

Course Evaluation System – Admins – Requesting Evaluations by Subject

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 Subjects. If you do not see the subject code, you can type it in and press the “Add” button. If it is there, press the “Courses” button next to the subject.

Courses	Subject	Action
	<input type="text" value="Subject"/>	<input type="button" value="Add"/>
<input type="button" value="Courses"/>	CIS	<input type="button" value="Delete"/>
<input type="button" value="Courses"/>	CS	<input type="button" value="Delete"/>
<input type="button" value="Courses"/>	HI	<input type="button" value="Delete"/>

You should see a list of your courses. If you have set Course leads, then their names will also appear. This does not indicate that they are teaching the course. You can change the evaluation status for all of the sections of the course by updating the “Eval Override” column with the “Evaluate” status and pressing the “Update” button.

Spring 2016 ▼	<input type="button" value="Sections"/>	CS	240W	<input type="text"/>	Joseph Colton	Evaluate ▼	<input type="button" value="Update"/>
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If you want to evaluate only individual sections you will need to select the term on the left hand and press the “Sections” button. At the section level you can also set evaluation settings.

Subject Sections: CS 288

Preview	CRN	Title	Instructor	Eval Override	Status	Update
<input type="button" value="Preview"/>	43610	Network Monitoring & Mgt	Joseph Colton	System Default ▼	0/25 = 0.0%	<input type="button" value="Update"/>
<input type="button" value="Preview"/>	43611	Network Monitoring & Mgt	Joseph Colton	System Default ▼	0/24 = 0.0%	<input type="button" value="Update"/>

You can change the “Eval Override” status for any of the listed sections. Make sure you press the “Update” button to lock your selection in place. If you do force the evaluations to be open the faculty can still turn them on, but cannot turn them off if you requested it.