

## **STUDENT INSTRUCTIONS FOR ACCESSING ON-LINE ASTRONOMY DEPARTMENT EVALUATION FORMS**

**This must be completed by Monday December 10, 2012 at 7:55 am  
OR EARLIER (online)**

1. Log into Canvas 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 **Evaluation: 2012 Fall - ASTR-XXX-MYY-Course Name**, where the XXX and YY correspond to your Astronomy course number and section number. For example, if you are enrolled in ASTR 105G M02, the new course will be entitled “Evaluation: 2012 Fall - ASTR-105G-M02-THE PLANETS.”
3. Click on the above evaluation “course.” This will take you to a web page that contains links to two evaluations for the Astronomy class you are enrolled in. The evaluations are called *ASTR Undergrad Course Eval* and *ASTR Undergrad Lab/TA Eval*.
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 surveys that 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 December 10 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!