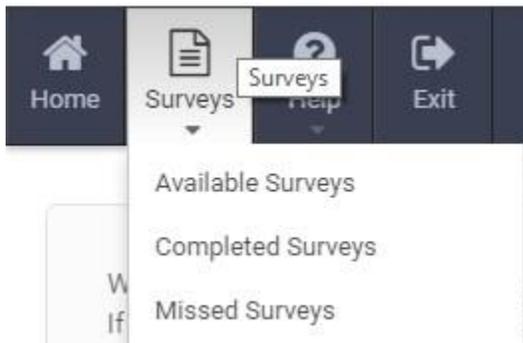


Accessing CourseEval

- There are two ways students can access course evaluations
 - nau.edu/course_evals
 - via BBlearn at bblearn.nau.edu (just click "Course Evaluations" in the upper right corner).
 - Note: this link opens in another browser window, so any pop up blockers must be disabled
- Within the "Surveys" tab, you will be able to locate available, completed, and missed surveys.

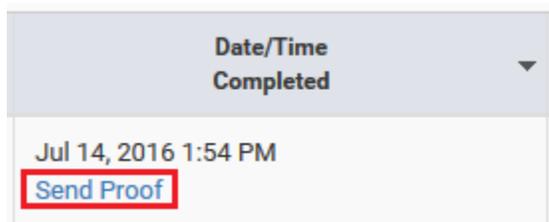


Send Proof

By default, the course evaluation tool will not notify an instructor of a completed evaluation after a survey has been submitted. However, many instructors will offer students extra credit if they complete the course evaluation. Students have the option to "Send Proof", which will send an automated email, to instructors.

To do this:

- Log into the course evaluation tool: nau.edu/course_evals
- Select "Completed Surveys" located in the Surveys drop down menu.
- Next to each applicable survey will be an option to "Send Proof" under the "Date/Time Completed" column.
- This will send an email to the instructor notifying them of the completed survey.



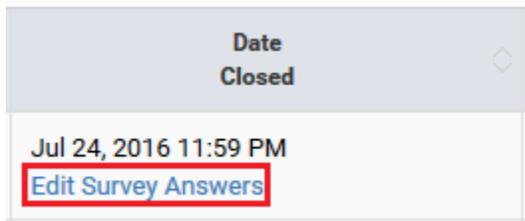
Notes:

- This only emails a notification of completion to the instructor. Anonymized survey results will not be available until after final grades are posted.
- This link will be available for 60 days past the Course Evaluation close date
- If the link is not available, then proof of completion has already been submitted or 60 days have past.

Edit Your Submitted Survey

As long as the evaluation **has not closed**, you can edit the answers to your submitted surveys. To do this:

- On the CoursEval homepage, hover over “Surveys” and click “Completed Surveys”.
- Look for the “Date Closed” column and click on the “Edit Survey Answers” link that corresponds to the survey that you would like to change.



Troubleshooting

- If you do not have course evaluations available and you believe that you should:
 - Check your NAU email to see if you received an email regarding course evaluations. This email will list the "due date" (aka close date) for the evaluations.
 - Clear your cookies and temporary internet files, then close your internet browser and log into the evaluations website again
- If the course information is incorrect (wrong instructor, course dates, course name, etc):
 - Double check to make sure you are in the correct evaluation (you may have more than one course with an open evaluation).
 - If you are certain that you are in the correct evaluation and the information is incorrect then you should contact the department offering the course.

Contact the [Student Technology Center](#) if you have any other questions.

928-523-9294

+1-888-520-7215 (domestic and international calls accepted)

Ask-STC@nau.edu

<http://www.nau.edu/stc>

FAQs

Are my survey answers anonymous?

- Yes, completely. Professors receive an aggregated response, not individual responses which means that the comments are not associated to any scores or specific users. However, students should be cautious as to not put any information within the survey which may be used to identify them.

When do professors see the evaluations?

- The exact date will vary, but instructors will not see them until after final grades have been posted.

Why does it close before finals are over?

- The department sets the close date for a variety of reasons, but generally, the departments prefer for evaluations to be completed before final exam so that the final grade is not a factor for the evaluation being given.

Can I reopen an evaluation if it has already closed and I didn't get a chance to complete it?

- No. Due to the way course evaluation are designed it is not possible to reopen an individual evaluation. If a student would like to submit course feedback after the Course Evaluation has closed, we recommend that the student reach out to the respective department chair. A list of NAU departments and contact information can be found at <http://nau.edu/department-index/>