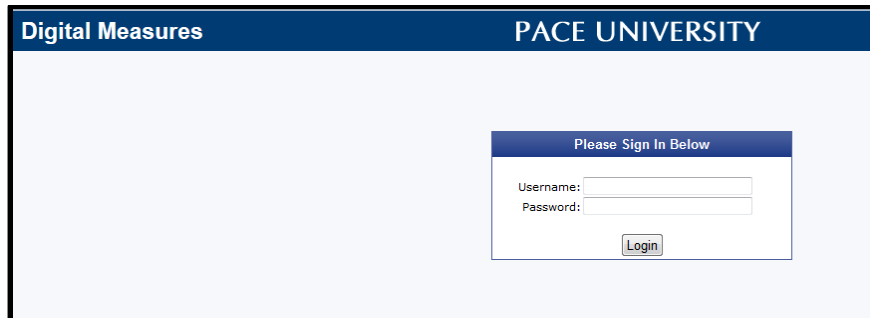


# TUTORIAL

## COURSE EVALUATIONS

This tutorial is step-by-step guide to complete your course evaluation report.

1. You will receive an Invitation to complete your Dyson Course Evaluation. To begin your evaluation, click on the link provided and sign into Digital Measures using your Pace Username and password.



2. Click on the relevant course to complete evaluation. You check the status of the evaluation next to the course title under Status section.

Course Evaluations	Status	Closing Date and Time
Below is a list of your course evaluations for the current term. Click the title of a course evaluation to complete it.		
<a href="#">Course Evaluation - Graduate</a> <a href="#">PAA</a>	Incomplete	May 4 @ 10:59PM CDT

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3. Before you start you evaluation. Select the appropriate option in the box below and continue the evaluation.

You can only submit this once.

Please confirm...

1. That your responses are for the course number displayed at the top of the page.
2. That you filled in your responses properly. For example, if there are questions that use "scales" (such as one to five) for their answers, confirm that you filled in the scale properly.

This survey is divided into sections (course, instructor, and instructional materials) and should take less than 10 minutes to complete. Keep this in mind while completing this evaluation form. Your input is of value to the Dyson College of Arts and Sciences in planning and evaluation efforts. Your anonymous, aggregated student responses will not be shown to your instructor until grades are submitted.

I am a:

I am taking this course in:

4. After you complete all the sections in the evaluation, click submit. A pop-up will inform you that you cannot re-submit your evaluation. Click Yes/Submit.
5. You have successfully completed your Course Evaluations!