

Course Evaluation Instructions for Students

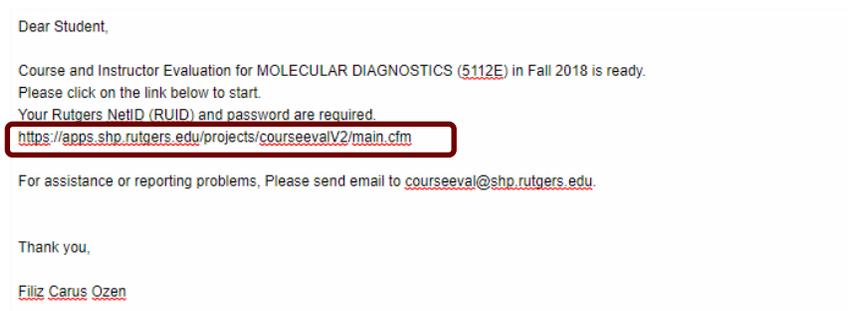
At the end of this documentation, students will be able to complete the course evaluations.

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.

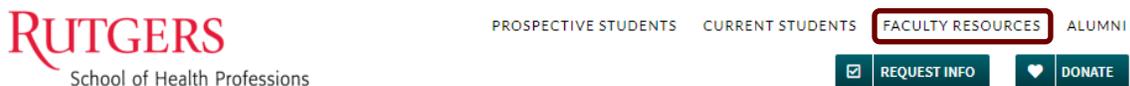
There are several ways to access to the course evaluation system:

Email:



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:[Course Evaluation](#)

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

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password: Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

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

Course and Instructor Evaluation - Fall 2018

You are logged in as Student :

[need help? click here](#)

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 opened**, remind your Primary Instructor to open the evaluation)

Step 2 : **Click on START EVALUATION button to start Course and Instructor Evaluation.**

Select Course :

<input type="radio"/>	CRN: 13185	CourseID: 5112E	Subject: CLSC Sec#: 00W	MOLECULAR DIAGNOSTICS	Primary Instructor: SubInstructors:
<input checked="" type="radio"/>	CRN: 13362	CourseID: 4349E	Subject: MLSC Sec#: 001	CLINICAL CHEMISTRY II	Primary Instructor: SubInstructors:
<input type="radio"/>	CRN: 13691	CourseID: 5110E	Subject: CYTO Sec#: 00W	PRIN OF PATHOPHYS FOR CYTO	Primary Instructor:

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.

Course and Instructor Evaluation - Fall 2018

You are logged in as Student : : [need help? click here](#)

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 opened**, remind your Primary Instructor to open the evaluation)

Step 2 : Click on **START EVALUATION** button to start Course and Instructor Evaluation.

Select Course :

<input checked="" type="radio"/>	CRN: 13185	CourseID: 5112E	Subject: CLSC Sec#: 00W	MOLECULAR DIAGNOSTICS	Primary Instructor: : SubInstructors:
<input type="radio"/>	CRN: 13362	CourseID: 4349E	Subject: MLSC Sec#: 001	CLINICAL CHEMISTRY II	Primary Instructor: : SubInstructors:
<input type="radio"/>	CRN: 13691	CourseID: 5110E	Subject: CYTO Sec#: 00W	PRIN OF PATHOPHYS FOR CYTO	Primary Instructor:

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 <input type="checkbox"/>
Course content clearly met course objectives	Strongly Disagree	2 -----	Strongly Agree	N/A <input type="checkbox"/>
Grading criteria were clearly communicated	Strongly Disagree	4 -----	Strongly Agree	N/A <input type="checkbox"/>
Lessons were presented in a logical manner	Strongly Disagree	1 -----	Strongly Agree	N/A <input type="checkbox"/>

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 5 - Instructor Assessment

Instructor Assessment demonstrates the following attributes

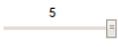
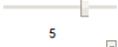
Primary Instructor :

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

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

Sub Instructor: Filiz Carus Ozen

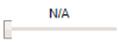
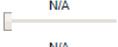
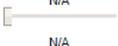
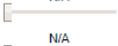
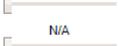
If this sub instructor does not teach you, skip the evaluation for him/her by checking on the box :

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

Sub Instructor: Min Huang

If this sub instructor does not teach you, skip the evaluation for him/her by checking on the box :



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

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 <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"/>

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

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

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 most valuable and helpful in this course?

What suggestions do you have for 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

You are logged in as Student : s1f s1l [need help? click here](#)

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 opened**, 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
Completed	CRN: 13362	CourseID: 4349E	Subject: MLSC Sec#: 001	CLINICAL CHEMISTRY II	Primary Instructor: Shashi Mehta SubInstructors: Filiz Carus Ozen,Min Huang
Not Opened	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 shphelp@shp.rutgers.edu or call 973-972-9171.