



## NWF State College Instructor User Guide For Course/Instructor Evaluation Surveys

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Students will be given an opportunity to evaluate their instructors and courses through surveys utilizing the software CoursEval via their RaiderNet or Canvas LMS. Surveys can be completed only during the survey window period. Students will receive an email notifying them surveys are available and will be prompted to log into RaiderNet/Canvas to complete the available surveys. Surveys can be completed as soon as the student logs in or at another time.

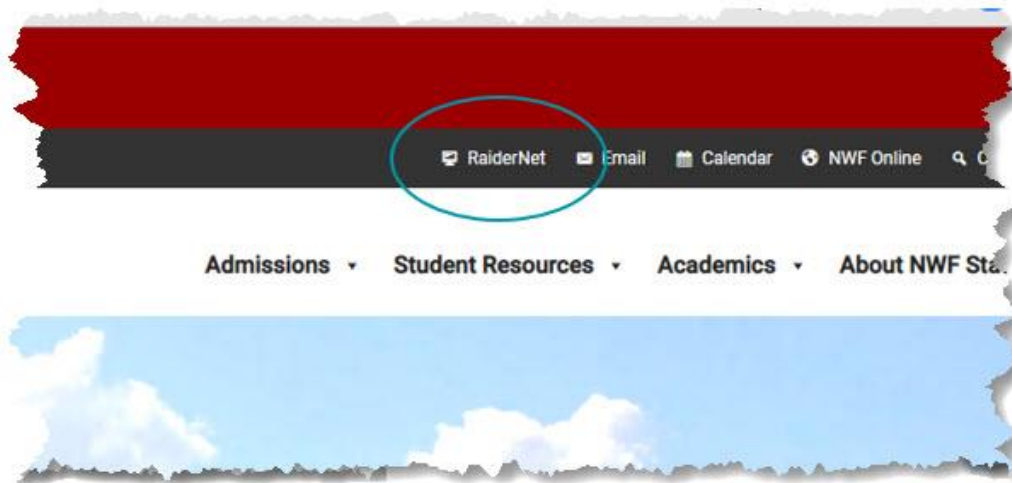
The surveys are anonymous and instructors cannot view results until after grades are posted. Instructors are able to monitor the progress of open surveys but are unable to monitor individual student progress. Evaluations are **not** mandatory.

Instructors will receive an email notifying them when the evaluation surveys are open and ready to be completed by students in their classes. Faculty may access the survey progress and results two different ways, either by RaiderNet or Canvas.

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### RaiderNet Login Path

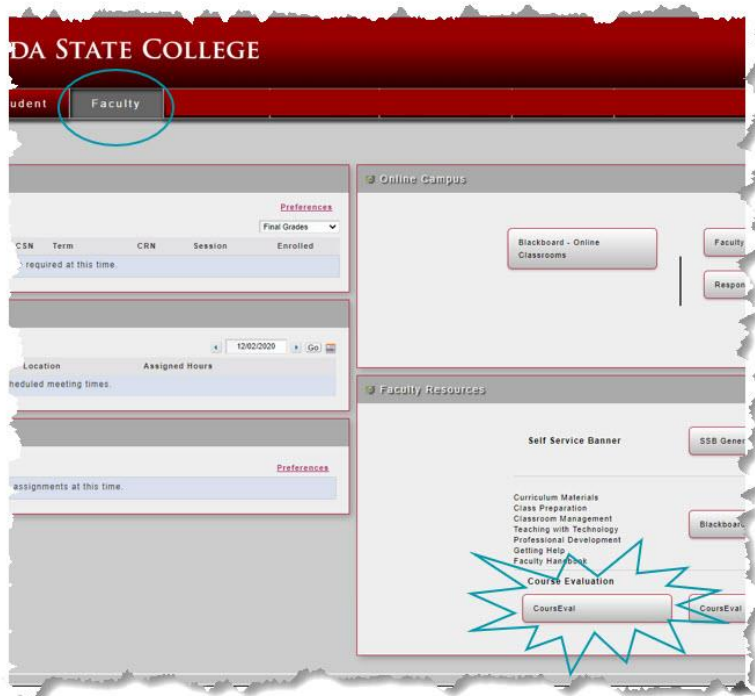
1. Navigate to RaiderNet via: (<https://www.nwfsc.edu/>)



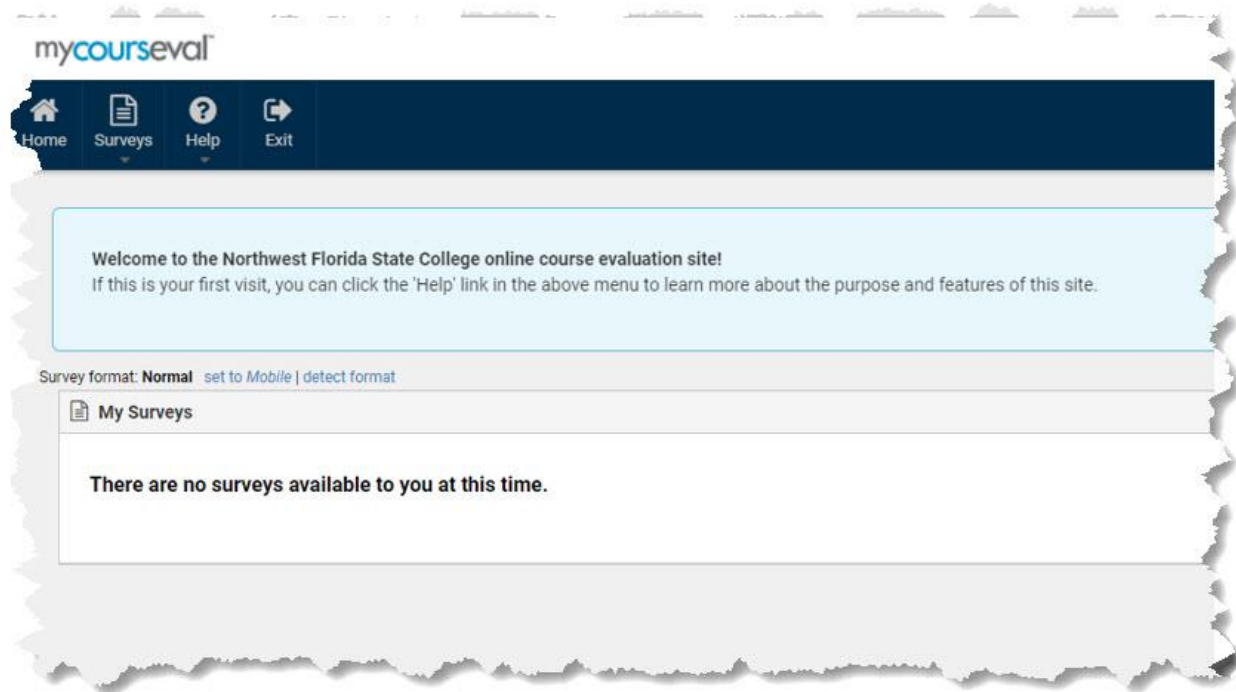
2. Login to RaiderNet by entering your Username and Password:



3. Select the Faculty tab at top of the page. Click on the CourseEval button located within the Faculty Resources area of the page.



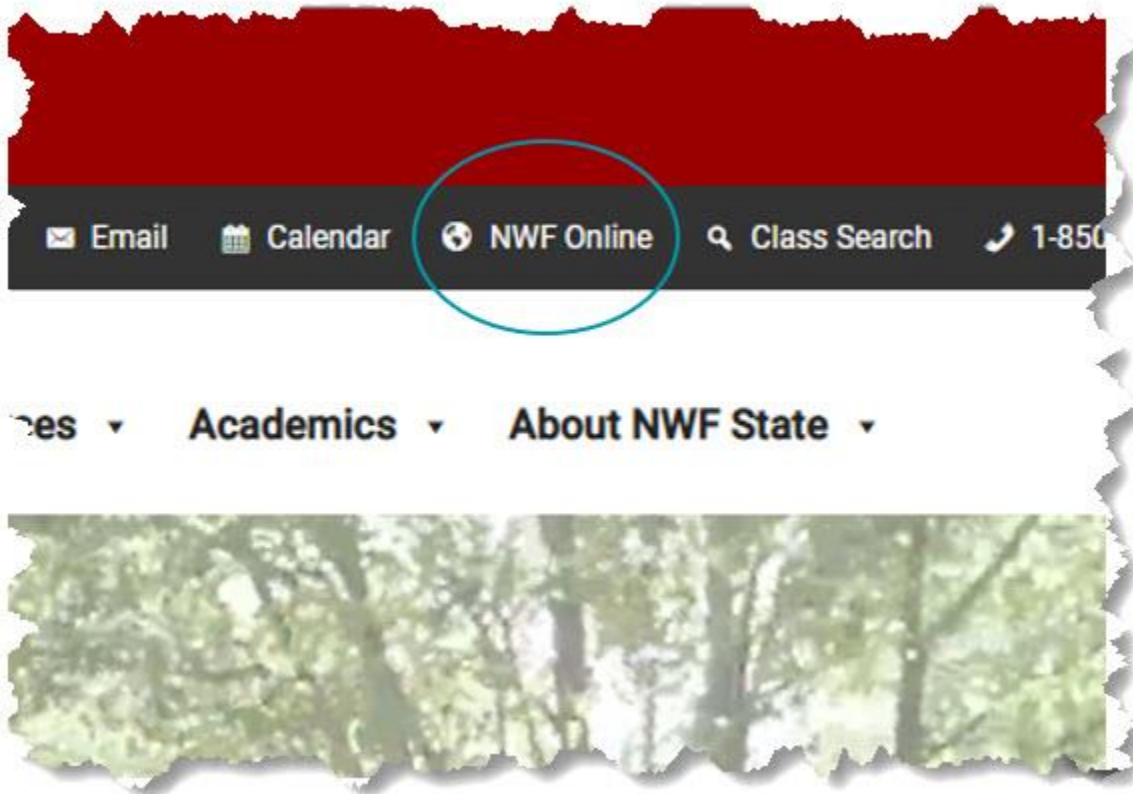
4. You are now on the CourseEval landing page. This page say “My Surveys” or “My Reports\*”



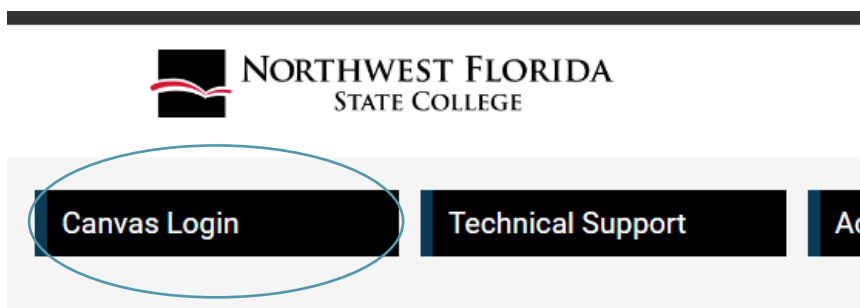
\*Navigating “My Reports”

## Canvas Login Path

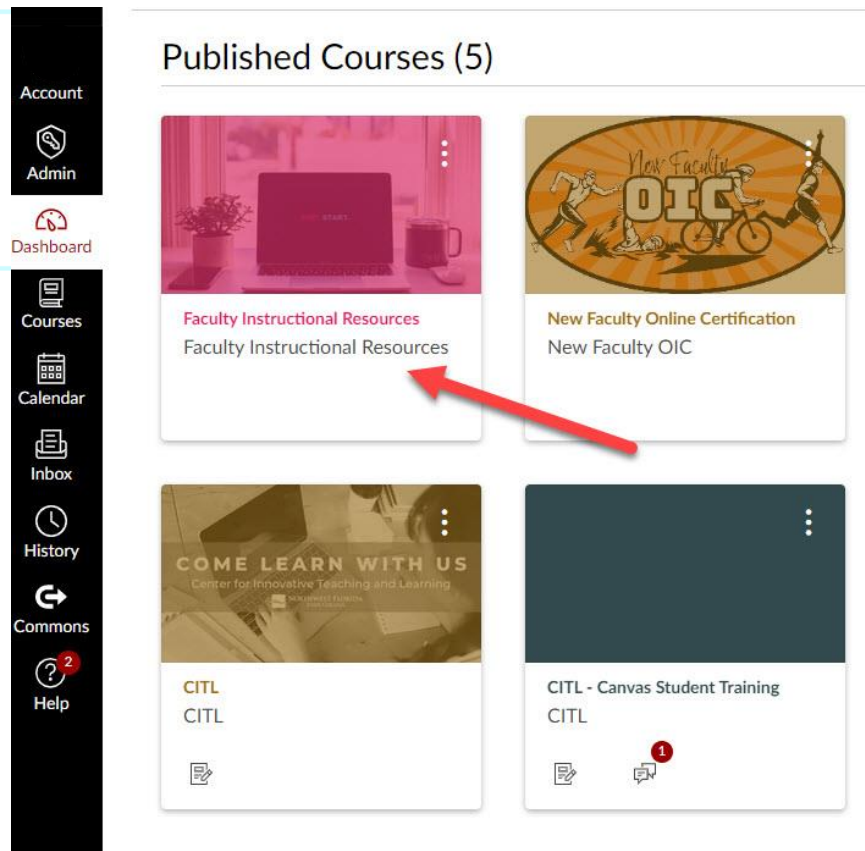
1. Navigate to Blackboard via the NWF Online tab: (<https://nwfsc.edu/online/>)



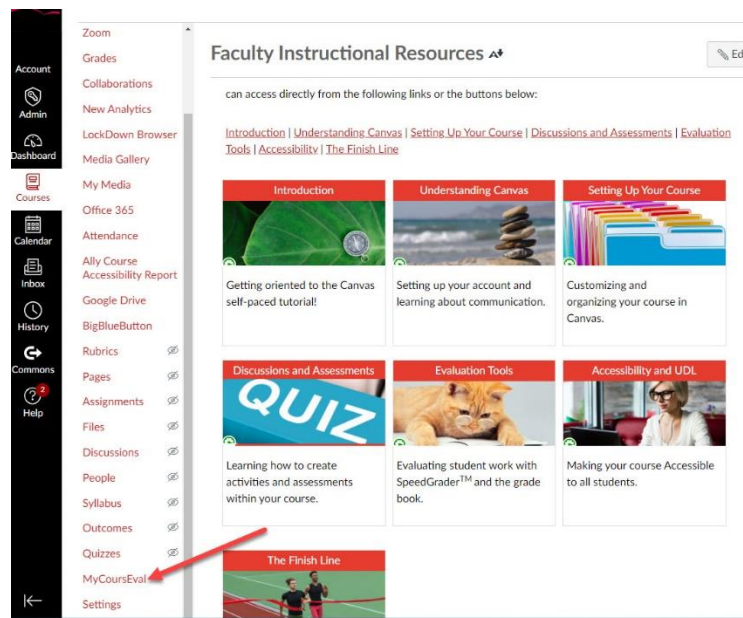
2. Click on Canvas Login:



3. Click on the “Dashboard” icon to access the “Faculty Instructional Resources” tile



4. “MyCourseEval” can be found within the panel



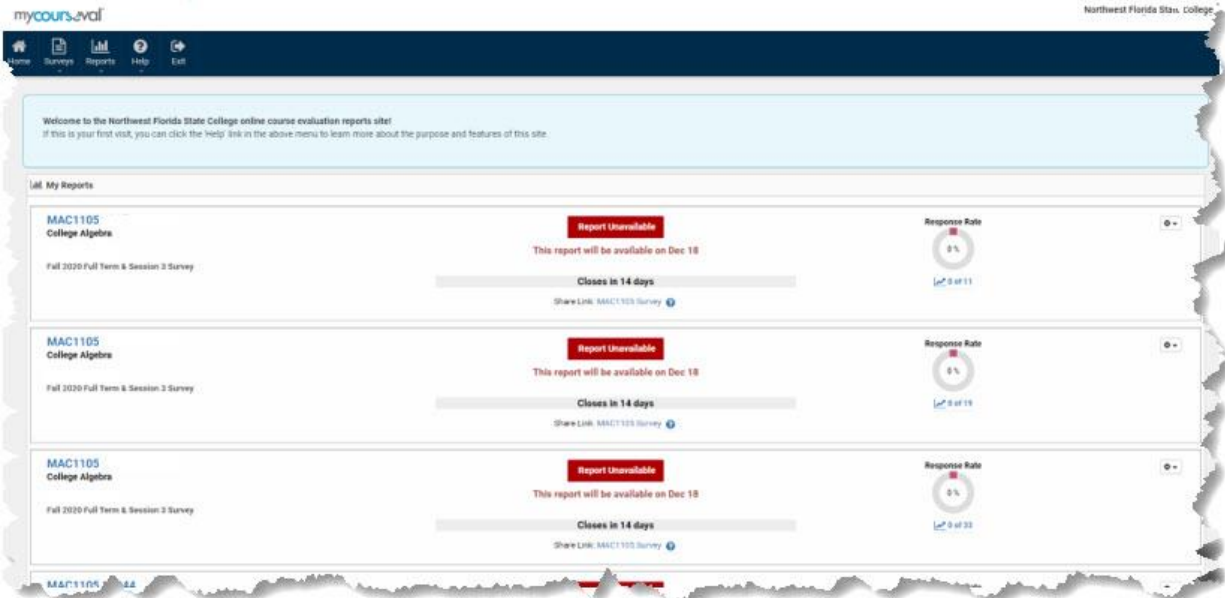
5. Progression of open surveys will be shown on the CoursEval landing page. Click on the diagonal arrow (upper right-hand side) to “Launch MyCourseEval”

The screenshot shows the mycourseeval interface. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and BigBlueButton. The main content area is titled "My Reports" and displays two survey cards. The first card is for "ASL2160 American Sign Language III" with a "Report Unavailable" status, a closing date of "Aug 15", and a response rate of 13% (1 of 8 responses). The second card is for "EEX2010 Intro Exceptional Child" with a "Report Unavailable" status, a closing date of "Aug 15", and a response rate of 29% (5 of 17 responses). A red starburst graphic highlights a diagonal arrow icon in the top right corner of the ASL2160 survey card.

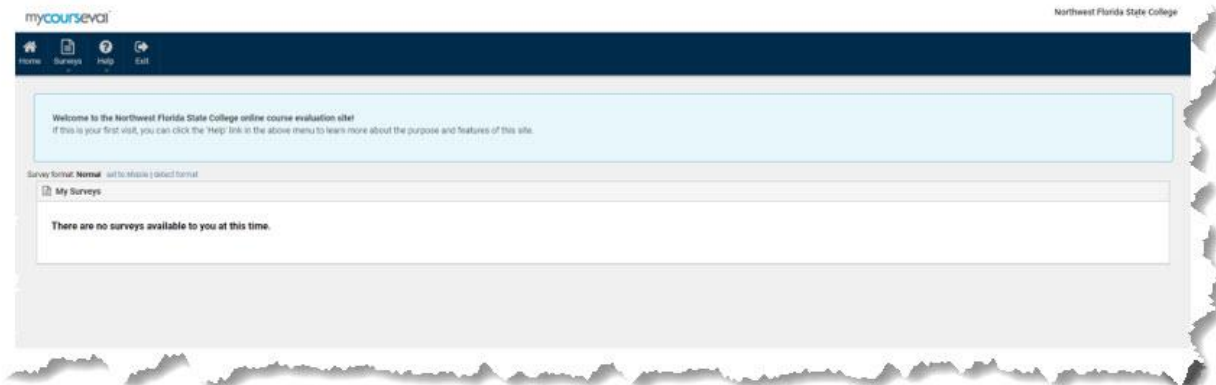
\*Navigating “My Reports and Surveys” (pg.7)

## Navigating My Reports and Surveys

1. The CourseVal page may look one of two ways when entering the page.
  - a. If there is an active survey for the current semester:



- b. If there are no active surveys:



## How can students send proof of survey submission?

When a student submits their survey, they can then click on the “Completed” tab and “Send Proof”. The instructor is then notified that the survey has been completed but does not show the content of the survey until a week after the course has been closed.

Student view:

Course Number	Course Name	Survey Name	Responsible Faculty	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
MUT1111	Music Theory I	Fall 2021 Full Term, Sessions 3 & 4		38%	<del>Dec 13, 2021 1:53 PM Send Proof</del>	Dec 14, 2021 11:59 PM Survey Closed	
MUT1241	Ear Training and Sight Singing	Fall 2021 Full Term, Sessions 3 & 4		38%	Dec 13, 2021 1:49 PM Send Proof	Dec 14, 2021 11:59 PM Survey Closed	
MVV1211	App Music Voice I	Fall 2021 Full Term, Sessions 3 & 4		50%	Dec 13, 2021 1:46 PM Send Proof	Dec 14, 2021 11:59 PM Survey Closed	
ENC1102	English Composition II	Fall 2021 Full Term, Sessions 3 & 4		17%	Dec 13, 2021 1:45 PM Send Proof	Dec 14, 2021 11:59 PM Survey Closed	
MWV1211	Applied Piano I	Fall 2021 Full Term, Sessions 3 & 4		30%	Dec 13, 2021 1:38 PM Send Proof	Dec 14, 2021 11:59 PM Survey Closed	
MUN1340A	NWFSC Show Choir I	Fall 2021 Full Term, Sessions 3 & 4		57%	Dec 13, 2021 1:36 PM Send Proof	Dec 14, 2021 11:59 PM Survey Closed	
STA2023	Statistics	Fall 2021 Full Term, Sessions 3 & 4		20%	Dec 13, 2021 1:34 PM	Dec 14, 2021 11:59 PM	

## Retake the Survey:

If a student decides to change answers, they can retake the survey. After “submitted” and **before** the ‘Survey Close Day Time’ students can “Take now” again.