

## Instructions for Completing the Online Course Evaluation

### Student Evaluation of Teaching

- Teaching at Oregon State University is an essential part of each instructor's responsibilities. Your responses to this questionnaire will help instructors identify quality teaching skills and methods or discover ways to improve their courses.
- Please take the time to answer each question individually and add your comments in the text box.
- Instructors will carefully consider your comments. Also, supervisors for each faculty member or instructor will use this information to encourage teaching excellence.
- Results of this form are anonymous and are not tabulated until after grades are posted.

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1. If entering the evaluation area from **Blackboard**, begin with step 2. If entering the evaluation area from **Student Online Services**, skip to **step 3**.

2. From inside Blackboard, the panel on the left describes the different **OSU Services**. Choose **InfOSU**. This will bring you to the **Online Services** page.



3. From the **OSU Homepage**, choose **Student Online Services**.



4. Choose **Online Services Quick Login**.

**Online Services Quick Login:**

Register for classes online, change your pin, display your grades, receive your account summary, view holds, view transcripts, view or update your address. Includes your personal Financial Aid & Scholarship Information! Check your award and scholarship status. View academic progress. Check outstanding document requirements. Review awards and award history. View academic transcript. Verify enrollment and degrees.

5. Login with your ID and GAP.

OSU ID:  (a 9 digit number)  
GAP:  (a 6 digit number)

6. At the **OSU Online Services** page, choose **Student Records**.

**Registration**

Add and drop classes; Look-up classes to add; Change your class credits; View your class schedule, View your registration status.

**Student Records**

Display your grades and transcript; View your holds; Request an official transcript; Obtain an enrollment certification through the National Student Clearinghouse.

**Account Information**

Display Charges/Credits and Payments to your account.

7. Choose **Course Evaluation**.

8. Select a course to evaluate from the **drop-down menu**.

- Click the **Evaluate** button.

Courses Available:  Evaluate

H 434  
H 458  
H 459  
MUS 346  
PAC 126  
WR 121

NOTE: You must have JavaScript enabled in your browser in order to use this online evaluation tool.

9. Complete each question by selecting the **button** that corresponds to your answer.

- Click **Next** to continue to the next set of questions.
- Click **Reset** to clear the responses on the current page.
- Click **Start over** to clear all responses and start the evaluation from the beginning.

10. After the multiple-choice questions you may choose to make additional comments in the text box. These comments are very helpful to your instructor and are used to improve the course.

- Click **No** if you have no additional comments. This will submit the evaluation.
- Click **Yes** to go to the comment form.
  - Enter your additional comments in the appropriate **text field**.
  - Click **Reset** to clear the responses on the current page.
  - Click **Submit** to complete the evaluation.