Instructions for Pre-Evaluation Deployment

- Just as you have done in the past, we encourage you to set aside time for your students to complete the course evaluation in class.
- Encourage your students to bring a smart device **(smart phone, tablet, iPad, Laptop)** to class before the day that the course evaluation will be given.
- Please note that the course terms will govern when the course evaluations will be available to your students. Course evaluations will be available to your students two weeks prior to the last day of class and will remain active until the last day of class.
- Please note that all course evaluations are completely anonymous and that we cannot track the students' progress on the evaluation or if they have completed the evaluation. At the end of the semester, after you have submitted final grades in Banner, your results will be available to you.

Resources

- If the student does not have a smart device he/she may:

  - Complete the course evaluation at his/her convenience after class
    (course evaluation will remain active for two weeks prior to the last day of class).
  - Request they visit a computer lab.

- You may schedule a computer lab visit for the entire class if preferred.

- Should an unplanned Onestop outage occur please contact the Office of Information Technology. 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/

Point of Contact
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