

## Online Course Evaluation Instructions

With the implementation of SonisWeb we have entered a new age in the completion of course evaluations. From this point forward all course evaluations will be done online. *Please keep in mind that in order to see your grade for a course through the StudentAccess, you must submit a course evaluation by the course evaluation deadline.*

The format of our course evaluations is virtually identical to the paper forms that have been used in the past. Completion should take between 10-15 minutes. The instructor will see a summary report and individual responses will be completely anonymous.

The Seminary takes these evaluations very seriously. They are used by the instructors, by the administration and by our accreditors. We sincerely hope you will give your honest and thorough feedback.

To begin please follow the steps below. If you have any problem you may call the Registrar's Office 860-509-9511 for assistance.

Log into your account through the StudentAccess button on the Seminary's homepage. If you do not have your Student ID and PIN number please send an email to registrar@hartsem.edu.

Click on Schedule tab.

Make sure the School Year and Semester are correct. If not change them by using the pull down menus and then click the "Change" button.

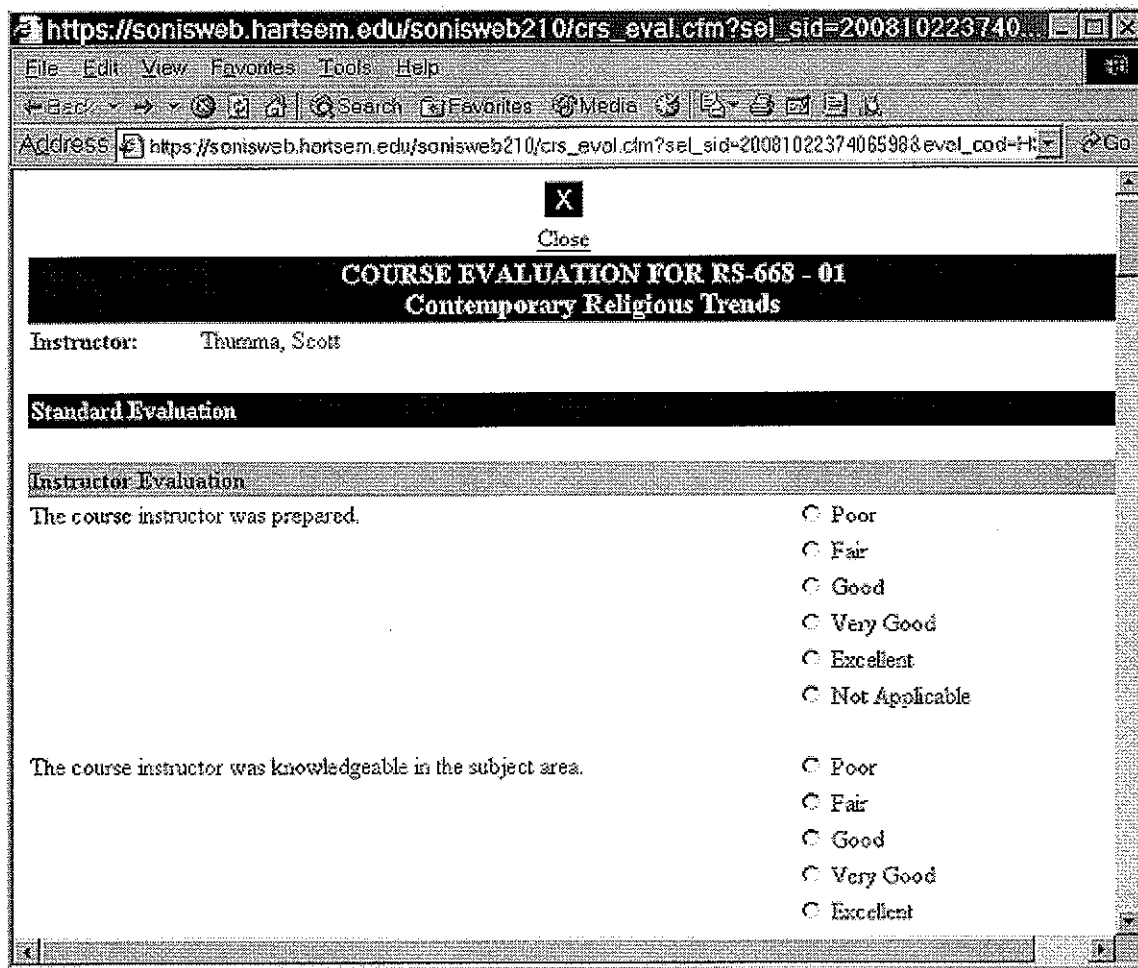
Click on the name of the course for which you wish to complete your evaluation.

| Course | Section | Seq. | Description | Times        | Start    | End      | Location | Credits | MidTerm Grade | Final Grade |
|--------|---------|------|-------------|--------------|----------|----------|----------|---------|---------------|-------------|
|        | 01      |      |             | 11A-12:30 PM | 08/26/09 | 05/21/10 |          | 3.00    |               |             |

Viewing 200809 Semester: Win/Spring

Total Credits Attempted: 3.00

After clicking on the link a new window will open with the evaluation form. The course name and number will be at top of the evaluation.



Answer all the relevant questions, when you are done click "Submit Evaluation" at the bottom of the page.  
\*\* NOTE – if you are enrolled in one of the online courses please be sure to complete those questions as well.

The text questions allow for very long answers so do not feel limited by the small box size.

Please repeat this process for each course you are enrolled in.

You must complete evaluations before the deadline in order to view your grades.