

# EVALUATION KIT SURVEY ACCESS FOR STUDENTS

The Ringling course evaluation system can be accessed through a current course in Canvas or the evaluation email link.

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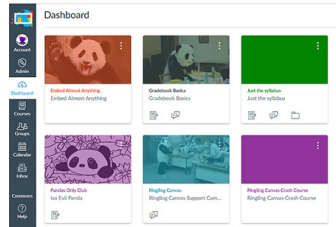
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# ACCESSING A CURRENT EVALUATION FROM CANVAS

01

## SELECT YOUR COURSE

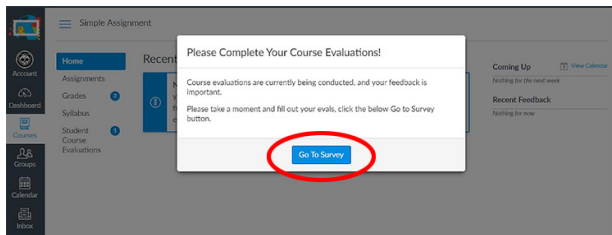
Open a current course from the Dashboard or your “Courses” listing



02

## LAUNCH STUDENT COURSE EVALUATIONS

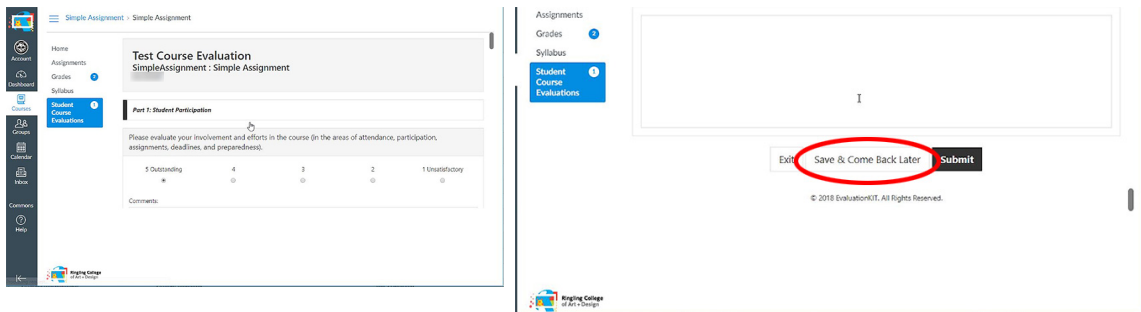
Click “Go To Survey” from the pop-up box or from the left-hand side course navigation select “Student Course Evaluations”. EvaluationKit should launch within the Canvas content window.



03

## FILL OUT SURVEY

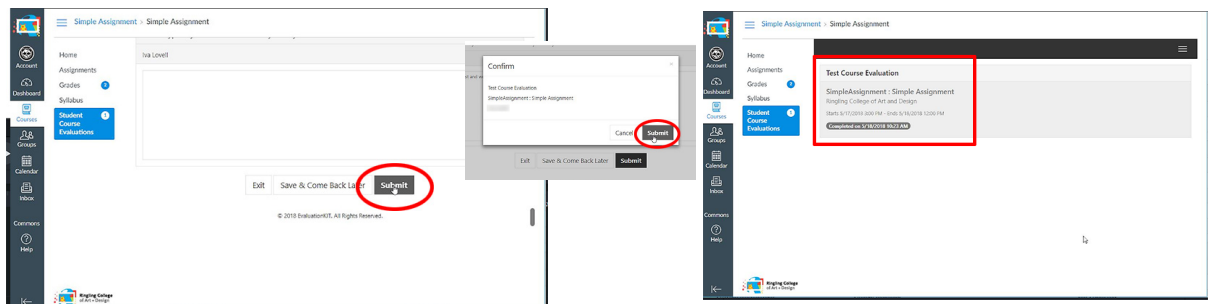
Fill out and answer the survey questions. If you want to start and come back later, scroll to the bottom and “Save and Come Back Later” button



04

## COMPLETE SURVEY

Click “Submit” when you have complete your course survey. Confirm your submission by clicking “Submit”. Your submission is complete when you see your course evaluation has been completed.

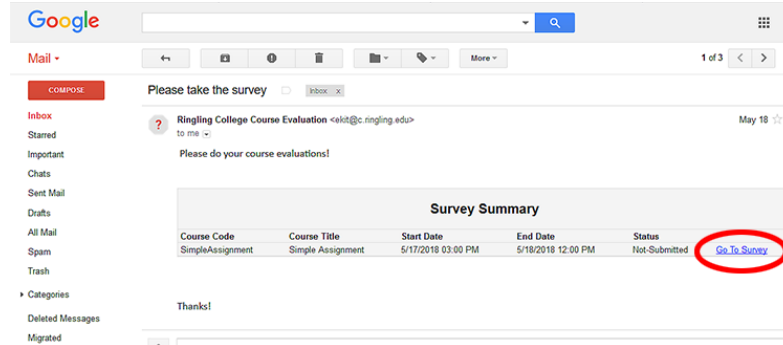


# ACCESSING A CURRENT EVALUATION FROM AN EMAIL LINK

01

## OPEN EMAIL AND CHOOSE COURSE TO EVALUATE

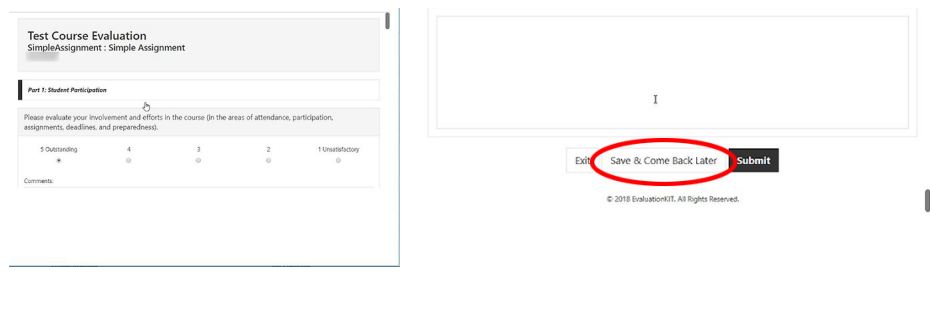
Open the Ringling College Course Evaluation email. From the Survey Summary, select “Go To Survey” for the course you want to evaluate. If you are missing any courses that you have not already evaluated, please contact IT.



02

## FILL OUT SURVEY

Fill out and answer the survey questions. If you want to start and come back later, scroll to the bottom and “Save and Come Back Later” button



03

## COMPLETE SURVEY

Click “Submit” when you have complete your course survey. Confirm your submission by clicking “Submit”. Your submission is complete when you see your course evaluation has been completed.

