

# CoursEval

**Lisa Johnson**  
**CoursEval Manager**  
**573-518-2100**

## Faculty Information Sheet

- Faculty will choose their class to be evaluated by the 10<sup>th</sup> week of classes. You will be notified ahead of time if your class has been chosen to complete the evaluation.  
Email your course number to [ljohnson@mineralarea.edu](mailto:ljohnson@mineralarea.edu)
- Please make sure your students know how to access their email accounts. You can send them a test email. If your students are having problems logging into their email, have them contact Mary or Janet at the help desk.
- The survey will stay open for 2 weeks. It will begin on the 12<sup>th</sup> week and run for two weeks.
- Students will receive an email with link to site, login, and password.
- The login is their MAC ID#, but the password is generated by the computer.
- A reminder email will be sent twice to those who have not completed the survey.
- You are required to have a 90% completion rate.
- Ways to complete this:
  - ✓ Offer extra credit
  - ✓ If not in a computer room, take to computer lab. Check with the help desk to make sure it is available
  - ✓ ***Do not ask the help desk to administer for you***
  - ✓ Contact the Dean's office to set up a day and time to administer if needed
- Survey results will be sent out to the instructors/department chairs after classes have ended.
- I will do my best to keep you informed and updated. At any time if you have questions, please feel free to contact me at ext. 2100 or email at [ljohnson@mineralarea.edu](mailto:ljohnson@mineralarea.edu).

Thank you,

Lisa Johnson

***If you have questions/comments, please email  
[ljohnson@mineralarea.edu](mailto:ljohnson@mineralarea.edu).***

