

STUDENT INSTRUCTIONS FOR ACCESSING ON-LINE ASTRONOMY DEPARTMENT EVALUATION FORMS

**This must be completed by Monday May 7, 2011 at 7:55 am
OR EARLIER (online)**

1. Log into Blackboard by going to <http://learn.nmsu.edu> and typing in your myNMSU username and password.
2. Once you log in, you will see a new “course” that you are enrolled in. The course is entitled **Spring 2012 - Spring 2012 - Astronomy Undergraduate Class Evaluation Form - Course-Evaluation.**
3. Click on the above evaluation “course.” This will take you to a web page that contains links to two evaluations for each Astronomy class you are enrolled in. The evaluations will be named according to the astronomy class you are enrolled in. For example, if you are enrolled in ASTR 105G Section M04, the evaluations will be called: SPR12 Course Evaluation Form - ASTR 105G M04 and SPR12 Lab/TA Evaluation Form - ASTR 105G M04.
4. Click on each link to be taken to the two evaluation forms. These are anonymous surveys, which means that your instructors will receive your comments after grades have been turned in, but they will have no way of knowing which comments came from whom.
5. Complete TWO evaluations, i.e. both of the forms you have access to. One is for the class and instructor, and the other is for the lab and TA.
6. These evaluations will be available until Monday May 7 at 7:55 am. You must complete each survey within one hour of starting it, so please complete the evaluation in one sitting and do not come back to it several hours later.
7. Thank you for your cooperation!