

## Course Evaluation System – Faculty – Requesting Evaluations

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. Normally, the administrative coordinators mark courses for evaluation. You can see the status of your course in the “Course Section Evaluation” section. If the courses have been marked for evaluation by your manager, dean, or administrative coordinator then you will see the text “Requested by Manager” in the “Eval Request” column. You will also see numbers in the “Eval Status” column indicating the number of students who have completed the evaluation.

### Course Section Evaluation

Questions	Preview	Eval Status	Course	Course Title	Eval Request
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	9/23 = 39.1%	CIS 140U (22951)	Intro to Unix/Linux	Requested by Manager
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	7/24 = 29.2%	CS 284 (23265)	Network Security Fundamentals	Requested by Manager

If your course has not been marked for evaluation, you will still have the option of marking your course for evaluation. Under the “Eval Request” column you will have buttons that are labeled, “Request Evaluation”. When pressed, the button label will change to “Unrequest Evaluation” and you will see the text under the “Eval Status” column will change to numbers indicating the number of students who have completed the evaluation.

### Course Section Evaluation

Questions	Preview	Eval Status	Course	Course Title	Eval Request
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	No Evaluation	CIS 140U (22950)	Intro to Unix/Linux	<input type="button" value="Request Evaluation"/>
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	1/24 = 4.2%	CIS 140U (22951)	Intro to Unix/Linux	<input type="button" value="Unrequest Evaluation"/>
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	0/24 = 0.0%	CS 284 (23265)	Network Security Fundamentals	<input type="button" value="Unrequest Evaluation"/>
<input type="button" value="Questions"/>	<input type="button" value="Preview"/>	No Evaluation	CS 284 (23476)	Network Security Fundamentals	<input type="button" value="Request Evaluation"/>

When a course has numbers instead of the “No Evaluation” text in the “Eval Status” column, the course is marked for evaluation by students. Students should be encouraged to fill out the evaluations.