

# Online Course Evaluation User Guide

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Fall 2011



## ACCESS TO THE ONLINE COURSE EVALUATION

During the online course evaluation survey open time period, please access the following link from Masdar Institute Campus: <https://source.masdar.ac.ae/login/index.php>

Enter your MI user name and password to log into this site

- (1) Here you will find a module displaying Course Evaluations available

This section will list the courses which you are currently registered in. You will view all courses in which you are registered for credit.

- (2) Click **Course Evaluation** in the bottom left corner

On the CoursEval site login using your MI Username and password

- (3) For help, click **Help Guide** in the top right corner to learn more about the purpose and features of this site.

- (4) Click each **Course Number** to evaluate each course

The course evaluation questionnaire appears on clicking the course to begin the evaluation.

Note: If you wish to leave the survey at any time, save your current answer results by clicking **Save Progress and Return**. Your responses will be saved and can be edited during the indicated course evaluation open time period (check important dates for survey opening and closing times). To access the saved responses to the specified course click the icon, **Progress saved**.

**Important:** Responses to the survey will be submitted only by clicking **Submit Survey**. Once you have submitted the survey of the specified course number, there will be no surveys from this course available. Move on to the next course listed to complete all course evaluations.

1

Course Evaluations

Course evaluations are ready for each of these classes:

Course ID	Course Name	Faculty Name	Due Date
CHEM	101	Faculty	11/03/2011

CoursEval™

2

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## My Surveys

Welcome to your Masdar Institute's online course assessment site!

If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site.

**CHEM**  
101  
Faculty

Take Survey

3

4

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Mid course Evaluation (FALL 2011)

Course Information

Course Name:  
Department:  
Responsible Faculty:

Welcome to Masdar Institute's course evaluation site! Please provide responses to all questions. Your responses are important in the improvement process of this course.

If you have questions or comments about this survey, click here to send a message to the survey administrator.

General

1) Hours per week spent on the course (excluding class time)?

1 hour or less  
 2  
 3



## **RESPONSES TO THE ONLINE COURSE EVALUATION**

Please take the time to share your thoughts and suggestions. Students are an important source of information for the effectiveness of a course and its instructor. Please respond candidly to the survey questions. You are particularly encouraged to offer constructive suggestions that may help to improve both the course and teaching of the instructor. For the instructor evaluation, please consider each statement separately rather than letting your over-all feelings about the instructor determine your response.

The Evaluation survey takes 10 to 15 minutes to complete. Email reminder notifications will be sent to students throughout the evaluation period, you will receive periodic reminders to complete your course evaluations. Results shall not be disclosed to the instructor before Mid-term or Final examination grades have been submitted and processed. All course evaluation surveys shall be anonymous.

All responses are based on a 4 point Likert scale (Strongly Disagree, Disagree, Agree, Strongly Agree, and Not applicable). For Mid-course course evaluations there are four sections to the survey (Course items, Instructor items, General Learning Outcomes, and Summary items). In addition to the four sections within the Mid-course evaluation, the End course evaluation includes Course Learning Outcomes which are important indicators to the degree of met course objectives. End course evaluations determine the full semester experience.

## **ELIGIBILITY AND REQUIREMENTS**

To participate in Masdar Institute's online course evaluation, students must be registered for course credit.

If you are registered for a course, provided your username and password but cannot log on, please contact [helpdesk@masdar.ac.ae](mailto:helpdesk@masdar.ac.ae).