

6 W X G H Q W & R X U V W H (Y D O X D W Directions for Administering to Students

How should I administer evaluations to the students in my classes?

Face to Face Classes To promote meaningful responses and administer the evaluation in a controlled environment, Messiah faculty who teach face to face courses should allot class time for students to complete the 6 W X G H Q W & R X U V W H (Y D O X D W) evaluations below. Students can complete the evaluation from both standard and mobile platforms (i.e. laptop, smartphone or tablet).

Let students know the date on which 6 W X G H Q W H (Y D O X D W) will be administered in advance and remind them to bring a device (standard or mobile) class with which to complete the evaluation.

Retrieve and post the direct link for the evaluation for your course:

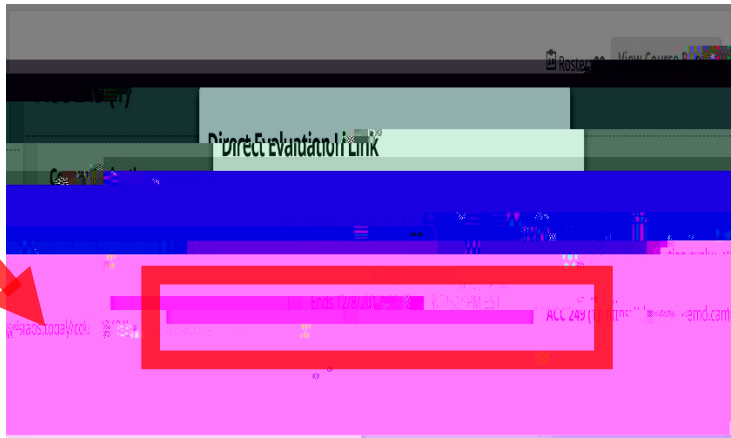
D _____

will

appear. [See screenshot below.]

F Copy the link and paste it onto a page in Canvas that students in the class access. Instruct students to click on the link. They will be prompted to log in to \$ Q W K R O R J \ and use their Messiah credentials to do so.

Select a responsible student to read the instructions form ([found here](#)) to the class and ask her/him to read it once you have left the classroom. The instructor should not be present while the evaluations are being completed.



For Online Classes (and Face-to-Face courses when in-class evaluations are not feasible) For prompting students to complete the evaluation remotely, follow the steps below to provide the link to students. Students can complete the evaluation from both standard and mobile platforms (i.e. a laptop, smartphone or tablet).

1. Retrieve and post the direct link for the evaluation for your course:

