

Student Guidelines

Mineral Area College uses the results from CoursEval to evaluation our instructors. It is important to complete the survey/evaluations sent to you. The following instructions will help you complete the survey/evaluations successfully.

- Log into and check your email regularly. Instructors send out important information that may pertain to you. If you have problems or don't know how to log in to your email, contact the Help Desk.
- When you receive your email regarding the survey/evaluation, with in the body of the email will be a link to access the website. If the link doesn't open, go to Tools and turn off Pop-up Blocker.
- To log into the survey, use the login and password located in the email. The passwords are computer generated. If typing it in doesn't work, copy and paste it into the login page.
- You may save and return to the survey at another time to complete. This option is located at the end of the survey.
- If you have a class that is taught by more than one instructor, the evaluations will be all together on one page. Just scroll down the page to see the next instructor.
- When completed with the survey/evaluation, be sure to select submit. You may have to maximize your screen to see this button. It is located to the right at the bottom.

*If you have questions/comments, please email
ljohnson@mineralarea.edu.*