

COMPLETING YOUR ONLINE COURSE EVALUATION

A simple step by step process!

Step 1. Receiving an email.

- **Two (2) weeks prior** to the end of your course (second last class).
- Check your **@dominicanu.ca** email account (*via Google*).
- You will receive **a message** with a link to the online evaluation.
- Expect a **separate email for each course** that you are taking.

Accessing the course evaluation link.

Evaluation de cours/ Student Course Evaluation



Inbox x



@dominicanu.ca>

10:25 (7 minutes ago) ☆



Bonjour,

Vous avez récemment complété le cours **xxx1234**, *titre xxxxx* avec le professeur xxxx. Vous trouverez [ci-joint un hyperlien](#) qui vous donnera accès au formulaire d'évaluation de cours en format électronique.

<https://goo.gl/forms/tDPmLtrPsvZR3UnV2> (français)

Nous vous demandons de bien vouloir compléter cette évaluation le plus rapidement possible en cliquant sur le lien fourni, afin que nous puissions faire la compilation des résultats qui doivent être rendus au professeur et au doyen.

L'information que vous soumettez reste entièrement confidentielle. Votre opinion et vos suggestions nous tiennent à coeur et servent à assurer la qualité des cours que nous vous offrons.

Merci de votre participation et bonne continuation de votre été!

Hello,

You recently completed the course **xxx1234**, *title xxxxx* with professor xxx. A [hyperlink](#) is attached which gives you access to an online course evaluation questionnaire.

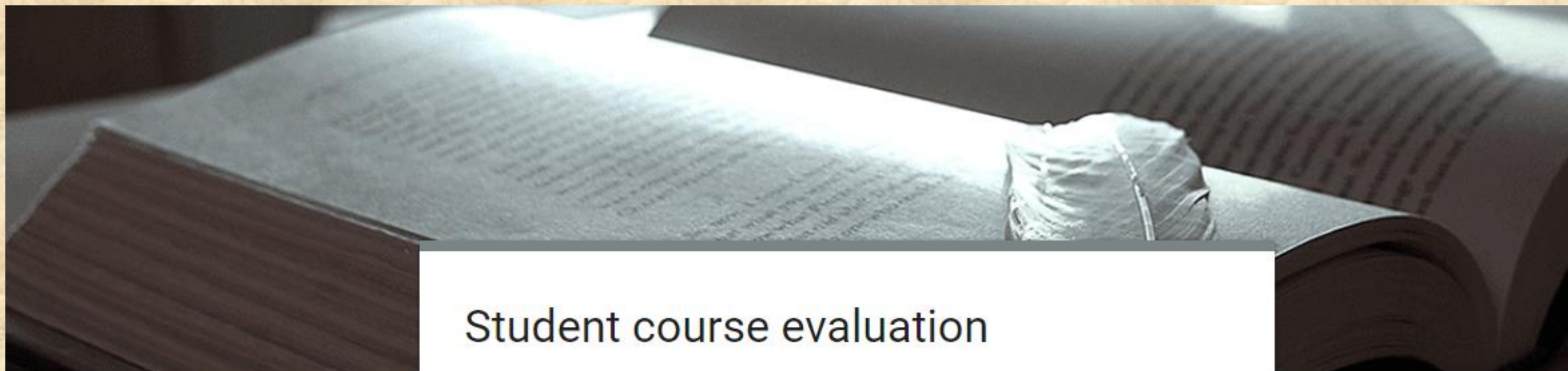
<https://goo.gl/forms/JB23BrU0woOjLr1> (english)

We ask that you fill out and submit the online questionnaire as soon as possible, by clicking on the link provided so that we may compile the evaluation results and share these with your professor and the dean.

Your comments and/or suggestions are anonymous. Your input is valuable in ensuring the continued quality of the courses offered at DUC.

Thank you for your collaboration and enjoy your summer!

Accessing the course evaluation.



Student course evaluation

Please complete this evaluation on the course that has just ended. This will provide feedback to your professor and the dean of the faculty on your level of satisfaction regarding the structure, the content and the teaching approach in this course. This evaluation is anonymous and all your responses are confidential.

*Required

Step 3. Completing the online course evaluation questionnaire.

- **2 options:**

1) You can complete the questionnaire as soon as you receive the link in your email.

2) You can complete the evaluation in class at the time of your next scheduled class. **Bring your device with you** (Smartphone, tablet or laptop).

******A laptop can be made available to you (in class) to complete the online form if you do not have one.*

Please note:

- Your input on the course is valuable to your professor and the dean of the faculty. Please take the time to complete it. It will take approx. **7 minutes**.
- The online course evaluation is **anonymous and confidential**.
- If you **need assistance** in completing the online course evaluation, please contact mentoring@dominicanu.ca or contact academic support services at [extension 308](#).