

# What to expect

<i>On-ground</i>	<i>Online</i>
All on-ground courses will be evaluated online.	All online courses will continue to be evaluated online.
It is encouraged to set aside time in class to administer the course evaluation and to communicate to the students the importance of course evaluations.	It is encouraged to communicate to the students the importance of course evaluations.
Students will be able to complete the course evaluation online via Onestop > Web Self-Service> Student > Course Evaluations.	Students will be able to complete the course evaluation online via Onestop > Web Self-Service> Student > Course Evaluations.
Emails to the students to notify and remind them to complete the course evaluation will continue. Faculty will be notified when the course evaluations are open and when reports are available.	Emails to the students to notify and remind them to complete the course evaluation will continue. Faculty will be notified when the course evaluations are open and when reports are available.
A proctor may be assigned to the class to administer the course evaluation. The instructor will be required to leave the classroom.	No proctor is needed.
A computer lab may be booked if preferred.	A computer lab may be used if needed.
If a student does not have a smart device then the student may finish the course evaluation at his/her convenience or go to a computer lab.	The student may complete the course evaluation via any smart device to include a laptop or desktop.
Tangible materials such as paper, envelopes, and pens are no longer needed.	Tangible materials will continue not to be utilized.
Scanning and waiting for results will cease as each faculty member has his/her own dashboard in which they can view, print and/or save the summary reports.	Waiting for results will cease as each faculty member has his/her own dashboard in which they can view, print and/or save the summary reports.
An incentive is available to the students after completion of the course evaluation. The incentive will be the opportunity to view their posted grade in Banner and be entered to win an iPad Mini 2 <sup>1</sup> .	An incentive is available to the students after completion of the course evaluation. The incentive will be the opportunity to view their posted grade in Banner and be entered to win an iPad Mini 2 <sup>2</sup> .

<sup>1</sup> 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. Please visit the Course Evaluations website for Terms and Conditions <https://www.apsu.edu/academic-affairs/course-evaluations>

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