

## Proctor Procedures for Web-based Course Evaluations in the Individual Classroom

**Before** starting the web-based evaluations in the classroom, please take note of the following items:

1. Read all of these instructions before beginning course evaluations.
2. The instructor of the class must **not** be present when the course evaluation commences.

**Step 1:** Read the following directions to the class **before** distributing the evaluations:

*“In just a few moments, each of you will have the opportunity to start on the course evaluation for this class by logging into **Onestop**, clicking on **Web Self-Service**, selecting the **Student tab** and then the **Course Evaluations** option. The course evaluation is **completely anonymous** and you should not type your name anywhere on the evaluation. If you would like to make comments about the course, please do so by typing in your commentaries in the text boxes provided at the end of the evaluation. The comments you write will also be anonymous. The summary of evaluation will be available to the instructor **after** all grades for the course have been submitted and recorded. We encourage you to write comments, both positive and negative, but please be as courteous and professional as possible. Please wait for all to have logged in before you begin your evaluation. Once you complete the course evaluation you may have the opportunity to view your posted grade. Posted grade(s) in Banner do not necessarily reflect your final official grade. Posted grades will only be available for viewing in Banner if your professor has posted them. If you do not have a smart device to complete the evaluation please see me now. I will tell you when to begin.”<sup>i</sup>*

**Step 2:** Course Evaluations

Course evaluations may be given at any time during the class – beginning, middle, or end. After all evaluations are completed, the person in charge may do as previously instructed by the course instructor, by either dismissing the class, or asking the class to remain seated until the instructor returns to the classroom. This must be decided, in advance, between the person proctoring the evaluations and the instructor who teaches the course.<sup>ii</sup>

### Unplanned Onestop Outage

Should an unplanned Onestop outage occur please note that Web Self-Service and email are still available through their respective direct links.

- Web Self-Service using your OneStop password: <http://webss.apsu.edu>
- Student Email: <https://outlook.office365.com/>

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<sup>i</sup> If a student does not have a smart device available then you may send them to a computer lab or they may complete the evaluation at his/her convenience.

<sup>ii</sup> Academic Affairs will not implement procedures for this part of the process. It is solely left to the discretion of the instructors and the persons who administer and oversee the evaluation process in the classroom.

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