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!