

## Goal

*The purpose of this document is to guide students in completing the evaluation of courses and course instructors in the School of Dentistry. This electronic application is designed to measure student evaluation of instruction.*

- ❖ If at any time you need help, you can click on the **CourseEval Help** link in the **Help Menu** at the top right of the screen. If you don't find what you need in the documentation, you can click **Contact Site Admin** in the **Other** menu to send e-mail to [Dental Informatics](#) regarding your questions, or call, at 503-494-8869.

## To Login

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- Go to the site <https://sodapp2.ohsu.edu/etw/etalus.htm>
- Click **CourseEval**

- **First time login**

- Your user name will be the same as your Novell username. Your CourseEval password will have been sent to your OHSU GroupWise e-mail address along with basic instructions on how to log in.
- Example login:
  - User Name: smithj
  - Password: 123456789

- Enter your user name and password
- Click **Log In**

- You should now be at the welcome screen.

You can access your GroupWise email from home! Just open your favorite web browser and go to <http://www.ohsu.edu/gwsecure>.

If you need your Groupwise password, please contact the ITG Helpdesk at 503-494-2222.

If you need to retrieve your password, you can click on "Forget your Password?" at the CourseEval Login screen and enter your OHSU GroupWise e-mail address to have your login information resent to you.

## 1<sup>st</sup> Time Logging In and/or Changing Password for CourseEval

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It is important to change your password upon initial login. Think of something that would be easy for you to remember, but hard for somebody to guess. Write it down somewhere that only you know where it is, and don't leave it where others can see it.

- Click **Change Password** located in the **Other** menu at the top right of the screen.
  - A new window will open with boxes that say **New Password** and **Confirm New Password**.

- Enter your new password in both boxes and click **Save**.
  - The window will close and you will be back at the Welcome Screen.

## Taking Surveys

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- Click on **Survey List** in the **Surveys** menu at the top right of the screen to display the list of surveys available to you.
  - You will now see a list of surveys, showing the course name, course number, course director, the submission deadline for the course evaluation, and a button labeled **Take Now**.
- Click the **Take Now** button corresponding to the survey you want to take.
  - You will be presented with a number of questions in different categories. The questions with a red **\*** next to them must be completed; the others are optional.
  - The questions will either be multiple choice, or have a box for you to enter text, such as general comments on a course.
  - The general questions about the course will come first, and at the bottom of the page, if there were multiple instructors for the course, you will be prompted to choose all of the instructors you worked with during the term.
- Click the check box by each applicable instructor, and click the **Save and Continue** button.
  - You will now be presented with questions related specifically to the instructor, for each of the instructors that you checked on the last page.
- Click the **Submit Survey** button at the bottom of the page once you have completed all of the questions.
  - You will be returned to the **Survey List** page.
- Click **Log Out** in the top right of the **Survey List** page once you have completed all of your surveys.