



## Online Course Evaluations College of Southern Idaho <http://evaluation.csi.edu>

### What?

Online course evaluations for all classes, not just online courses.

### How to access it?

- <http://evaluation.csi.edu>

### How to log in?

- Students – students use the same login as they do for the network, e-mail and Blackboard (if they have not changed their Blackboard passwords) – we have instructions on the login page.
- Example:
  - **username:** first two letters of first name, middle initial, first two letters of last name, birth month, and birth day
    - No spaces anywhere. If you do not have a middle initial or did not use it when registering at the Records Office, your middle initial will be x. If you did not register a birthdate with CSI, your birthday will be 0101.
  - **password:** full Social Security Number (SSN; no spaces or dashes)
  - Example 1: John Q. Public, born September 15th.
    - username: joqpu0915
    - password: ssnumber w/o dashes
  - Example 3: Mary Baker, born May 1st, no middle name specified when registered.
    - username: maxba0501
    - password: ssnumber w/o dashes
  - Example 4: Paul McCartney, no birth date or middle name specified when he registered.
    - username: paxmc0101
    - password: ssnumber w/o dashes
- If you have difficulties logging in, please contact our webmaster at [csiwebmaster@csi.edu](mailto:csiwebmaster@csi.edu) or call (208) 732-6847.
- This evaluation system has been tested on Internet Explorer 5.5 and greater, Mozilla Firefox, and Netscape Navigator 6.0 and higher. If you are having any problems please make sure you are using one of these browsers before contacting the webmaster.



**The process has several important steps:**

- Evaluations will be available two weeks before the course ends.
- When students log in they see the evaluations for the courses they are taking. After a student took an evaluation, the evaluation for that particular class will disappear from the list. Each evaluation can only be taken once. Every question must be answered. Students should only start the evaluation if they have time to finish it. The system is set up to time out in 15 minutes, so if they start to take the evaluation and then go have dinner or take a long phone call, they will be timed out and will have to start again.
- During the time the evaluations are open, students can complete the evaluations at their convenience from any computer with Internet access. Computers in the open lab in the Library are available for students who do not have access to computers at home. Students can even use the computers in the SUB or other locations on campus.
- Always remember to log out (link in the upper right hand corner).
- **It is very important the students fill out the course evaluations. This information is used to continually improve courses.**