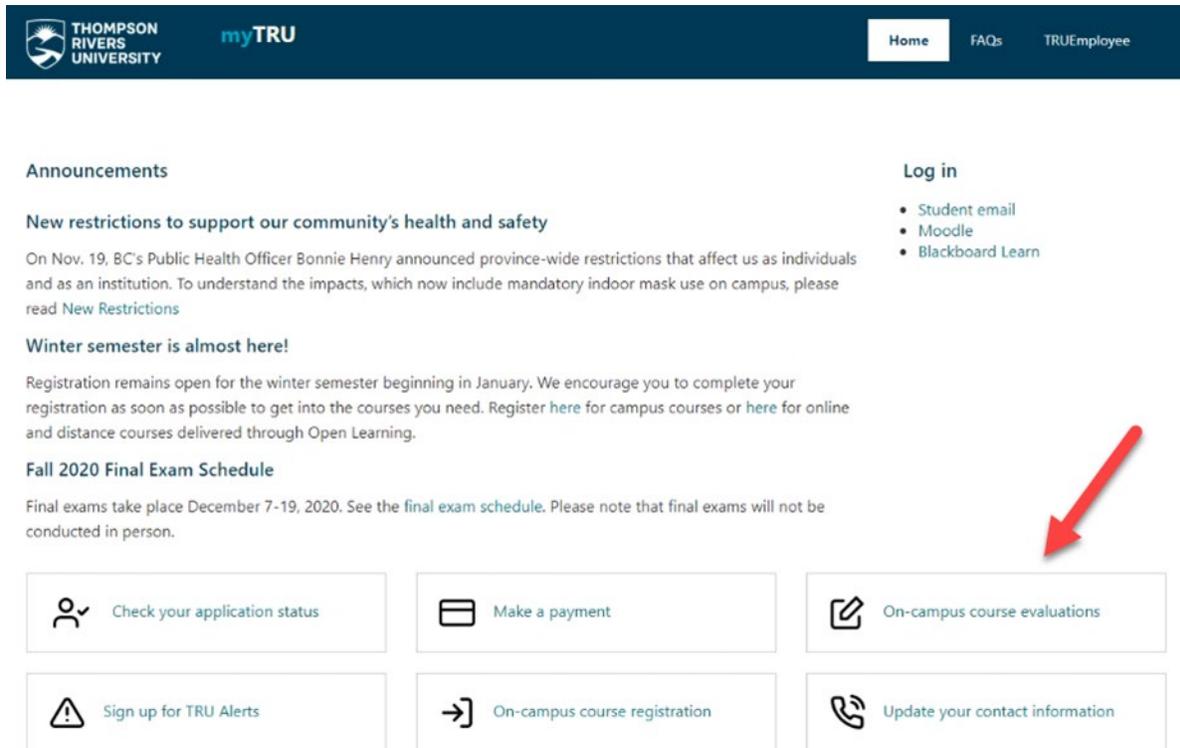# Instructions for Students to access their on-campus course evaluations

1. Log into your myTRU.ca account.
2. On your Home page, click on the 'On-campus course evaluations' container.

3. This will take you to a list of all your courses that are being evaluated for the current semester.
   a. If you do not see any courses listed here, this means the evaluation period has not yet started. The evaluation period is the last three weeks of class.
   b. Note: if you do not see a course section listed here that you were given a password from the faculty member, please contact crsevaladmin@tru.ca and we can investigate why this might be.
4. Once your instructor has asked you to evaluate their course and provided you with the password, click on the survey link 'Please, click here to evaluate this course' that corresponds with the course section you are asked to evaluated.
5. This will take you to the course evaluation survey, input the password in the box, ensuring there are no spaces at the end of the password.

6. Now you can start the evaluation, you will need to enter your TID (student TID) in order to continue the evaluation survey. The TID is used to validate your response and check that you are actually enrolled in the course section that you are evaluating. Your responses are confidential, and you will not be identified in any reports.

If you are experiencing any technical issues with your course evaluations, please contact crsevaladmin@tru.ca.