

Course Evaluation System – Admins – Requesting Evaluations by Instructor

Using a browser go to <https://eval.lanecc.edu/>

Log into the Central Authentication Server using your L-Number and PIN.

Managers and Deans are responsible for making sure the evaluations happen when required. To do this find the section labeled “Manager Information”.

Manager Information

	Title
Details	Department/Division Instructors: Computer Information Technology ▼
Details	Department/Division Subjects: Computer Information Technology ▼

Select the department/division from the drop down menu. Click “Details” next to the Department/Division Instructors. If you do not see the instructor, you can enter their L-number and click the “Add” button. If they are there, you can select the term you want to activate the evaluations for and press the “Sections” button.

Sections	Spring 2016 ▼	Joseph Colton
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At this point you should see all of the sections they are teaching for the selected term. You can activate course sections for evaluation one at a time.

Instructor Section Reports: Joseph Colton

Preview	Eval Status	Course	Course Title	Evaluation Override	
Preview	0/25 = 0.0%	CS 288 (43610)	Network Monitoring & Mgt	Evaluate ▼	Update
Preview	0/24 = 0.0%	CS 288 (43611)	Network Monitoring & Mgt	Evaluate ▼	Update
Preview	0/13 = 0.0%	CS 286 (43612)	Firewalls and VPNs	System Default ▼	Update
Preview	0/1 = 0.0%	CS 284 (44676)	Network Security Fundamentals	No Evaluation ▼	Update

In the “Evaluation Override” column you can decide what happens with each section. You can choose to Evaluate the course, not evaluate the course, or let the defaults happen. Defaults can be defined at the course level or by the faculty members themselves.

After each section has been changed you need to click the “Update” button to lock your changes in place.