

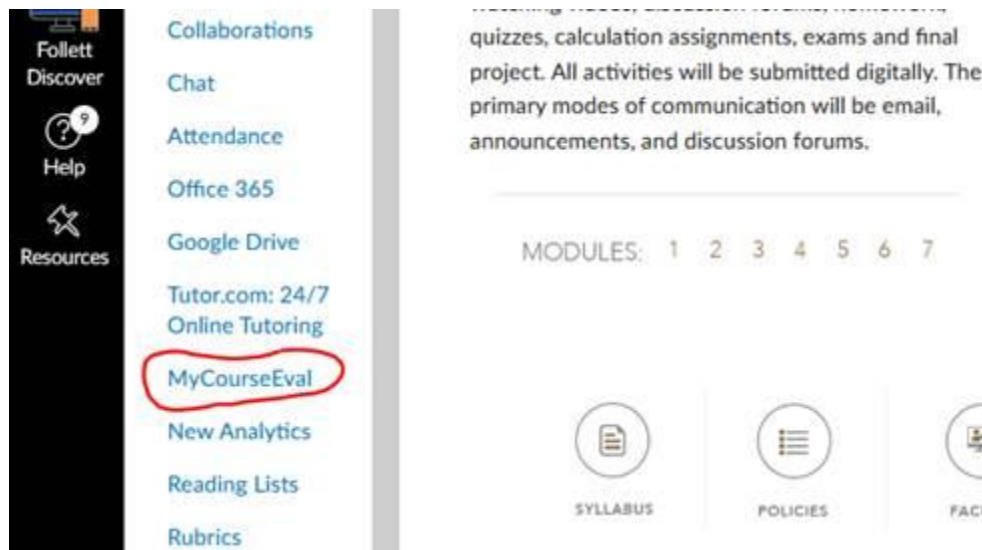
How to access course evaluation survey

Option 1. Through Canvas.

Please check to see if the **MyCourseEval** link is available on your Canvas. If the link is not set up, please follow the below instructions to make it active asap. If you still encounter difficulties, call DoIT for help!

Instructions:

Step 1: Check your Canvas and you course should have this link (MyCourseEval) available to students.



Step 2: If you are prompted with a single sign-on screen please select “Use Single Sign-On” without any Username or Password.



Option 2. Through the Survey Invitation Email.

Step 1: You will be receiving a series of survey announcements near the end of each term. Please open the email and click Login at the bottom of the screen to access the survey questions for all of your current courses.

Course Evaluation Announcement

University of North Carolina at Pembroke



Dear Roland,

The list below contains course evaluations that are assigned to you. If you are taking the graduate level courses, you have two evaluations, Student Evaluation of Instruction (SEI) and Graduate Course Analysis (GCA), to complete for each graduate course. Your participation and opinion are important.

Please take a few minutes to complete these essential questions.

This evaluation is completely anonymous, and there will be no identifying information attached to the survey when submitted. Your instructor will not see the results until the course is completed and the final grade is posted. Results will be reported at the group level, not an individual level.

The survey will remain open until the survey closes, and you can change your answers anytime during this period.

Course Num - Sec	Course Name	Responsible Faculty	Survey Open	Survey Close
MTH 101 - 112	Mathematics 101	Adams, Henry Smith, Joan	Jun 5 12:00 AM	Jul 6 11:59 PM
BIO 101 - 40	Biology 101	Adams, Henry Smith, Joan	Jun 5 12:00 AM	Jul 6 11:59 PM
CHE 101 - 2	Chemistry 101		Jun 20 12:00 AM	Jul 12 10:30 AM

Course Num - Sec	Course Name	Block	Site	Survey Open	Survey Close
MED 402 - 15	Medical Clerkship 402	Sample Clinic	2-week rot	Jun 21 12:00 AM	Jul 7 11:59 PM

Please feel free to contact us if you have any questions.

Thank you!

Course Eval Administrator
Terry Kim
CourseEvals@uncp.edu

Username: Use your campus credentials

Login

If you have problems logging in, please refer to campus policies for managing your account or use the support email below for assistance from the system administrator.

Support email: CourseEvals@uncp.edu

[Link to Site](#)

Access via mobile device or computer

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Course Evaluations

Option 2. Through the link from the MyCourseEval announcement.

Instructions:

Through out each survey period, the responsible instructors will receive a series of announcements. All of the previous survey reports can be accessed by clicking the Login button at the bottom of the announcement.

Course Evaluation Announcement

University of North Carolina at Pembroke



Dear Professor Deschain,

Good morning! This email signifies the beginning of the student evaluation period.

By receiving an automated email, students will participate in the course evaluation process entirely online this semester.

To help, we have included a list of your courses, along with expected and received numbers. Based on the current course evaluation policy and procedures, all students enrolled and registered will be included in the survey. Once the evaluation opens, all the information will be locked.

Please make sure the MyCourseEval app is enabled and unhidden in Canvas. This will allow students to access course evaluations directly from Canvas. Please contact DoIT or IR if you need help with enabling and unhidden this app in Canvas.

Graduate courses have two evaluations and are listed twice for each SEI and GCA.

Course Num - Sec	Course Name	Number Expected	Number Received	Survey Open	Survey Close
MTH 101 - 112	Mathematics 101	0	0	May 30 12:00 AM	Jun 30 11:59 PM
CHM 205	Chemistry 205	0	0	May 30 12:00 AM	Jun 24 11:59 PM extended

Course Num - Sec	Course Name	Block	Site	Number Expected	Number Received	Survey Close
MED 402 - 15	Medical Clerkship 402	Sample Clinic	2-week rot	0	0	Jul 1 11:59 PM

Please feel free to contact me if you have any questions.

Thank you for your cooperation.

Course Eval Administrator
Terry Kim
CourseEvals@uncp.edu

Username. **Use your campus credentials**

Login

If you have problems logging in, please refer to campus policies for managing your account or use the support email below for assistance from the system administrator.

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Course Evaluations

Option 3. Through IR Website

Instructions:

Visit Institutional Research Webpage at <https://www.uncp.edu/resources/institutional-research/course-evaluation> and select one of the links from "Links to Access Course Evaluation."