

Instructions for completing Course Evaluations:

1. Surveys can be accessed through MySouthern, on the PERSONAL INFORMATION tab. Go to <http://www.southernwv.edu>, click on the "Current Students" menu, and select [MySouthern](#). If you need help logging in to MySouthern, see instructions on the [Tech Tips for Students](#) page.
2. You should have one survey for each course section and instructor listed for the course.
3. Select the desired survey to complete....answer questions, click NEXT QUESTION....click **SURVEY COMPLETE** on last question screen. If you fail to press **SURVEY COMPLETE**, your faculty evaluation **will not be** submitted.

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Answer a Survey

Select the survey title you wish to answer. You may exit a survey at anytime and finish later.
To remove a survey from the listing, select that survey and then select Remove Survey from List.

- **Faculty Evaluation 201201 EC270-WEB Alderman**
 - Faculty Evaluation Term: Fall 2011 Course: EC270-WEB World Econ. & Energy Sector Instructor: William Alderman Please complete the survey before Friday, December 16, 2011
- Faculty Evaluation
 - Faculty Evaluations for Fall 2011

4. When you click on the desired Survey (faculty evaluation), the first question will appear:

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Survey Questions

Answer the survey questions.
Choosing Next Question displays the next question.
Selecting Finish Later saves your answers and takes you out of the survey. You can finish the survey later, even returning to questions you have skipped.
Choosing Survey Complete submits a completed survey.
Selecting Remove Survey from List eliminates viewing that survey. Any answers you have given will not be saved.

Survey Name: Faculty Evaluation 201201 EC270-WEB Alderman

Question 1: This course had clearly stated objectives.

Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Next Question Finish Later Survey Complete Remove Survey from List

5. Click "Next Question" to move through the entire survey.

6. If you want to take/finish the survey at a later date, click “Finish Later.” (Any answers given will be saved and the survey will stay in the your available surveys on the PERSONAL INFORMATION tab.)

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7. When you reach the last question on the survey, you are presented with more options:
- Press “Return to Beginning of Survey” to move back to the first question.
 - Press “Finish Survey Later” to save your evaluation, but **NOT SUBMIT** it. You can return to this survey later to complete it.
 - Press “Survey Complete” to save **AND SUBMIT** your evaluation. This action will remove this survey from your list of surveys to complete. When you no longer have any surveys in your list, you have successfully completed all your outstanding faculty evaluations.
 - Press “Remove Survey from List” to decline to complete a particular evaluation. This evaluation will be removed from your list and will be marked that you declined to complete it.

Survey Questions

Answer the survey questions.

Choosing Next Question displays the next question.
Selecting Finish Later saves your answers and takes you out of the survey. You can finish the survey later, even returning to questions you have skipped.
Choosing Survey Complete submits a completed survey.
Selecting Remove Survey from List eliminates viewing that survey. Any answers you have given will not be saved.

Survey Name: Faculty Evaluation 201201 EC270-WEB Alderman

Question 21: Additional Comments (concerning the strengths and weaknesses of this class)

TESTING SURVEY - THIS IS JUST A TEST

1964 characters remaining

8. Again, to decline to complete a particular survey, press “Remove Survey from List.” You should complete or remove all faculty evaluations. As long as there are any surveys in your list, you have faculty evaluations that you have neither completed nor declined to complete.

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