

Instructions for Students to access their on-campus course evaluations

1. Log into your [myTRU.ca](https://mytru.ca) account
2. On your Home page, click on the 'On-campus course evaluations' container

The screenshot shows the myTRU.ca Home page. At the top left is the Thompson Rivers University logo and 'myTRU' text. To the right are navigation links for 'Home', 'FAQs', and 'TRUEmployee'. Below the navigation bar, there are sections for 'Announcements' and 'Log in'. The 'Announcements' section includes links for 'New restrictions to support our community's health and safety', 'Winter semester is almost here!', and 'Fall 2020 Final Exam Schedule'. The 'Log in' section lists 'Student email', 'Moodle', and 'Blackboard Learn'. A grid of service buttons is displayed, with a red arrow pointing to the 'On-campus course evaluations' button.

3. This will take you to a list of all your courses that are being evaluated this semester.
4. Once your instructor has asked you to evaluate their course and provided you with the password, click on the appropriate survey link 'Please, click here to evaluate this course.'
5. This will take to the course evaluation survey, input the password in the box, ensuring there are no spaces at the end of the password.

The screenshot shows the course evaluation password entry screen. At the top left is the Thompson Rivers University logo. The main text reads: 'Welcome to your Course Evaluation for EDCO_3100_1 and 2_Communications 1 taught by [redacted]'. Below this is the instruction: 'Please enter the password your Instructor provided to open the survey'. A text input field is provided for the password. A red arrow points to the input field. To the right of the input field is a red text box that says: 'Make sure you do not include a space at the end of the password.' At the bottom right is a 'Next' button.

6. Now you can start the evaluation, you will need to enter your TID (student TID) in order to continue the evaluation survey.