

Course Evaluation Instructions for Students

Dear Student:

To complete the online course and instructor evaluation, please follow the instructions below. Your participation in this evaluation is very important and much appreciated. Please note that your responses are anonymous. The electronic evaluation is the only method to complete the course and instructor evaluations for courses participating in the online course evaluations. Thank you for your participation in this important activity.

To complete the online course/instructor evaluation, please navigate to your class schedule using the steps outlined below:

1. Login to SOLAR
2. You will see “other academics ...” under the “Academics” section on the “Student Center” page.

The screenshot shows the 'Student Center' interface. At the top, there is a header 'Student Center' and a sub-header 'Amy's Student Center'. Below this, the 'Academics' section is expanded, showing a dropdown menu with 'other academic...' selected. To the right of the dropdown is a 'SEARCH FOR CLASSES' button. Below the dropdown is a table titled 'This Week's Schedule' with columns for 'Class' and 'Section'. The table lists three courses: COMM 205-001 LEC (5197) ONLINE, SPAN 104-005 LEC (5245) MoWe 3:30PM - 5:27PM CART 127, and THEA 110-002 LEC (5794) ONLINE. To the right of the table are two sections: 'Holds' with 'No Holds.' and 'To Do List' with 'No To Do's.'

3. Then click on the dropdown labeled “other Academic ...” and select **Class Schedule** and click on **>>** this will take you to your class schedule shown on the next page.

4. On the class schedule page you will see the **Crse. Eval** button **for each course participating in the online course evaluations** when it is time to conduct course/instructor evaluations.

- For regular terms the course evaluation period starts 19 days prior to the course end date and ends 4 days before the course end date.

- For summer and winterm terms the course evaluation period starts 15 days prior to the course end date and ends 4 days before the course end date.

To evaluate the course and the instructor, click on the “Crse Eval” button. You will have to wait few seconds before the evaluation page shows up; please be patient. Then follow the instructions on the evaluation page.

▼ **Class Schedule Filter Options**

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes **filter**

COMM 205 - ORAL INTERPRETATION						
Crse. Eval.		Status	Units	Grading	Grade	
Crse. Eval.		Enrolled	3.00	Grades		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5197	001	Lecture		ONLINE	Adrienne Viramontes	02/03/2014 - 05/16/2014

SPAN 104 - INTRODUCTORY SPANISH II						
Status		Units	Grading	Grade		
Enrolled		4.00	Grades			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5245	005	Lecture	MoWe 3:30PM - 5:27PM	CART 127	Aida Fill	02/03/2014 - 05/16/2014

THEA 110 - THEATRE APPRECIATION						
Crse. Eval.		Status	Units	Grading	Grade	
Crse. Eval.		Enrolled	3.00	Grades		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5794	002	Lecture		ONLINE	Jody Sekas	02/03/2014 - 05/16/2014