

STUDENT COURSE EVALUATIONS GUIDE

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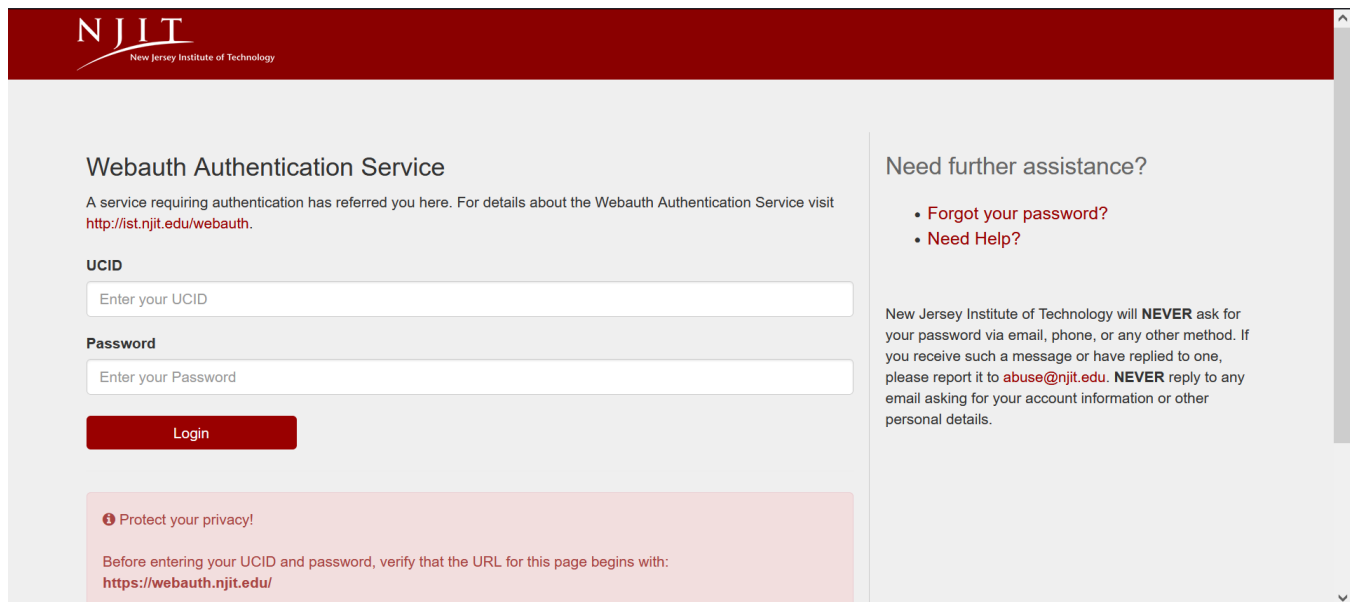
STUDENT GUIDE

ACCESS YOUR EVALUATIONS

You will be able to access your evaluations through either your school's Learning Management System (LMS), or through notifications and links provided to you.

Highlander Pipeline

Log in to NJIT's Web Authentication Service as you normally would with your regular student username and password.



The screenshot shows the NJIT Webauth Authentication Service login page. At the top left is the NJIT logo. The main heading is "Webauth Authentication Service". Below it, a message states: "A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>." There are two input fields: "UCID" with the placeholder "Enter your UCID" and "Password" with the placeholder "Enter your Password". A red "Login" button is positioned below the password field. To the right, under the heading "Need further assistance?", there are two links: "Forgot your password?" and "Need Help?". A security warning at the bottom left reads: "Protect your privacy! Before entering your UCID and password, verify that the URL for this page begins with: <https://webauth.njit.edu/>".

Figure 1: NJIT login page

Select student services from the tab on the left. Scroll down to find Canvas Learning Management System or Navigate where Course Evaluations can be found.

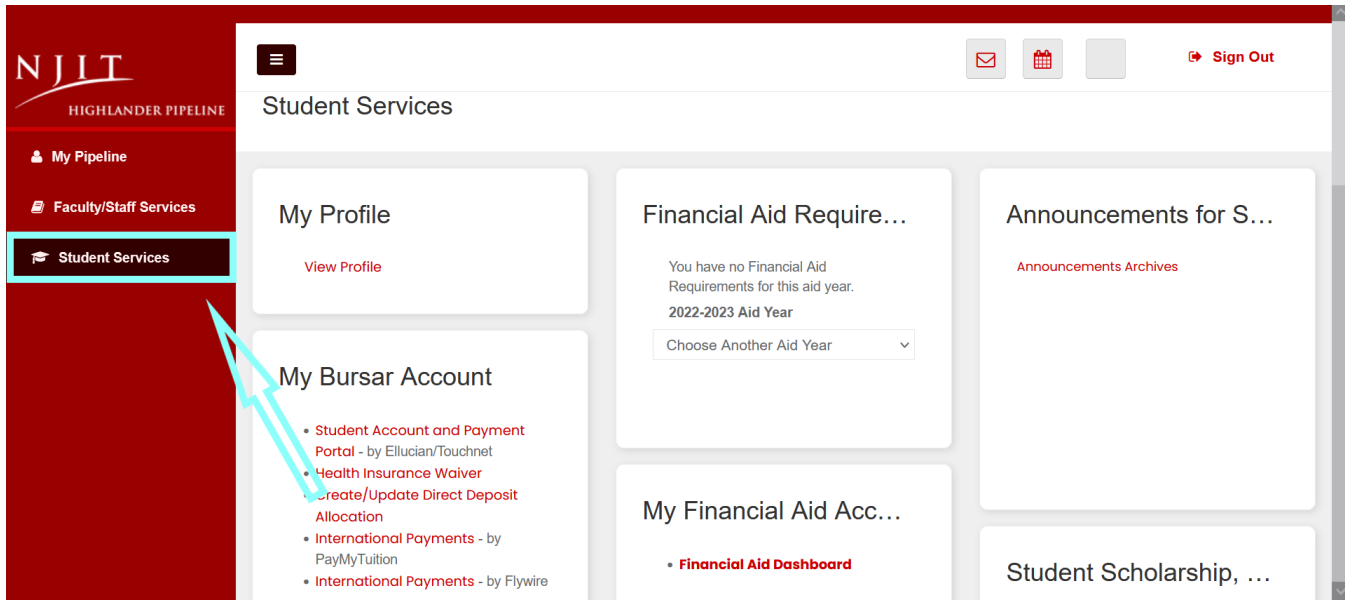


Figure 2: NJIT Students Services Page

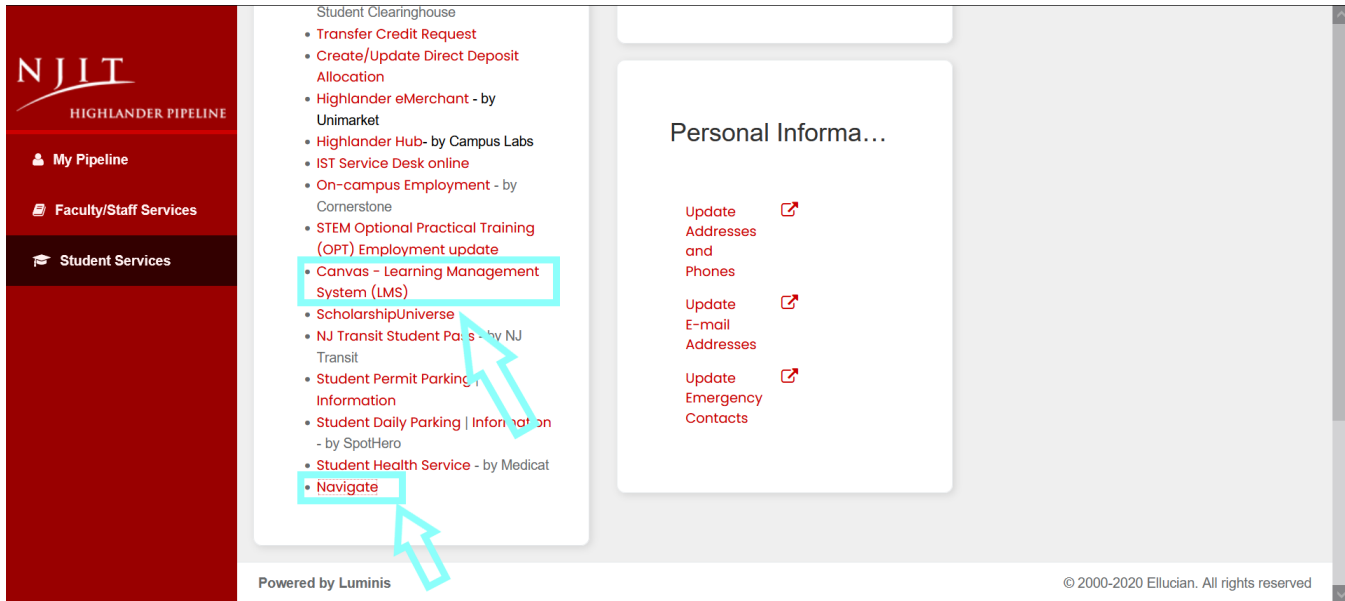


Figure 3: NJIT Students Services Page

Canvas

Log in to Canvas as you normally would with your regular student username and password.

CANVAS

Email
johnsmith@outlook.com

Password
.....

Stay signed in

[Forgot Password?](#)

[Log In](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

Figure 4: Canvas login page

A pop-up window may appear with a list of your open evaluations and a link to each for easy access. If you do not see this window, continue from your dashboard.



Please provide feedback for the following courses:

[PY2106-C-I](#)

Due April 30, 2021

[WS2512-C-I](#)

Due April 30, 2021

Remind me Later

Figure 5: Canvas evaluation pop-up window

From your dashboard, select **Account** found in the left side-pane. Then click **My Surveys and Evaluations** to access your list of evaluations.

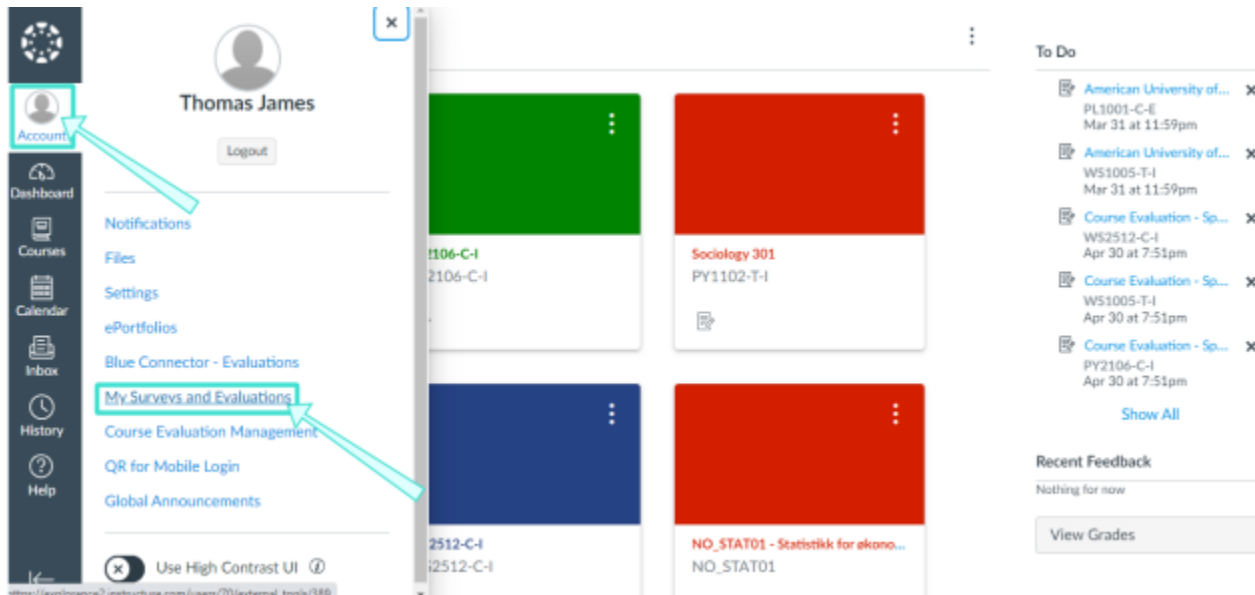


Figure 6: Canvas dashboard

Select an evaluation from the list to begin. To learn more, see [Complete your evaluation](#).

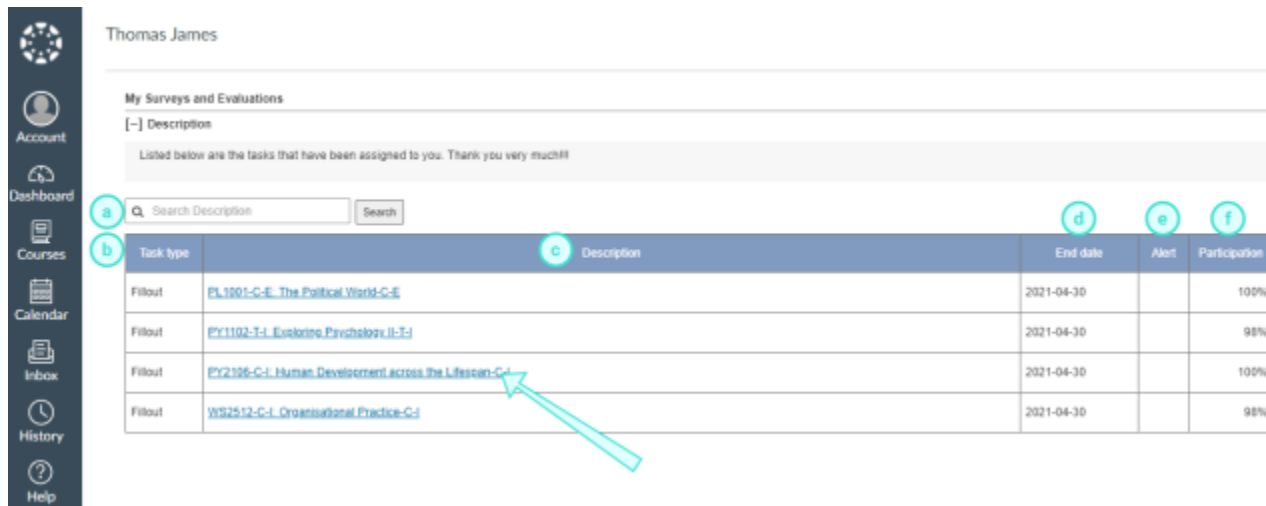


Figure 7: Canvas LMS evaluation list features

EVALUATION LIST FEATURES

- a. **Search bar** - Allows you to perform a keyword search and locate a specific evaluation.
- b. **Task type** - Displays the type of task that has been assigned to you for this evaluation.
- c. **Description** - Displays the evaluation name and link.
- d. **End date** - Displays the deadline to complete the evaluation.
- e. **Alert** - Indicates if notifications have been enabled or disabled for this evaluation.
- f. **Participation** - Shows the rate of total participation for the evaluation.

FROM NOTIFICATIONS OR LINKS

Email

If you received an email for your evaluation:

1. Open the email.
2. Click on the link provided in the email's message (blue.njit.edu/blue). You will be directed to your list of evaluations.

IMPORTANT

Typically when you access your evaluations, you will be automatically authenticated through your school's single sign on and you can skip the step of signing in. **However, you may be asked to sign in to your school's portal to access certain evaluations.** If you do see your school's login page:

Log in as you normally would with your regular school username and password. You will be directed to your evaluations.

johnsmith@outlook.com

.....

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

Figure 11: Regular school login

You may also encounter the Blue login page instead of your school's. Expand **Blue login page** for further instructions.

Blue login page

If you are directed to the Blue login page:

1. Select the group that applies to you from the drop-down list in the first box. If there is no drop-down list, or you do not see the first box at all, then skip to the next step.
2. Enter the username and password provided to you by your school.
3. Click **Sign In** and you will be directed to your evaluations.

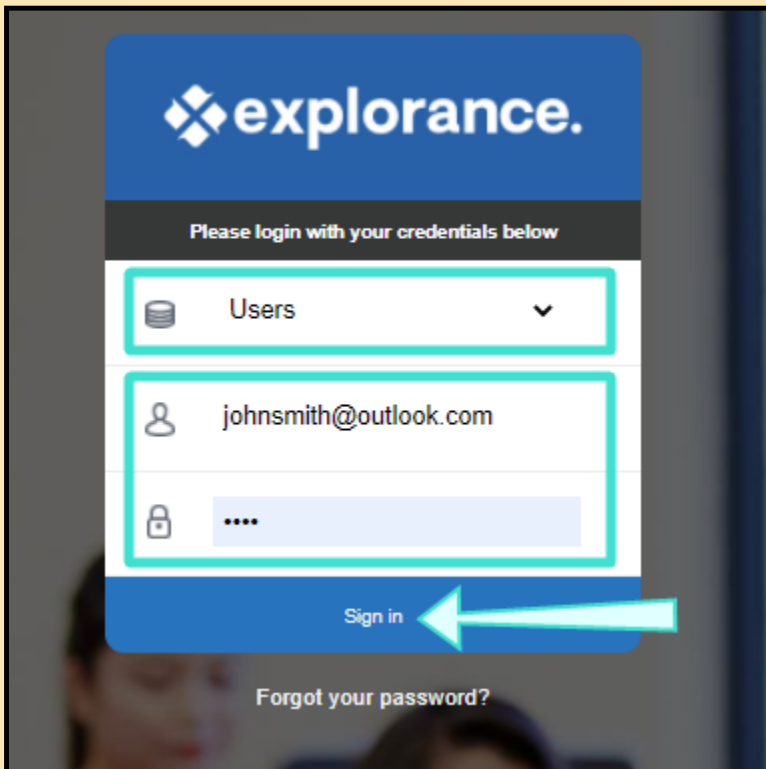


Figure 12: Blue login page

Forgot your password?

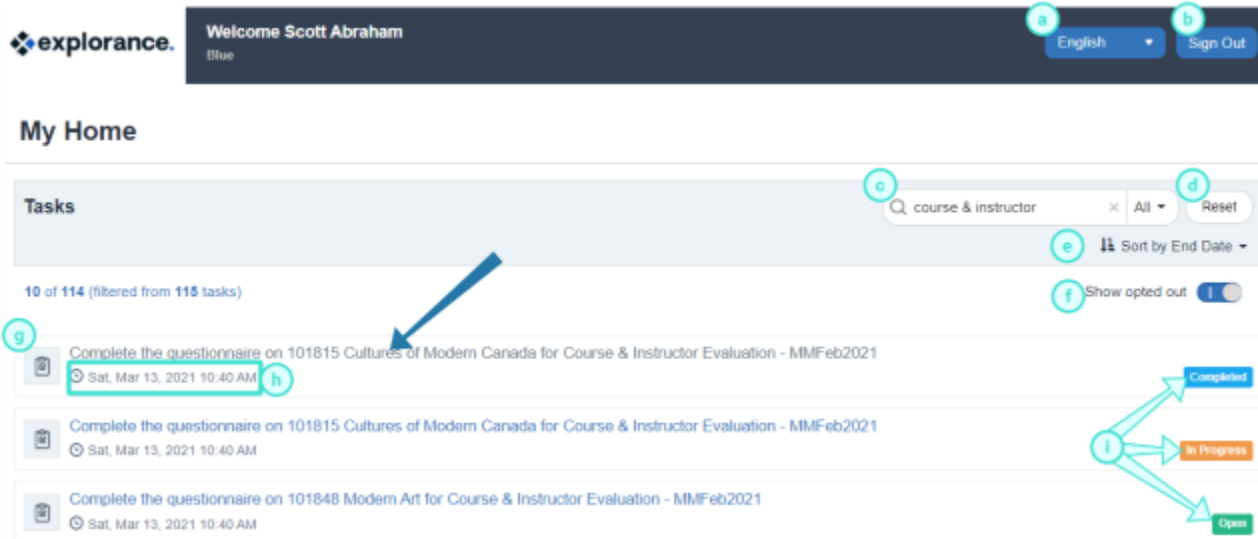
Clicking forgot your password from here will not change your regular school username.

1. Click **Forgot your password** if you lost or cannot remember the password provided to you by your school.
2. Select the group that applies to you from the drop-down list. If there is no drop-down list, or you do not see the first box at all, then ignore this and continue to the next step.
3. Enter your regular school username or a username that was provided to you by your school.
4. Enter the security code as it is shown.
5. Click **Submit** . A temporary password will be sent to your email account within a few minutes.

The image displays two screenshots of the Explorance user interface. The left screenshot shows the login page with the text "Please login with your credentials below". It features a dropdown menu for "Users", a text input for "johnsmith@outlook.com", and a "Password" field. A red box highlights the "Forgot your password?" link at the bottom, with a red arrow pointing to it. The right screenshot shows the password reset page with the heading "To reset your password, please submit your Username". It includes a dropdown menu for "Users", a text input for "johnsmith", a security code display showing "5ftKZ" with the note "Not case-sensitive", and a text input for "5ftKZ". A red box highlights the "Submit" button at the bottom, with a red arrow pointing to it.

Figure 13: Forgot your password

Select an evaluation from your list to begin. To learn more, see [Complete your evaluation](#).



The screenshot shows the Explorance user interface. At the top, there is a dark navigation bar with the Explorance logo, the user name 'Welcome Scott Abraham', and buttons for 'English' and 'Sign Out'. Below this is the 'My Home' section. A 'Tasks' filter bar contains a search input 'course & instructor', a dropdown menu 'All', and a 'Reset' button. A 'Sort by End Date' dropdown and a 'Show opted out' toggle are also present. The main content area displays a list of tasks. The first task is 'Complete the questionnaire on 101815 Cultures of Modern Canada for Course & Instructor Evaluation - MMFeb2021' with an end date of 'Sat, Mar 13, 2021 10:40 AM'. The status of this task is 'Completed'. The second task is 'Complete the questionnaire on 101815 Cultures of Modern Canada for Course & Instructor Evaluation - MMFeb2021' with an end date of 'Sat, Mar 13, 2021 10:40 AM' and a status of 'In Progress'. The third task is 'Complete the questionnaire on 101848 Modern Art for Course & Instructor Evaluation - MMFeb2021' with an end date of 'Sat, Mar 13, 2021 10:40 AM' and a status of 'Open'. Callouts a-i point to various UI elements: a (Language), b (Sign Out), c (Search bar), d (Reset), e (Sort), f (Show opted out), g (Evaluation name), h (End date), and i (Status).

Figure 14: Blue evaluation list features

EVALUATION LIST FEATURES

- a. **Language** - Choose the page language.
- b. **Sign Out** - Sign out of your profile.
- c. **Search bar** - Allows you to perform a keyword search and locate a specific evaluation.
- d. **Reset** - Reset search filtering options to default.
- e. **Sort** - Sort evaluations listed on the page.
- f. **Show opted out** - Displays evaluations that you opted out from.
- g. **Evaluation** - Displays the evaluation name and link.
- h. **End date** - Displays the date that this evaluation is set to end.
- i. **Status** - Indicates the status. An evaluation can be Open (not yet started), In Progress (started but incomplete), or Completed (submitted and nothing left to do).

COMPLETE YOUR EVALUATION

You have arrived to the first page of your evaluation. Your survey form may look different for each evaluation you complete, so please read the instructions carefully.

- Click **Start Now** to begin your evaluation.

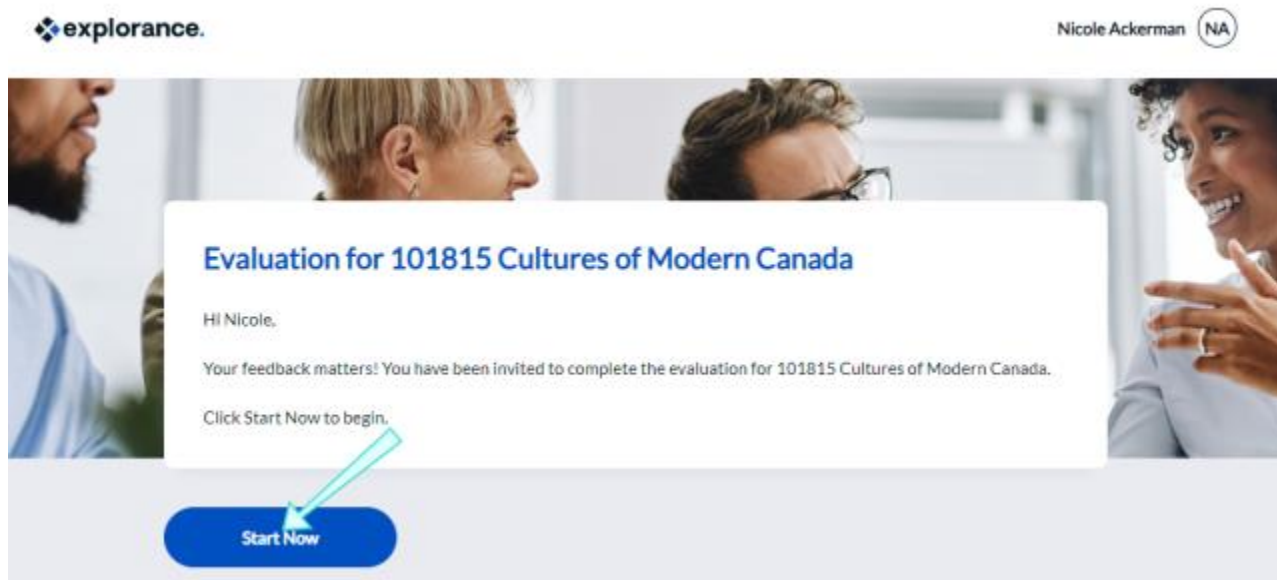


Figure 15: Evaluation welcome page

You may have several pages to complete in your evaluation. On each page:

- Select or input responses that most accurately reflect your opinion.
- Click **Next** to access the next page.

Evaluation for 102033 Graphics

Please evaluate the following aspects of the course: *

					Comments
	Fair	Neutral	Good	Excellent	
Course content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Exceeded my expectations.
Course reading materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Very informative.
Classroom physical environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Satisfactory experience.

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Figure 16: Basic evaluation page

- Mandatory question** - A red asterisk next to a question means the question is mandatory and must be completed in order to continue.
- Summary** - Opens the summary page, which displays a list of all questions and the responses you have provided. **Note: Not all surveys include a Summary page.**
- Save** - Saves your responses, which allows you to exit the evaluation and come back at a later time. **Note: Some surveys may not allow you to save your responses until submitted.**
- Previous** - Opens the previous evaluation page allowing you to change your responses.
- Next** - Opens the next page in the evaluation.

You may be presented with a page asking you to choose your instructor:

- Select one or more instructors.
- Click **Next** to continue the evaluation.

Evaluation for 101815 Cultures of Modern
Canada

Summary

Save

Choose your instructor: *

Please select Instructors



Annette Fong



Kent Knightley



Mandy Bush



Philippe Holly

[Back to Top](#)

Previous

Next

Figure 17: Choose your instructor

You have reached the end of your evaluation when you see a **Submit** button.

- Click **Submit** when you are done and a thank you message should appear.

IMPORTANT

Your evaluation is not complete until you click **Submit** and see a thank you message.

Evaluation for 101848 Modern Art

Save

Approachability if I had a problem

Progress indicator with 5 radio buttons, the third one is selected.

Please provide any comments about Bernard Baker.

Bernard Baker

He was very knowledgeable when it came to post-modern artwork.

62

Character limit: Max 76

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Previous

Submit

Figure 18: Submit

Not every evaluation has a Summary page, but when it is present, this is the final page, so remember to **submit** your survey at the bottom.

On the summary page you can:

- Click **Modify** to change your response to a question. You will be taken to the proper place in the evaluation so that you can update your response.
- Click **Submit** when you are done. You should see a thank you message after submitting.

IMPORTANT

Your evaluation is not complete until you click **Submit** and see a thank you message.

Summary

Please evaluate the following aspects of the course: *

- Course content
 - Excellent
 - Comment: Exceeded my expectations.
- Course reading materials
 - Excellent
 - Comment: Very informative.
- Classroom physical environment
 - Good
 - Comment: Satisfactory experience.

Please evaluate Bernard Baker on the following:

- Ability to communicate clearly in class
 - Neutral
- Subject Matter Expertise
 - Good
- Approachability if I had a problem
 - This question was not answered.

Please provide any comments about Bernard Baker.

- This question was not answered.

[Back to Top](#)

Previous Next **Submit**

a

Answered

b

Modify

Partial

Modify

No Response

Modify

Figure 19: Summary page

- a. **Question status** - Indicates if you have provided a response to the question. **Note: Mandatory questions that do not have a response will be outlined in red.**
 - **Answered** - You have responded to the question.
 - **Partial** - You have provided a response, but additional information is expected.
 - **No response** - You have not responded to the question.
- b. **Modify** - Allows you to modify your responses to questions and takes you directly to the question's page.

After submitting, you may see additional evaluations listed. If so, you can continue to your next evaluation.

- Click **Start Now** to open the next evaluation.
- Click **View All** if you wish to view the complete list of all of your evaluations in a new page.

The screenshot displays a user interface for Explorance. On the left, a white box contains a success message: "Your responses have been submitted successfully!". Below this, it states, "We put feedback at the core of everything we do. We greatly appreciate you taking the time to complete this learning evaluation." and "Thank you for providing your feedback." On the right, a list of three tasks is shown, each with a "Start now" button. The tasks are: "101848 Modern Art" (Open, Ends on: 2021-05-08), "102033 Graphics" (Open, Ends on: 2021-05-08), and "201821 Bioarchaeology" (Open, Ends on: 2021-05-08). A "View All" button is located at the bottom of the task list. Red arrows highlight the "Start now" button for the first task and the "View All" button.

Your responses have been submitted successfully!

We put feedback at the core of everything we do. We greatly appreciate you taking the time to complete this learning evaluation.

Thank you for providing your feedback.

101848 Modern Art	● Open	Ends on: 2021-05-08	Start now
102033 Graphics	● Open	Ends on: 2021-05-08	Start now
201821 Bioarchaeology	● Open	Ends on: 2021-05-08	Start now

View All

Figure 20: Thank you message and task list

