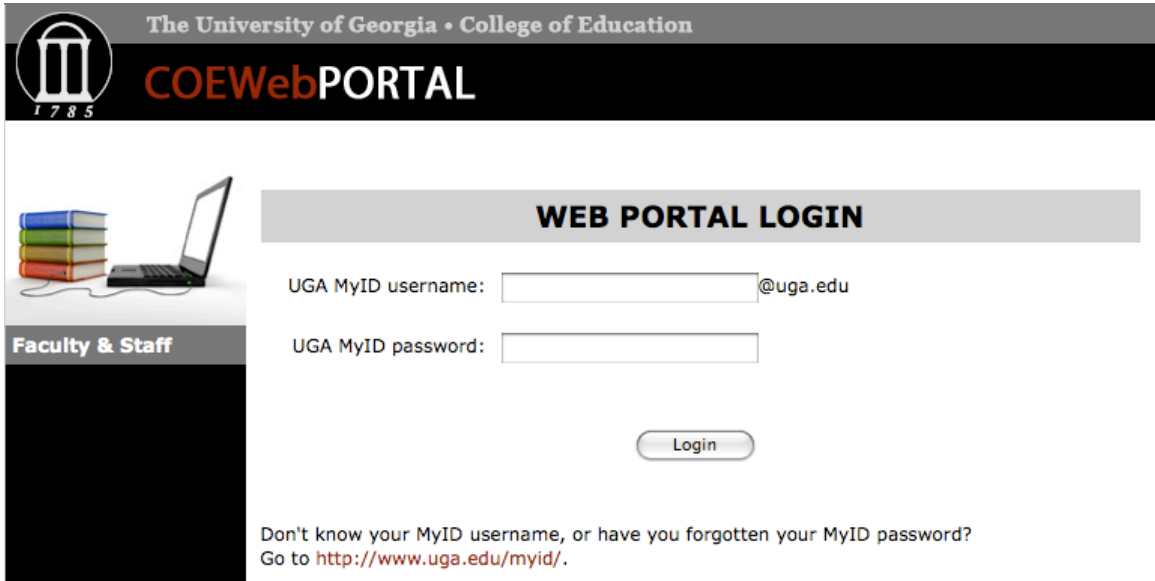
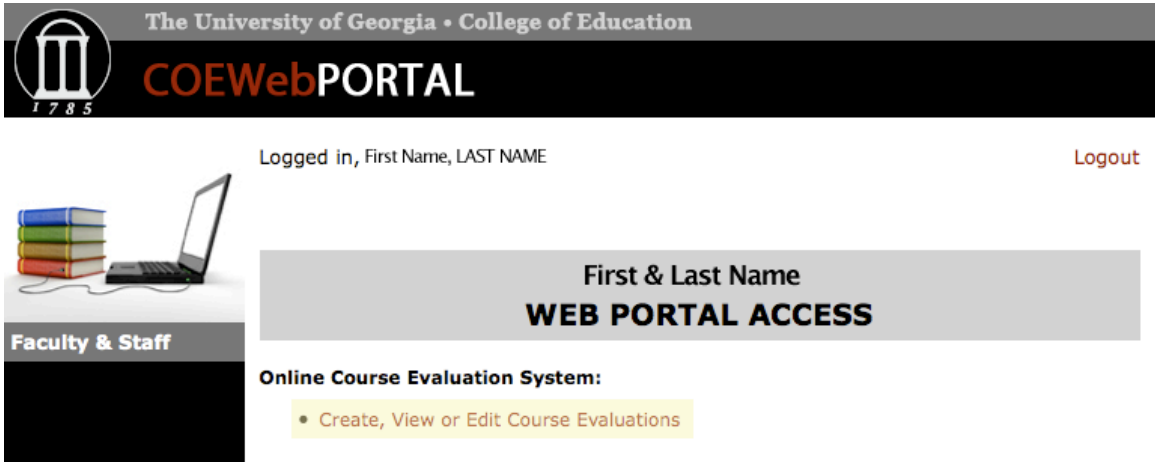


### Creating an Online Course Evaluation for Your Students

1. Go to: <https://ssl.coe.uga.edu/apps/authorize/login.cfm> and login using your UGA MyID and Password.



2. Click on the "Create, View or Edit Course Evaluations" link



3. Click on the "**Create**" link next to the course you would like to create an online evaluation for

Course	Evaluation	Roster	Availability	Total Students	Rsp. Rate
Course Prefix Number Call Number Title Meeting Time	<b>Create</b>	Verify	Set Dates	##	


4. You will see a sample evaluation that contains space for you to create your own Likert scale or open ended questions. Add questions (if desired) and then click on the "**Create Evaluation**" button at the bottom of the page. (See a sample Online Course Evaluation at:

[http://www.coe.uga.edu/course\\_evaluation/SampleOnline%20Course%20Evaluation.pdf](http://www.coe.uga.edu/course_evaluation/SampleOnline%20Course%20Evaluation.pdf))

5. NEXT, Click on the "**Verify**" link next to the course you would like to create an online evaluation for

Course	Evaluation	Roster	Availability	Total Students	Rsp. Rate
Course Prefix Number Call Number Title Meeting Time	<b>Edit OR View</b>	<b>Verify</b>	Set Dates	##	

6. You will see a list of students who are listed as registered in your course (the list may contain students who have dropped or there may be some students that are missing from the list). Use the "Delete Student" and "Add Student" buttons to adjust your roster. Once the roster is correct, click on the "Finalize Roster" button at the bottom of the page. Then click on the "Close Window" button to return to your list of courses.


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# Course Evaluation System

Logged in, First LAST NAME
Logout

### Student Roster Verification

Everyone listed on the student roster will be allowed to access and complete the online evaluation that you created for this course.

Please take time to verify the accuracy of the roster. If you need to delete any students from the list, check the box next to those students you would like to delete AND click on the DELETE STUDENT button below. To add any students to the list, click on the ADD STUDENT button.

**Once your roster is correct, click on the FINALIZE ROSTER button to link the student(s) to the online evaluation.**

Course: ABCD #####
Call#: #####
Term: Fall 2008

#### Student Roster

First Name	Last Name	Delete Student
Student First Name	Student Last Name	<input type="checkbox"/>
Student First Name	Student Last Name	<input type="checkbox"/>
Student First Name	Student Last Name	<input type="checkbox"/>

**Instructors**

- [Return to Portal](#)
- [Return to Courses](#)
- [Add Course](#)
- [View Faculty Reports](#)
- [Contact Support](#)

**Students**


**Administrators**

- [Surrogate Support](#)
- [Contact Support](#)

7. NOW the "Set Dates" link is available. Click on the "Set Dates" link. On the next page choose a date for your evaluation to be available to your students and a date when the evaluation will no longer be available to your students.

Course	Evaluation	Roster	Availability	Total Students	Rsp. Rate
Course Prefix Number Call Number Title Meeting Time	<b>Edit OR View</b>	<b>Edit OR View</b>	<b>Set Dates</b>	##	

8. Use the **MM, DD, YYYY** menus to set the start date and Date for the course evaluation availability. Then, click on the "Set Availability" button at the bottom of the page.


The University of Georgia • College of Education

# Course Evaluation System

Logged in, First LAST NAME Logout

## Set Availability Dates

Asterick (\*) denotes a required field.

**Course:** ABCD #####    **Call#:** #####    **Term:** Fall 2008

\*Start Date:   

\*End Date:   

Close Window
Set Availability

**Instructors**

- Return to Portal
- Return to Courses
- Add Course
- View Faculty Reports
- Contact Support

**Students**

9. Click on the **"Edit Dates"** link to change the availability dates for your course evaluation.

Click on the **"##%"** link under the **Rsp. Rate** heading to view a list of students who have completed the course evaluation.

Course	Evaluation	Roster	Availability	Total Students	Rsp. Rate
Course Prefix Number Call Number Title Meeting Time	<b>Edit OR View</b>	<b>Edit OR View</b>	<b>Start Date thru End Date</b>  <b>Edit Dates</b>	##	<b>56%</b>

10. Send your students this link: <https://ssl.coe.uga.edu/apps/authorize/login.cfm> (They will login here with their UGA MyID and Password and will have access to their evaluations when they are available.)

### Troubleshooting Student Access Problems

\*\*\* If any of your students have problems logging in to the Course Evaluation System:

1) Make sure they are going to the correct web page:

<https://ssl.coe.uga.edu/apps/authorize/login.cfm>

2) Return to the Course Evaluation System and **view the roster to make sure the student is listed correctly.**

3) Submit a Support Ticket with OIT for further assistance.

### Retrieving Course Evaluation Reports

**After the Registrar's grades due date** Instructors can view their own evaluations by clicking on the **"View Faculty Reports"** link in the left hand column under the Instructor heading. You will see a list of the courses you taught in a table similar to the one below. Click on the **"View Report"** link under the Report heading to view or print a copy of your course evaluation results.

Course	Call #	Title	Instructor	Evaluation	Total Students	Rsp. Rate	Report
Course Prefix Number Call Number Title Meeting Time	#####	<b>Course Title</b>	<b>LAST NAME</b>	<b>Start Date thru End Date</b>	##	<b>100%</b>	<b>View Report</b>

**If assistance is needed, click on the "Contact Support" link to submit a help ticket to OIT.**