Course Evaluation

The course evaluation is an opportunity for students to provide the faculty member for that course candid feedback on teaching techniques, course content, course management, and other course-related items. It is a critical part of how faculty members maintain quality instruction and know where they need to improve. Faculty use this information to change course dynamics, specific assignments, and overall course content. It is a valuable part of their process of improving their courses.

You'll have the opportunity to evaluate your courses by following a link in your email or in D2L. This quick guide will walk you through **navigating to** and **completing** a course evaluation using our online tool.
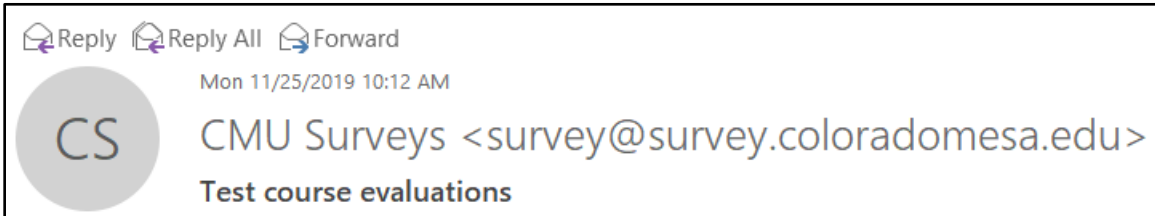
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Navigating to the Evaluation

Evaluations are typically available during the last two weeks of classes. Refer to the Course Evaluations web page for exact dates. When evaluations are ready, you may access your course evaluation(s) via an **email** or **D2L**.

Via Email

Students should check their CMU email account regularly for notifications the evaluations are available to complete. When it's time to complete course evaluations for your course(s), you'll receive an email in your CMU account from **CMU Surveys**.
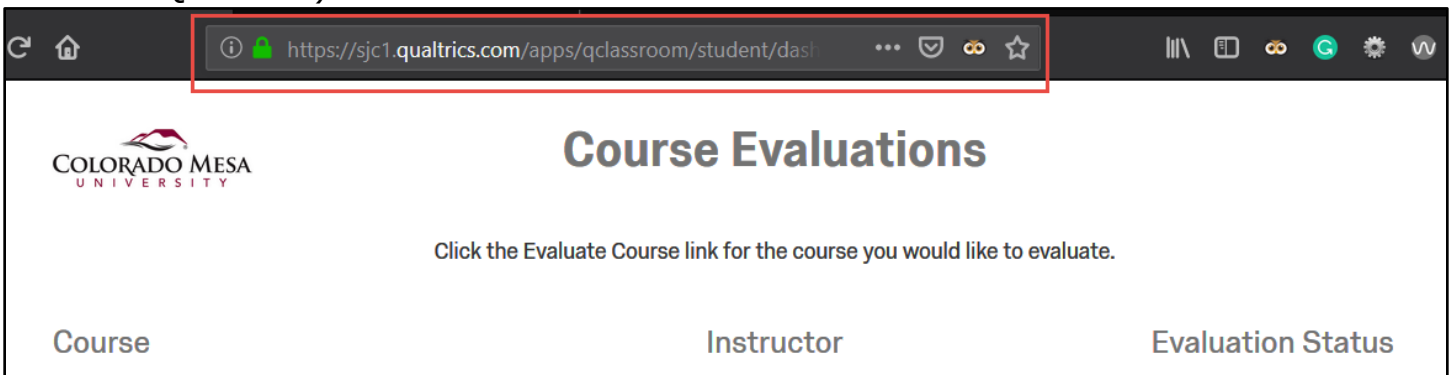

This email will provide a brief message, such as:

> Colorado Mesa University is committed to providing you with instruction of the highest quality. Evaluations are used by the institution for the continuous development of programs, courses, and teaching effectiveness. Your candid feedback is anonymous and will remain strictly confidential. Aggregate feedback will not be released to instructors until after grades have been submitted.

> If you have any questions, please contact survey@coloradomesa.edu.

A direct link to your **Course Evaluations** will be provided in the email. (Note: The URL will show Qualtrics.)

Via D2L

To access your D2L landing page,

1. Go to **CMU's website**: https://www.coloradomesa.edu/
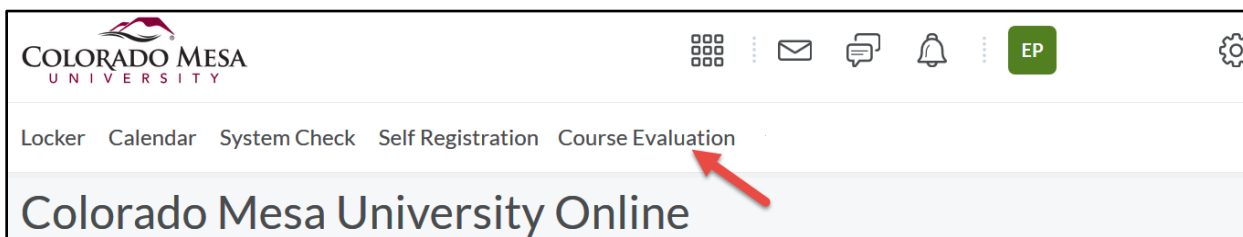2. Log in to **MAVZone**

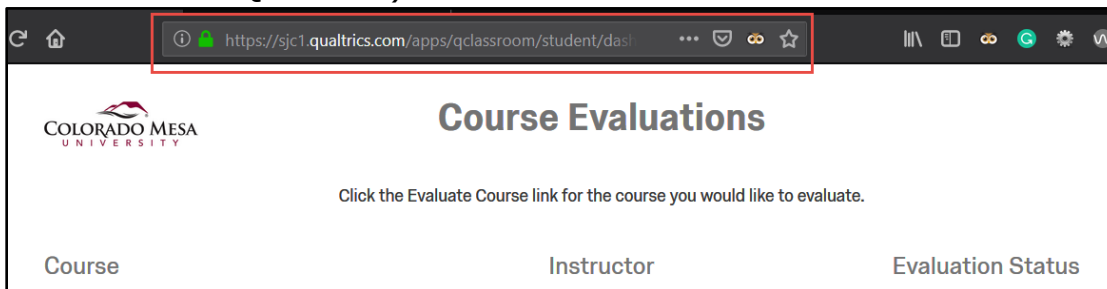3. In **Applications**, click on **D2L**.

4. This will take you to your **D2L landing page**.

You'll notice a **Course Evaluation** link on the **navbar**.
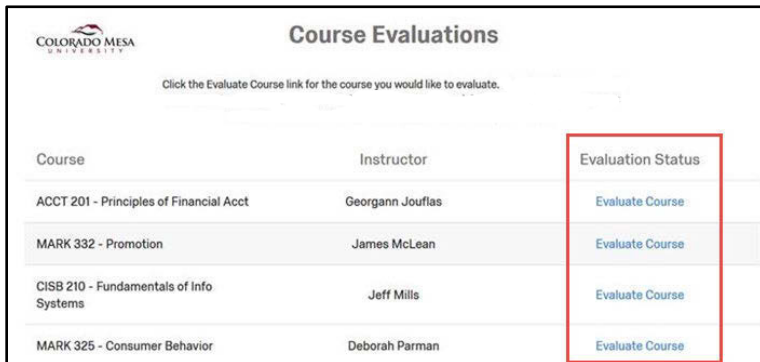

Clicking on the link will take you directly to your list of **Course Evaluations**. (Note: The URL will show Qualtrics.)

Please note: If you click on the link before you have any available evals, the list will be blank. However, it will be populated with each of your applicable courses when they are ready. You'll receive a specific **email** from **CMU Surveys** when you have courses available for evaluation. **Announcements** will also be posted in D2L at various points in the semester when evaluations are ready for J-Term, 1st mod, and 2nd mod and full-term courses. (Any course falling outside of these timeframes will still be evaluated.) Announcements will provide a direct link to Course Evaluations. However, if you do not have any applicable courses at those times, your list will be blank.

Completing the Evaluation

Once you're in **Course Evaluations**, you'll see a table listing **Course**, **Instructor**, and **Evaluation Status**. Use the one of **Evaluate Course** links in the Evaluation Status column to access the eval for a course.

Once you've completed an evaluation, the **Evaluate Course** link in the **Evaluation Status** column will change to read **Evaluation Complete**. Repeat the process if you have more than one course to evaluate.

Note: The Course Evaluations are also mobile-friendly.

Aggregate numeric data, along with typed comments are returned to the faculty member after grades roll. All data returned to the faculty member is **anonymous**.

For questions or concerns, please contact the **Office of Institutional Research, Planning and Decision Support** at survey@coloradomesa.edu.