

Instructions for the UMC Online Student Evaluation of Teaching

Please Note:

Each student will only be able to submit one evaluation for the faculty member teaching each individual class. In the event a student does not have their computer in class, the student may log into the website from another student's computer to submit an evaluation form. **Do not use the "Enter" key during the evaluation.** Click the "**Submit Evaluation**" button when the evaluation has been completed.

Also Note: An individual student's responses are not identifiable, the Student ID number is used to validate registration only, and overall results of the evaluation are shared with the faculty member *after* submission of final grades for the semester.

- 1) Open Microsoft Internet Explorer (IE)
Please Note: The online evaluation may not work in certain versions of Netscape, and it works best with IE version 5 or higher
- 2) Go to the following URL to enter the online evaluation site
<http://cmyu.umcrookston.edu/seot/login.cfm>
- 3) Please enter your **student ID number** to access the online forms. (the student ID number will not be submitted with the evaluation form. The ID is only used to enter the website.)
- 4) Enter the **password**. (The person conducting the evaluation will provide this information.)
- 5) Click the "**Log In**" button.
- 6) If the Student ID number and password are valid, you will see a table stating the name of your instructor and the course number and section. If this is correct, click on the link "**Evaluation Form**". If it is incorrect, you should hit your browser's back button and re-enter your Student ID number and password code.
- 7) Next you will see the actual evaluation with the course and instructor information at the top. Please respond to the questions, and enter any comments into the comment field. **Do not use the "ENTER" key when typing in the comment box.** Once you have completed the evaluation to your satisfaction, Click the "**Submit Evaluation**" button.
- 8) You should receive a confirmation stating your entry was successfully submitted.
- 9) Close Microsoft Internet Explorer