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,	

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

SHP Website:

RUTGERS School of Health Professions	PROSPECTIVE STUDENTS	CURRENT STUDENTS	ACULTY RESOURC	CES ALUMNI CONATE
Open www.shp.rutgers.edu web	osite. Click FACL	JLTY RESOURC	ES.	
Course Evaluation				
Scroll down to the bottom of the	e page and clic	k Course Eval	uation.	

Moodle:

Course Evaluation

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

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

ease Log In		
You have requested access to a site that requires Rutgers authent accessing services that require authentication!	ation. This is not a public network and explicit auth	orization is required. For security reasons, please Log Out and Exit your web browser when you are done
Enter your Rutgers NetID and Password		
Netil	:	
Passwor	:	Ensure proper security — keep your password a secret
Authentication Typ	; Default 🛟	
	<u>N</u> otify me before logging me into other	er sites.
	To protect your privacy, please logout and exit yo	our browser when you are done accessing services that require authentication
	LOGIN Forgotten NetID or password? Fir	st-time users, <u>activate your NetID</u> .

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

		Y	ou are logged in as Student :	need help? click here	
Instructions: Below is the lis Please follow t Step 1 : Click Step 2 : Click	st of courses you r the steps below to on the radio butt on START EVAL	registered in Fall 2018 complete the evalua ton next to Course II UATION button to st	3. tion. D to select your course.(if you art Course and Instructor Eva	ir course is not openned , remind your aluation.	r Primary Instructor to open the evaluation)
Select Course :					
۲	CRN: 13185	CourseID: 5112E	Subject: CLSC Sec#: 00W	MOLECULAR DIAGNOSTICS	Primary Instructor: SubInstructors:
Completed	CRN: 13362	CourseID: 4349E	Subject: MLSC Sec#: 001	CLINICAL CHEMISTRY II	Primary Instructor: SubInstructors:
Not Openned	CRN: 13691	CourseID: 5110E	Subject: CYTO Sec#; 00W	PRIN OF PATHOPHYS FOR CYTO	Primary Instructor:
			Start E	valuation	
			Lo	paout	

Course and Instructor Evaluation - Fall 2018

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.

	-			2	
		Y	'ou are logged in as Student ∷	need help? click here	
Instructions: Below is the list Please follow th Step 1 : Click o Step 2 : Click o	of courses you i e steps below to in the radio but in START EVAL	registered in Fall 2018 o complete the evalua ton next to Course I UATION button to st	8. tion. D to select your course.(if you tart Course and Instructor Eva	ir course is not openned , remind yo aluation.	ur Primary Instructor to open the evaluation)
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Not Openned	CRN: 13691	CourseID: 5110E	Subject: CYTO Sec#: 00W	PRIN OF PATHOPHYS FOR CYT	D Primary Instructor:
			2 Start E	valuation	
			Lo	ogout	

Course and Instructor Evaluation - Fall 2018

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.

Part 1 . Course Content & Structure				
Course objectives were clearly stated in syllabus	Strongly Disagree	5	Strongly Agree	N/A
Course content clearly met course objectives	Strongly Disagree	2	Strongly Agree	N/A
Grading criteria were clearly communicated	Strongly Disagree	4	Strongly Agree	N/A
Lessons were presented in a logical manner	Strongly Disagree	1	Strongly Agree	N/A

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





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	ŏ,	Structure	

Course objectives were clearly stated in syllabus	Strongly Disagree		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 Adequ	ate and Conducive to Learning
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Laboratory Equipment	Strongly Disagree		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		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		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.

Part 5 . Instructor Assessment Instructor Assessment demonstrates the following attributes

	Primary Instructor :			
Comprehensive Knowledge	Strongly Disagree	3	Strongly Agree	N/A
Effective Delivery of Material	Strongly Disagree	3	Strongly Agree	N/A
Respect toward Students	Strongly Disagree	3	Strongly Agree	N/A
Enthusiasm for Course Material	Strongly Disagree	3	Strongly Agree	N/A
Effective Communication	Strongly Disagree	3	Strongly Agree	N/A
Accessibility outside the Classroom	Strongly Disagree	3	Strongly Agree	N/A
Timely Feedback as Reported in Syllabus	Strongly Disagree	3	Strongly Agree	N/A
Quality Feedback	Strongly Disagree	3	Strongly Agree	N/A

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.

Part 6 . Student Satisfaction				
I am satisfied with this course	Strongly Disagree	3	Strongly Agree	N/A
Course met my expectations	Strongly Disagree	3	Strongly Agree	N/A
Course contributed to my professional development	Strongly Disagree	3	Strongly Agree	N/A

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.

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?	
SUBMIT	

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

Part 8. Questions from your Primary Instructor							
What did you find m	ost valuable an	d helpful in th	is course?				
What suggestions d	o you have for i	improving this	course?				
						,	
			SUBMIT]		//	

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

Course and Instructor Evaluation - Fall 2018

need help? click here You are logged in as Student : s1f s1l Instructions: Below is the list of courses you registered in Fall 2018. Please follow the steps below to complete the evaluation. Step 1 : Click on the radio button next to Course ID to select your course. (If your course is not openned, remind your Primary Instructor to open the evaluation) Step 2 : Click on START EVALUATION button to start Course and Instructor Evaluation. Select Course : Completed CRN: 13185 CourseID: 5112E Subject: CLSC Sec#: 00W MOLECULAR DIAGNOSTICS Primary Instructor: Shashi Mehta SubInstructors: Filiz Carus Ozen,Min Huang CRN: 13362 CourseID: 4349E Subject: MLSC Sec#: 001 CLINICAL CHEMISTRY II Primary Instructor: Shashi Mehta Completed SubInstructors: Filiz Carus Ozen,Min Huang Not Openned CRN: 13691 CourseID: 5110E Subject: CYTO Sec#: 00W PRIN OF PATHOPHYS FOR CYTO Primary Instructor: Lois Rockson Start Evaluation Logout

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 <u>shphelp@shp.rutgers.edu</u> or call 973-972-9171.