

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.



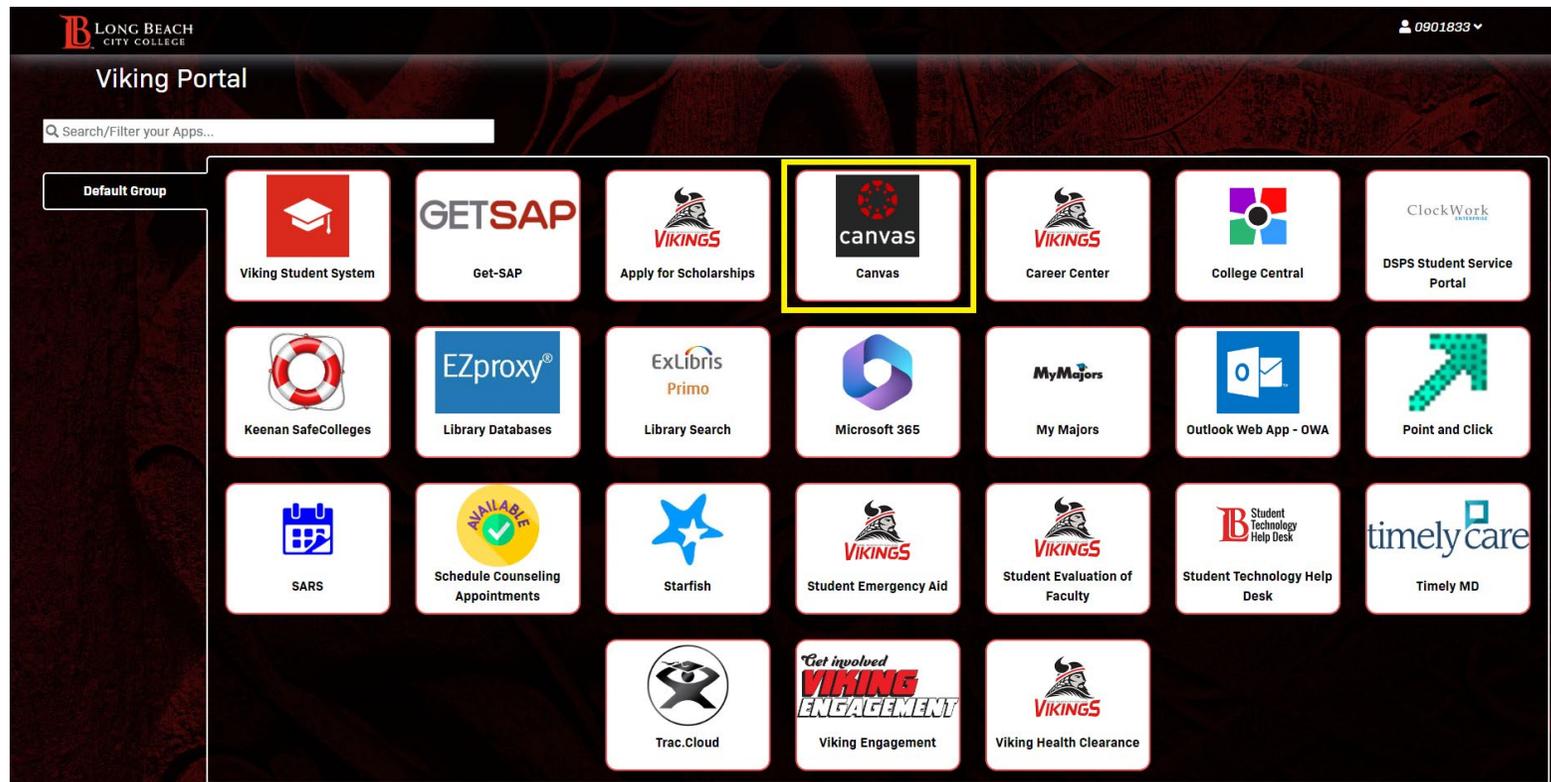
Step 2: Sign in to the Viking Portal

Log in to the **Viking Portal** using your LBCC student ID, password, and OTP.

The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and features the Long Beach City College logo. Below the logo, there are two input fields: "VikingID / EmployeeID" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". A "Login" button is positioned below these fields. At the bottom, there are links for "New/Forgotten Password" and "Change Password", and a list of help links: "Student Login Help" and "Faculty/Staff Login Help".

Step 3: Open Canvas

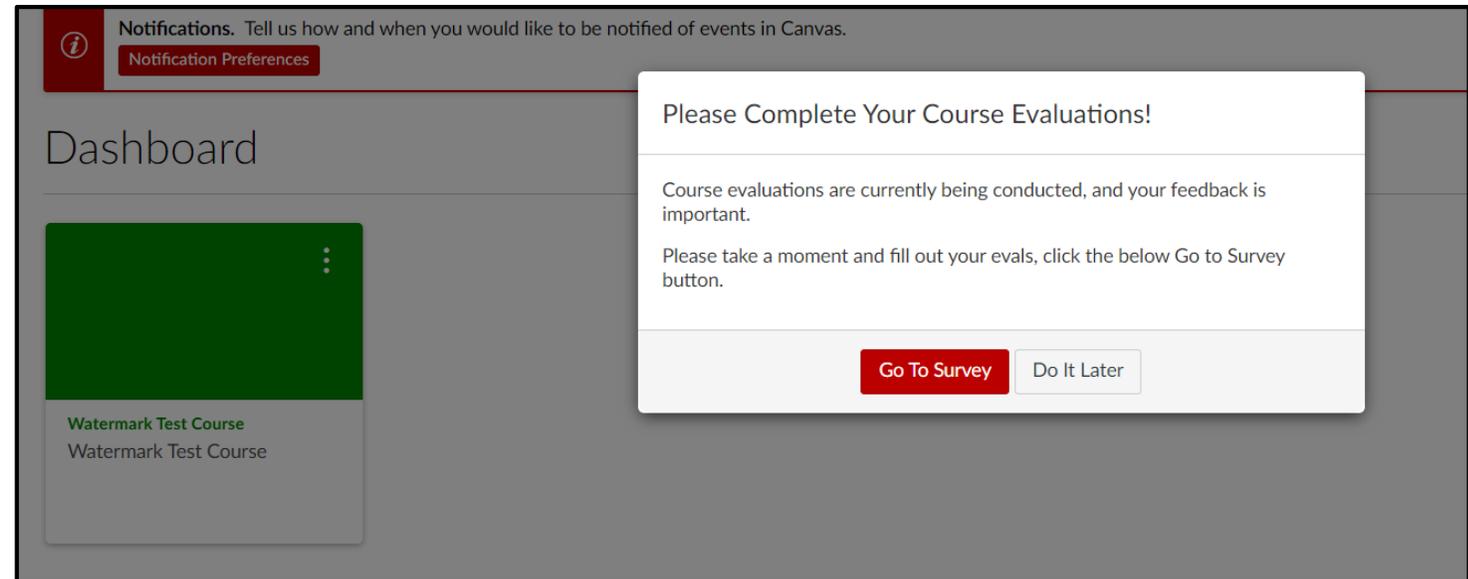
Open **Canvas** once you have signed in to the Viking Portal.



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.



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.

The screenshot shows the Canvas dashboard interface. At the top, there is a 'To Do' section with the text 'Nothing for now'. Below that is a 'Recent Feedback' section, also with 'Nothing for now'. A 'View Grades' button is visible. The 'Course Evaluations' section contains two entries: 'ELECT208 - 31152 - Course Evaluation' and 'MATH 45 - 31067 - Course Evaluation'. Each entry includes start, completion, and end dates. A callout box with a pointer highlights the 'MATH 45' entry, containing the text 'Student Evaluations with due dates'.

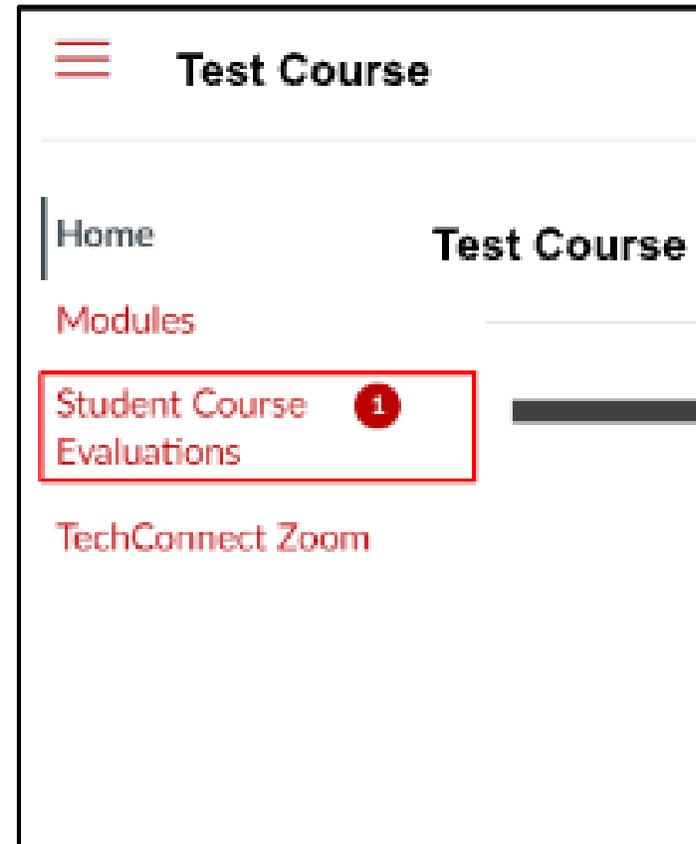
Dashboard View

The screenshot shows the Canvas course homepage interface. At the top, there are four navigation buttons: 'View Course Stream', 'New Analytics', 'View Course Calendar', and 'View Course Notifications'. Below these is a 'To Do' section with 'Nothing for now'. A 'Recent Feedback' section also shows 'Nothing for now'. The 'Course Evaluations' section contains two entries: 'ELECT208 - 31152 - Course Evaluation' and 'Watermark Test Course-WATERMARK'. Each entry includes start, completion, and end dates.

Course Homepage View

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.**

The screenshot displays a survey interface with the following elements:

- Question 1:** "The instructor encouraged students to participate in class discussions". Below it, a row of four radio buttons labeled "Strongly Agree", "Agree", "Disagree", and "Strongly Disagree".
- Question 2:** "The instructor showed interest in my success and progress". Below it, a row of four radio buttons labeled "Strongly Agree", "Agree", "Disagree", and "Strongly Disagree".
- Text Input 1:** "What are the strengths of this classroom instructor?". Below it, a text input field with the name "Mary Water" above it.
- Text Input 2:** "What are suggestions on how this classroom instructor can improve the class?". Below it, a text input field with the name "Mary Water" above it.
- Navigation:** At the bottom right, a row of buttons: "Previous" (with a left arrow), "Exit", "Save & Exit", and "Submit" (with a right arrow). A blue arrow points to the "Submit" button.

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 (1st 8 weeks, 12/16 week, and 2nd 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