Online Student Evaluations for DGCE courses instructions:

Introduction:

The purpose of these evaluations is intended to measure your reactions to this instructor and course. Results will be compiled and reported to the instructor in summary form. Your individual responses will remain anonymous. Select the best response for each of the following statements. Leave a response blank only if it is clearly not relevant. Please make your choice by click on the appropriate radio button.
Log into Online Student Services as you would normally do to view your grades:

Students, Faculty and Staff:

Please enter your College Wide ID below preceded by a capital A. For example, if your CWID is 10023877 you would enter, A10023877. Then, enter your Personal Identification Number (PIN). When finished, click Login.

Please note: your CWID with the capital A is your CWID for all online services.

To protect your privacy, please Exit and close your browser when you are finished.

Access to online services at Westfield State College will not be available from 2:30 a.m. - 5:30 a.m. daily. Please do not try to access the system during these times. Thank you.

While using this system, if you are inactive for more than 30 minutes, you will be automatically logged out.

On February 1, 2006 the college will use e-mail as a method for sending official communication to students. Click here for more information.

User ID: 
PIN: 

Login  Forgot PIN?
Click on Student & Financial Aid:
In order to evaluate before grades have been posted on the announced date for the end of the semester.

You should go to the Active Registration section of Online Student Services show below.

If the grades have been posted for the current semester then you must go the Student Records section and navigate to either the Academic Transcript or the Final Grades page to evaluate your courses.

See below for instructions on filling out your evaluation and then displaying your grade.
Click on Student Records or Registration:
Click on Active Registration:
Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:

Follow the instructions in EVALUATE
Click on Final Grades:

Student Records

View Holds
Final Grades
Grade Detail
Academic Transcript
Account Summary by Term
Account Summary
Select Tax Year
Tax Notification
Degree Evaluation
Course Catalog
View Student Information
Class Schedule
Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:
If you are trying to view your grades through the Academic Transcript menu, please select level and type:
Courses for which online evaluations are designated with the Evaluate Link at which time you can evaluate your course instructor:
EVALUATE

Once you click on the evaluate link, you may fill out the evaluation by clicking on the individual questions until you have finished.

Instructor/Course Evaluation

Student Evaluation:
Please indicate your level of agreement with the following statements by selecting the choice that is most applicable.

Please select:
SA - Strongly Agree  A - Agree  N - Neutral
D - Disagree  SD - Strongly Disagree  NA - Not Applicable

<table>
<thead>
<tr>
<th>Learning</th>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I found the course intellectually challenging and/or stimulating.</td>
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<td>2. The teaching methods and techniques used contributed to my learning.</td>
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<td>3. The readings, homework, and other assignments contributed to my understanding.</td>
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<td>4. The instructor contrasted the implications of various theories when appropriate.</td>
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<td>5. The instructor presented sufficient background for course concepts.</td>
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<td>6. The instructor presented current developments in the field.</td>
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</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. The course materials were well-prepared.</td>
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<td>8. The course objectives specified in the course were covered.</td>
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<td>9. The instructor's presentations were well-organized.</td>
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</tbody>
</table>
Click “Submit” to submit the evaluation:

If grades have not posted then you can close out and return to Online Student Services.

NOTE: If you complete and evaluate each course before grades have posted then your grade will automatically be visible on the Final Grades or Academic Transcript page when grades are available.

If you have waited until after grades have posted, then you may close the evaluation and click the refresh button on the “Final Grades” or “Academic Transcript” page for a particular course.