

Course Evaluation Online in the Classroom Instructions

You are encouraged to conduct evaluation sessions during class meeting times where students can use their mobile devices to access the evaluation website. By facilitating 10-minute evaluation sessions in class you are likely to receive a higher response rate than with the email campaign alone.

Below are the steps of the process:

- A. Read the instructions below to the class
- B. Display the page with the web address for students to reference (see next page)
- C. Leave the room so students can complete the course evaluation
- D. Return in 10 minutes

Instructions (to be read to students):

1. **Turn on the Wi-Fi of your device:** If you are not already logged into CSI Wi-Fi, go to your phone's settings, turn on Wi-Fi, and select "CSI-Student." You do not need to log into the Wi-Fi to access the course evaluation website.
 2. **Access the course evaluation website through one of these methods:**
 - a. Type the URL into a browser: http://bit.ly/CSI_Eval1 (case sensitive)
 - b. Log into blackboard at www.cuny.edu/blackboard and click on Course Evaluation link.
 - c. Or, open the email message sent to your CSI email address that has the subject line: "Course Evaluation"
 3. **Log in to IOTA Solutions website with your complete SLAS email address and SLAS password**
 4. **Complete the evaluation for this course**
 5. **Log Out**
 6. **Close your browser or browser app**
- This instruction page and the Course Evaluation Web Address page are available at: <http://bit.ly/CSI-CE-Instructions> (case sensitive)
 - FAQs for the Online in the Classroom process are here: <http://bit.ly/CSI-Course-Eval>

For questions and to provide feedback, please contact the Office of Institutional Research by phone, at 718-982-2085, or by email at survey@csi.cuny.edu.

Methods to Access Course Evaluations

1. Website

- http://bit.ly/CSI_Eval1

2. Blackboard (log in, click link on right side)

- www.cuny.edu/blackboard

3. College (CIX) email account

- Subject "Course Evaluation"