

Clemson University
Student Assessment of Instructors
Quick Reference for Students – Revised 10/31/2007

A. Evaluations are important and valued by your instructor and Clemson University

1. Please help the University to improve instruction by providing your carefully considered opinions about the quality of our courses and instructors.
2. The University level questions allow assessment of all instructors on a standard set of questions. Your answers assist department and University administrators in their evaluation of the quality of instruction and guide the instructor as he/she develops improvements.
3. If the associated academic department has provided questions, these will focus more narrowly on the discipline and provide a standard assessment within the discipline.
4. If your instructor has provided questions, these will focus on the specific course and instructor. Your answers will provide specific information about innovations and techniques used in the course and guide your instructor as he/she makes improvements.

B. Open the Student Assessment of Instructors application

1. Go to Blackboard (MYCLE) and **Login**
2. Enter your Clemson userid and password
3. Find **Student Applications** and click on **Student Assessment of Instructors** or find the link for Instructor Evaluation Tool from the Tools list within a course group.

C. Select a course to evaluate

1. All courses that have been released by your instructors will be listed. If you do not see a course after your instructor has asked you to complete the evaluation, please contact your instructor. You may need to revisit this page several times late in the term to complete all evaluations.
2. Click a radio button to select a course/instructor to evaluate, and then click the button at the bottom of the page to open that evaluation.
3. Answer the questions. If you forget which course/instructor you are evaluating, scroll to the top of the evaluation form to see this information.
4. When you have completed the evaluation, click the submit button. You will be asked to confirm that you wish to submit the evaluation. If you click on the yes button, it will be submitted. A message should appear that confirms the submission and offers you a link back to the list of courses available. Any evaluations completed will have a line through them to indicate that they are complete and not available for further submissions. If there is a problem with the submission, you will not see the confirmation message and the course will not have a line through it. Please send a message to ithelp@clemson.edu if there are any problems with a submission.