Proctor Guide

(Read to class)

Before you start the survey for this course, please know your identity is anonymous. There is no identifying information such as your name or ID number attached to your survey. Responses will not affect you negatively in any way. Therefore, please provide thoughtful and constructive feedback to (Faculty Name) for purpose of help improve the course. Comments and suggestions concerning teaching, course work, course materials, and your overall experience in the course are used to support faculty growth and development. Your participation in the course survey will improve the course for future students.

Some areas of campus have a limited number of Wi-Fi access points. This may cause some difficulty accessing the internet. If you have problems, please wait a few moments and try again.

Once you have completed your survey, please temporarily power off or disable Wi-Fi on your device. This will allow others to access and complete their course survey.

If you have a persistent problem, please let me know as soon as possible so I can contact (Faculty Name) or IT Services.

-To get started, go to www.csbsju.edu/evaluations/
-Login into the site using your CSB/SJU login ID and password
-Click on the course you are in
-Complete the survey and click submit at the bottom of the page

Thank you for taking a few moments to complete your survey of this course.

Proctor Contacts

If there are persistent problems, please contact IT services at 2228.

If the course you are proctoring is not showing up as available to students, please let the faculty know so they can change the access time or contact Chris Wing at 5147 immediately.