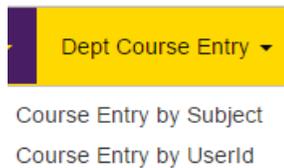
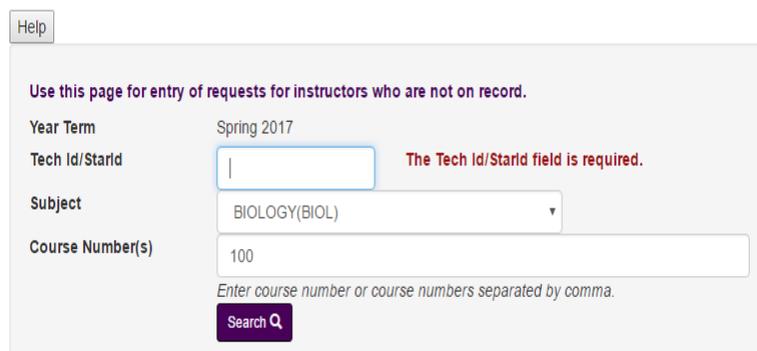


How do I submit a course evaluation request for a teaching assistant not listed on the MSU course schedule?

1. Under **Dept. Course Entry** menu on the top of the screen you can view the following 2 types of request categories.



2. Select **“Course Entry by Subject”** to submit TA’s course evaluation requests who are not on record (not listed on MSU Course Schedule). You will view the following screen.

A screenshot of a web form titled "Use this page for entry of requests for instructors who are not on record." The form includes a "Help" button in the top left. The "Year Term" is set to "Spring 2017". The "Tech Id/StarId" field is empty and has a red error message: "The Tech Id/StarId field is required." The "Subject" field is a dropdown menu with "BIOLOGY(BIOL)" selected. The "Course Number(s)" field contains "100" and has a note below it: "Enter course number or course numbers separated by comma." A purple "Search" button with a magnifying glass icon is at the bottom.

- a. Enter the Tech Id or Star Id of the Teaching Assistant.
 - b. Select the subject of the courses they are teaching.
 - c. Enter the Course number(s) of the courses they are teaching, separated by comma.
 - d. Click the **Search button**.
3. On the next page under **“Course Evaluation”** heading you can view the following three types of request categories:
 - a. Under **“Not Requested – Submit Course(s) for Evaluation”** you can find the list of courses that have not been submitted for evaluation during the current semester. You can submit evaluation requests for these courses.
 - b. Under **“Submitted Course Evaluation Requests”** you can find the list of courses that have been previously submitted for course evaluations.

- c. You can view the list of “**No Evaluation Needed**” courses by selecting the “**Course Evaluation**” tab on the top menu bar and then select ‘No Evaluation Needed’.



4. Under “**Not Requested – Submit Course(s) for Evaluation**” heading, select the evaluation options (Form, Method, Session, Your Course End Date) for multiple single courses or one group of combined courses.

I. Selection of Forms, Methods, Session and Your Course End Date

- a. **Form:** Select a form (Form A, Form B etc.) from the drop down list. There are links at the bottom of the page that shows the content of the forms. Please note that you need to select “**Form O**” for online courses and “**Form D**” for lab courses.
- b. **Method:** Select from the drop down list the method of delivery of the course evaluation survey to the students.
- c. **Session:** Select if your course is a Full-Term or Short-Term Course.
- d. **Your Course End Date:** Select the date when you intend the students to complete the evaluation. This date is normally a few days before the official end date of the course.

II. Requesting Evaluation for Single Courses

- a. Complete selection of Forms, Methods, Session and Your Course End Date.
- b. You may check multiple checkboxes to the left of the courses for which you want to request evaluation and need the same selection of Forms, Methods, Session and Your Course End Date. **Do not** check the “**Combine Course(s)**” checkbox.
- c. Click **Continue** button.
- d. Review the request, if everything is correct, click the **Submit** button. If changes need to be made click the **Back to Selection List** button to redo your requests, as necessary.
- e. After submission you will be returned to the first page for entry of additional requests.

III. Grouping of Courses into one Evaluation Request

- a. Complete selection of Forms, Methods, Session and Your Course End Date.
- b. You can combine multiple courses/sections to receive a consolidated survey form for all courses/sections. The combined classes/sections need to have the same form, method, your end date, same instruction type (lec, lab, etc.) and must belong to same department.
- c. To combine multiple courses into one evaluation, check the “**Combine Course(s)**” checkbox. You must select at least two courses. You can combine only one group at a time.
- d. Check the checkbox to the left of all the courses that you want to combine in one group.
- e. Click **Continue** button.

- f. Review the request, if everything is correct, click the **Submit** button. If changes need to be made click the **Back to Selection List** button to revise your requests, as necessary.
- g. After submission you will be returned to the first page for entry of additional requests.

Special Note: Once a request (single or combined) has been confirmed you cannot make changes. A request to delete a submitted evaluation needs to be sent to msu-classclimate@mnsu.edu within 24 hours of confirmation. You will need to include Instructor TechID, Instructor name, CourseIDs, Subject and Course names in your email. After deletion you can submit a new request.

IV. Selecting Courses for which no Evaluation is needed

- a. If you do not need an evaluation for a course click the **“No Eval Needed”** button to the right of the course. This will remove the course from the list of courses. If you later change your mind you can re-instate the course back by:
 - i. Going to the menu **“Course Evaluation.”**
 - ii. Selecting the **“No Evaluation Needed”** menu option.
 - iii. Clicking the **“Include Evaluation”** button to the right of the course.

It is important that you select **“No Eval Needed”** for courses that do not need evaluation. Otherwise, the faculty will receive **reminder registration emails**.