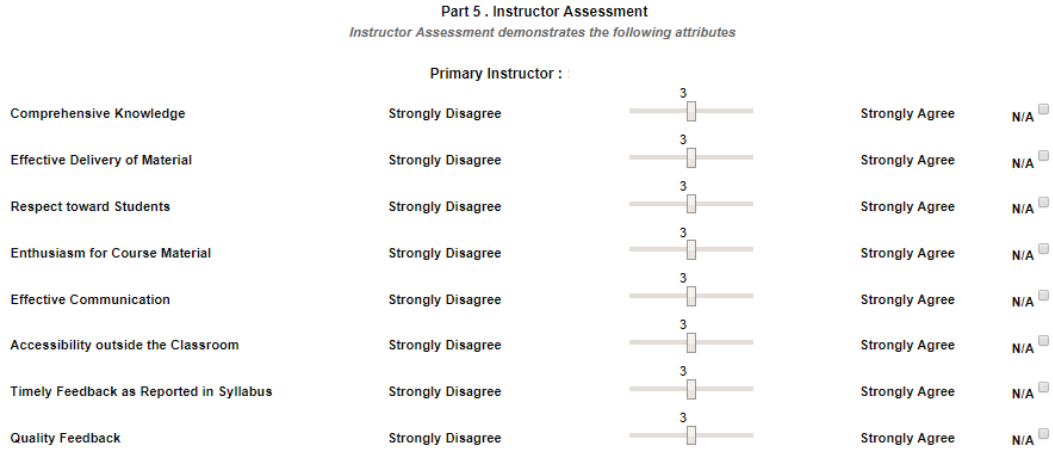
Course Assessments and Graded Activities are Relevant and Support Course Objectives

Part 4 . Course Infrastructure

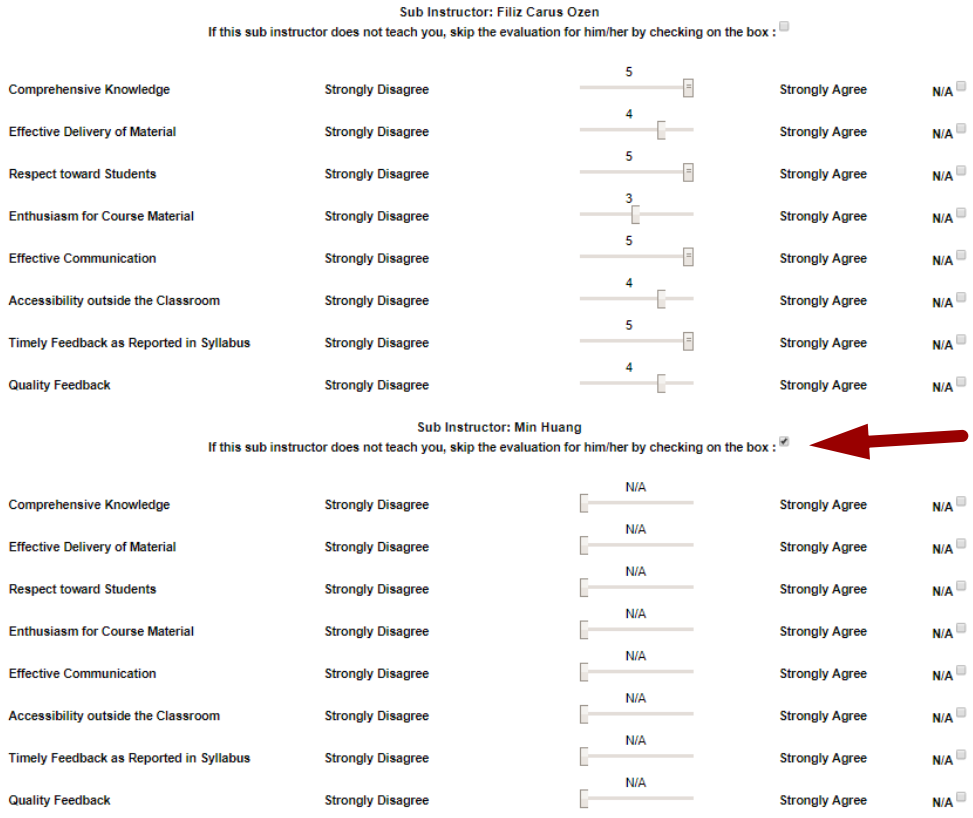
Course Infrastructure is Adequate and Conducive to Learning

Laboratory Equipment	Strongly Disagree	3	Strongly Agree	N/A ☐
Audio-Visual Equipment	Strongly Disagree	3	Strongly Agree	N/A ☐
Classroom Space	Strongly Disagree	3	Strongly Agree	N/A ☐
Laboratory Space	Strongly Disagree	3	Strongly Agree	N/A ☐
item 1	Strongly Disagree	3	Strongly Agree	N/A ☐
item 2	Strongly Disagree	3	Strongly Agree	N/A ☐
item 3	Strongly Disagree	3	Strongly Agree	N/A ☐
item 4	Strongly Disagree	3	Strongly Agree	N/A ☐
item 5	Strongly Disagree	3	Strongly Agree	N/A ☐

You will be presented with the evaluation questions related to the course in Parts 1-4.

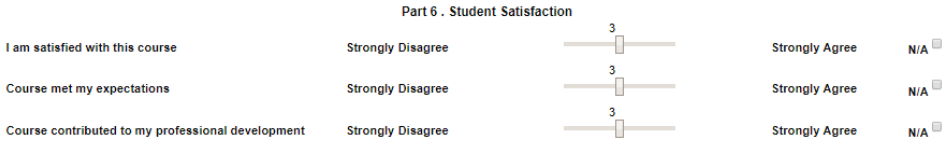


You will be presented with the evaluation questions related to the instructor(s) in Part 5.



If your course has sub-instructor(s), you will see sub-instructor related questions listed for each sub-instructor separately. Complete the questions only for the sub-instructor who teaches you.

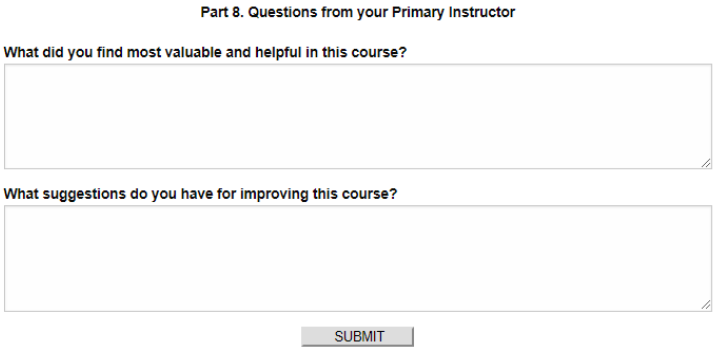
Important Skip the questions related to the sub-instructor who does not teach you by clicking **the checkbox** below the name of that sub-instructor.



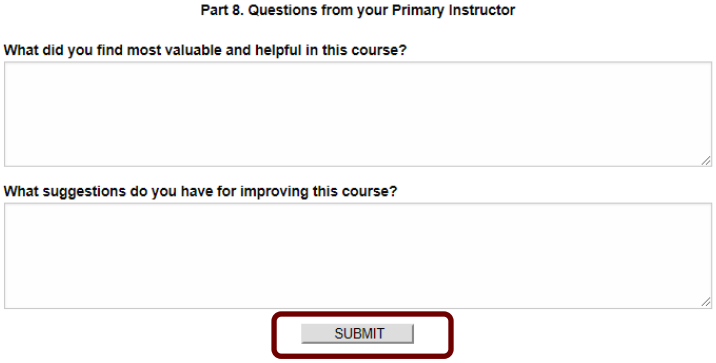
You will be presented with the evaluation questions related to the student satisfaction in Part 6.

If you have any additional comments, type your response into the textbox in Part 7.

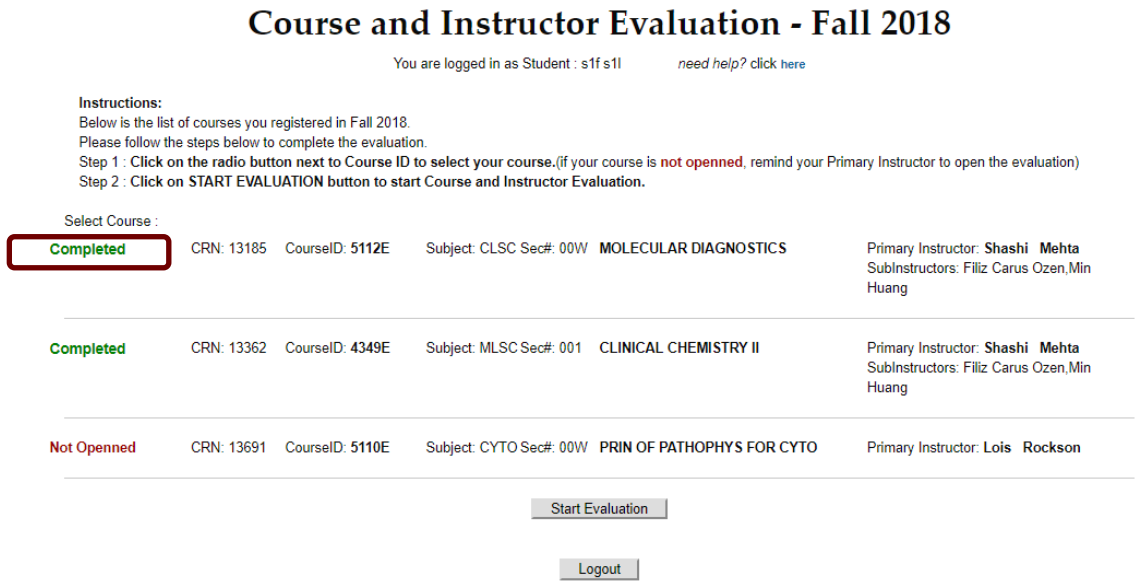
Note If you have comments about a specific sub-instructor, please state the name of the sub-instructor in your comments.



If your instructor has added course-specific questions to the evaluation, you will see them in Part 8. Type your responses into the textboxes.



Once you have responded all questions in the evaluation, click **Submit** button to submit your evaluation.



You will see the label 'Completed' next to the course for which you have completed the evaluation.

Questions?

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