

# ONLINE COURSE EVALUATIONS

I – Go to the WWW site

[http://www.courses.umd.edu/online\\_evaluation](http://www.courses.umd.edu/online_evaluation)

II- Login to the site. There is a help box if you have questions about the appropriate login ID and password

III – You will have access to evaluations only for those courses for which you are enrolled **and** that are using online evaluations

IV – Select the course and follow the prompts to the survey

V – Answer the survey questions.

**You must select “SAVE ANSWER” for each question.**

**You must select “FINISH” at the end of the survey to complete the survey.**

**NOTE** You can leave the survey at any point and come back and complete it at a later stage. However, your previous responses will be saved **ONLY** if you have selected “SAVE ANSWER”. You can change your answers at any time. They become permanent only when “FINISH” is selected. If you select “FINISH” before completing the survey, you will see a prompt identifying the unanswered questions.

If you are having problems with the system, check the instructions on Browser Setting on the opening page of the evaluation system.