
2. Select a “Current” course to evaluate. Click on “Start Evaluation”.

3. Answer the questions as prompted and click “Next” to submit responses. When you have completed the course evaluation you will receive this message.

4. At this point you will notice that the completed course evaluation has moved from the “Current” tab to the “Submitted” tab.

5. Once you have submitted all of your course evaluations, logout. You will not be able to make changes to your course evaluations after the administration closes.