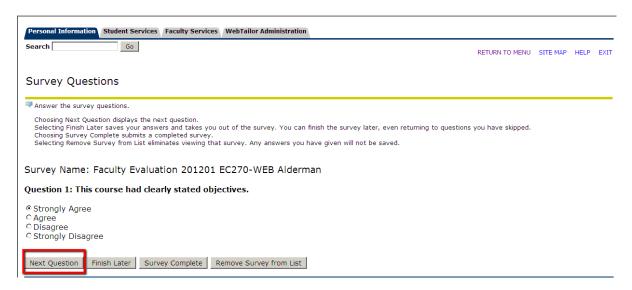
Instructions for completing Course Evaluations:

- 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.

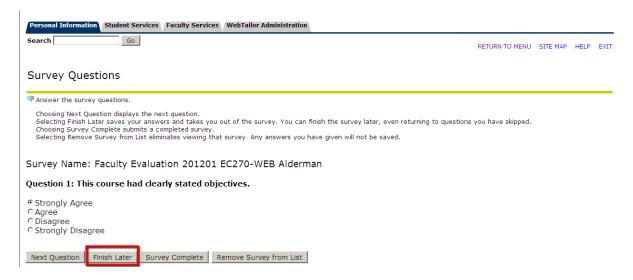


4. When you click on the desired Survey (faculty evaluation), the first question will appear:



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.)



- 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 [7] 1964 characters remaining
1964 Characters remaining
Return to Beginning of Survey Finish Later Survey Complete Remove Survey from List

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.

