# Student Evaluations of Faculty

## COMPLETING STUDENT EVALUATIONS OF FACULTY

FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Overview

In this tutorial, you will learn how to:

➢Access and Submit a Student Evaluation of Faculty.

# Step 1: Navigate to the LBCC Homepage

Using your web browser, navigate to lbcc.edu and click on the Viking Portal link located at the top left corner.
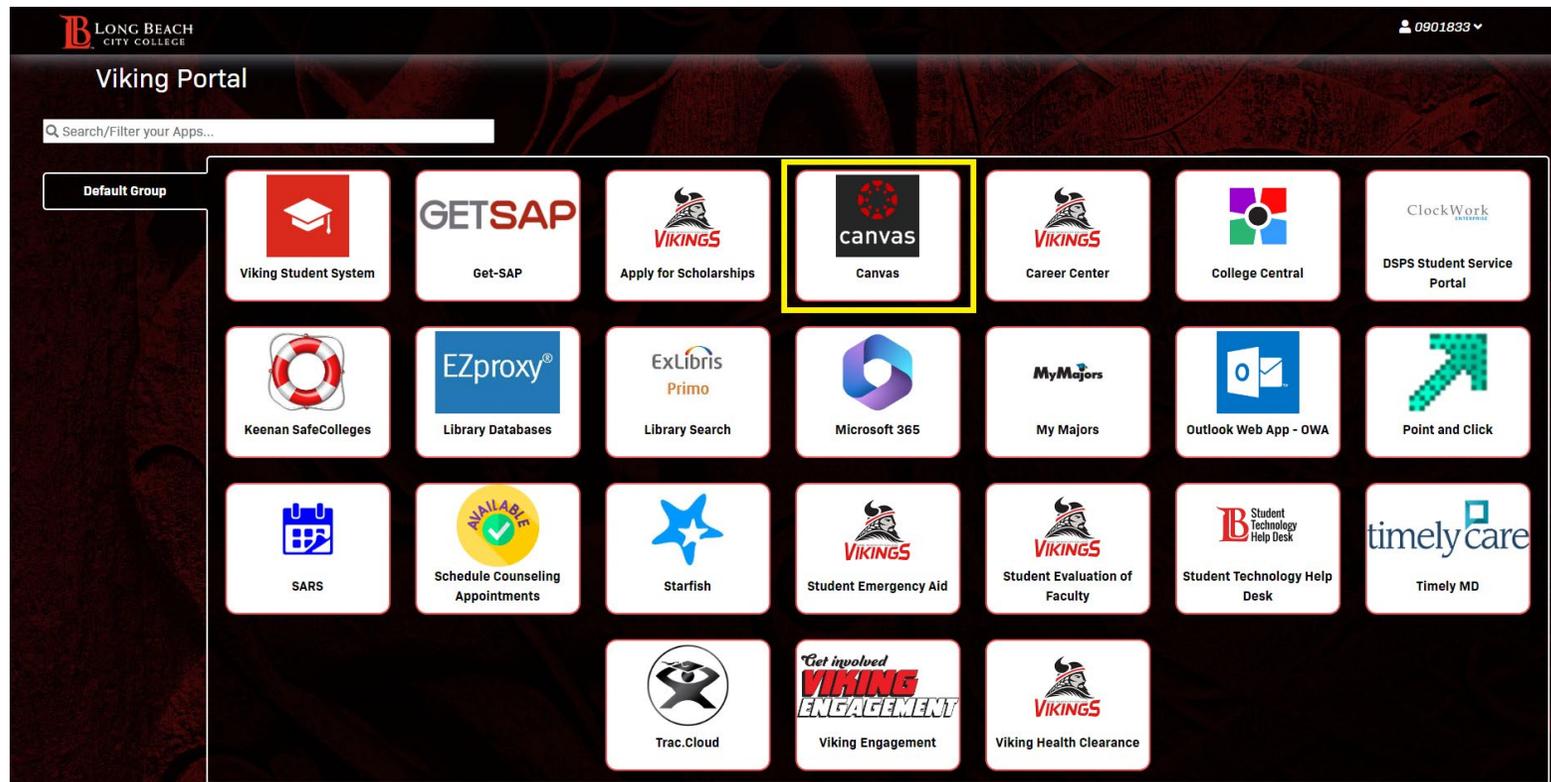
# Step 2: Sign in to the Viking Portal

Log in to the **Viking Portal** using your LBCC student ID, password, and OTP.
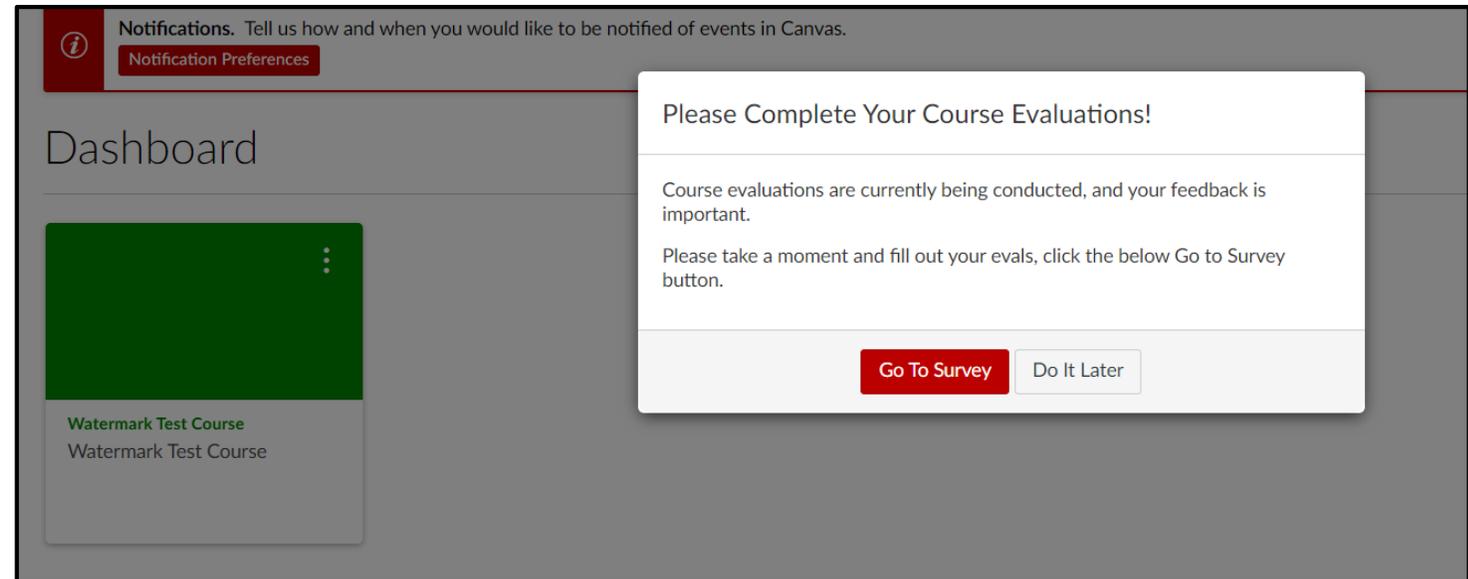
# Step 3: Open Canvas

Open **Canvas** once you have signed in to the Viking Portal.

# Step 4: Locate your Evaluations (Method 1)

There are several different ways to access your faculty evaluations:

**Method 1:** If you have evaluations that are due, a pop-up message box will display on your Canvas dashboard as well as within your individual courses.  You can click on the red **Go to Survey** button to see a list of any available evaluations for your courses, or the **Do it Later** button to temporarily bypass the message.

Notifications.  Tell us how and when you would like to be notified of events in Canvas.

Notification Preferences

Dashboard

**Watermark Test Course**
Watermark Test Course

Please Complete Your Course Evaluations!

Course evaluations are currently being conducted, and your feedback is important.

Please take a moment and fill out your evals, click the below Go to Survey button.

Go To Survey    Do It Later

# Step 4: Locate your Evaluations (Method 2)

**Method 2:** You will also see a notification under your **To Do List** on both your **Canvas dashboard** as well as the **homepage of the specific course** with the link to complete your evaluations.

**Dashboard View**

**Course Homepage View**

Student
Technology
Help Desk

Information
Technology
Services

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# Step 4: Locate your Evaluations (Method 3)

**Method 3:** You can also click on the menu item from the specific course navigation titled **Student Course Evaluations**.
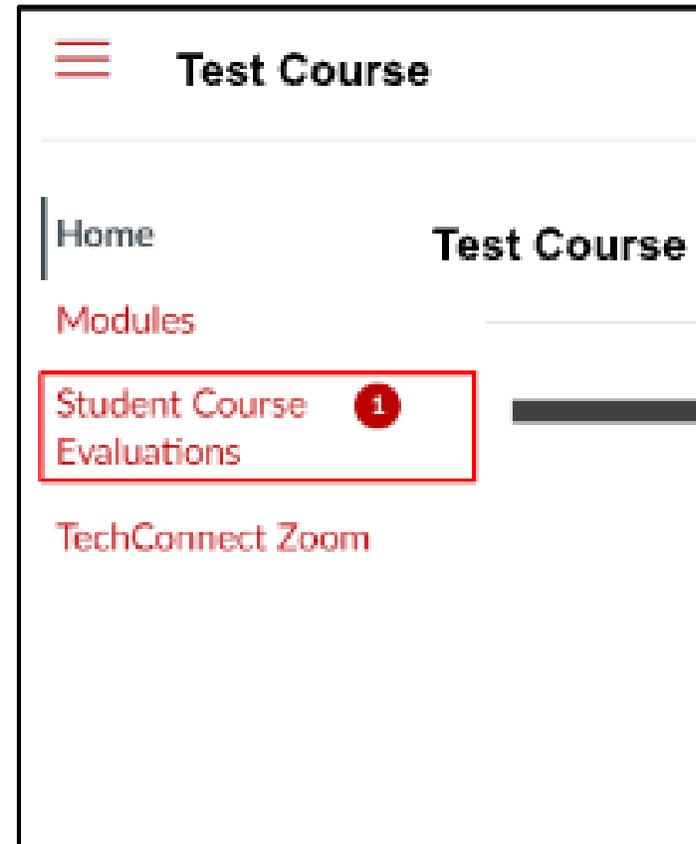
# Step 5: Complete the Evaluation

Once you click on the link to take you to your evaluation survey, you will see a list of questions to respond to and an option to provide constructive comments.

➤Once completed, click on the **Submit** button. You can also click **Save and Exit** to complete and submit your evaluation at a later time.

➤You will continue to receive reminder notifications until your evaluations are completed or until the evaluation period has ended.

➤**Evaluations are Anonymous**.

# Frequently Asked Questions

**Q1: Will my instructor know what my evaluation responses are?**

➤**Answer**: No, all evaluation surveys are anonymous. Instructors will only know that an evaluation has been submitted but will not know who provided the evaluation.

**Q2: When will the evaluation survey be available and how long do I have to complete it?**

➤**Answer**: Evaluation timeframes depend upon the length of the class (1$^{st}$ 8 weeks, 12/16 week, and 2$^{nd}$ 8 week). Students have approximately two weeks to complete the evaluations. Notifications will appear in your Canvas courses with information on when evaluations become available and when they close for your specific course.

# Questions?

If you run into any issues, or have further questions, please feel free to reach out to us!

➢ Website: www.lbcc.edu/sthd

➢ Phone: (562) 938 - 4250

➢ Email: sthd@lbcc.edu