

Math/Stat Online Course Evaluation

Step-by-Step Guide

Activate NetID

You must have a valid and activated NetID before you can access the Math/Stat Online Course Evaluation. Your NetID is issued when you become a student at UNR but must be activated. To activate your NetID you will need your *Rnumber* (student number) which you can get through ePaws if you do not remember your number.

To activate your NetID go to <http://www.net.unr.edu> and select the link Activate NetID and follow the instructions provided.

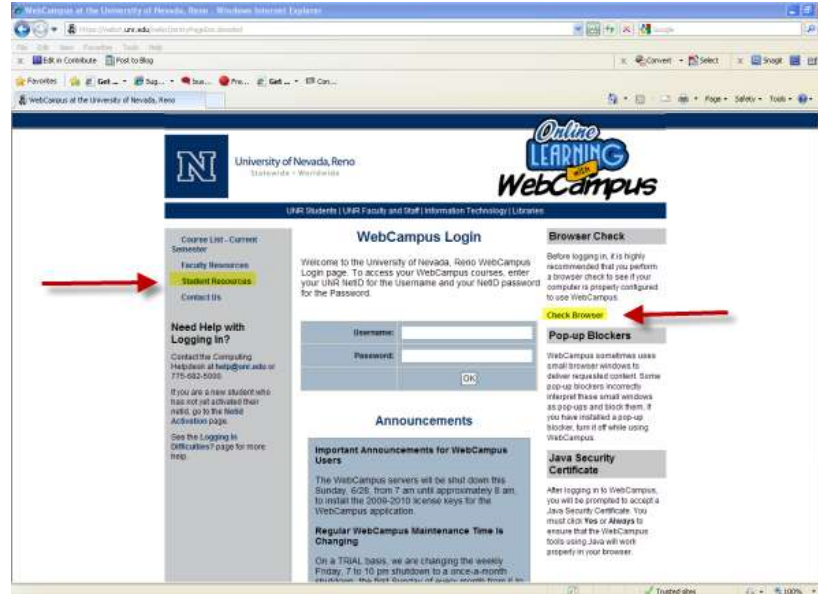
Accessing WebCampus

The Math/Stat Online Course Evaluation is accessed through WebCampus, the online learning environment used at UNR. WebCampus may be accessed from any computer with internet access. You may use a PC with XP or Vista and either Internet Explorer or Firefox for a browser. You may also use a Mac with Safari. All on-campus computers are configured to access WebCampus. If you are accessing the Math/Stat Online Course Evaluation from your home computer or a personal laptop, you will need to run a simple browser check when you access WebCampus.

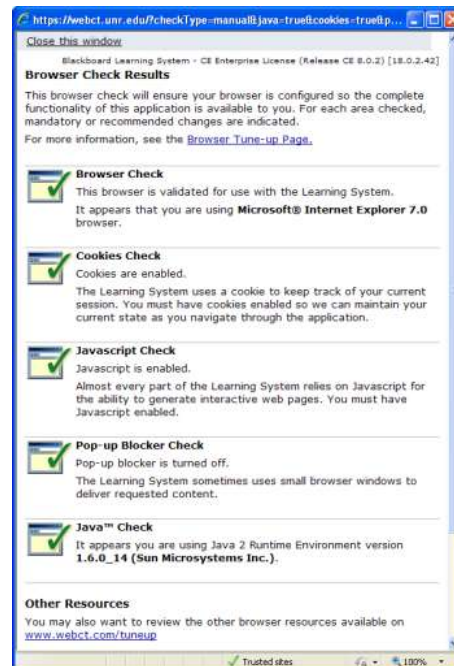
The link to WebCampus is found on the UNR home page at <http://www.unr.edu>.



This will open the WebCampus Logon page.



If you are using your home computer or personal laptop, you should run the Check Browser script by clicking the link on the right sidebar of the WebCampus Logon page. This script will verify that your computer is configured to work successfully with WebCampus. The results of the script should be a green check for each of the tests.

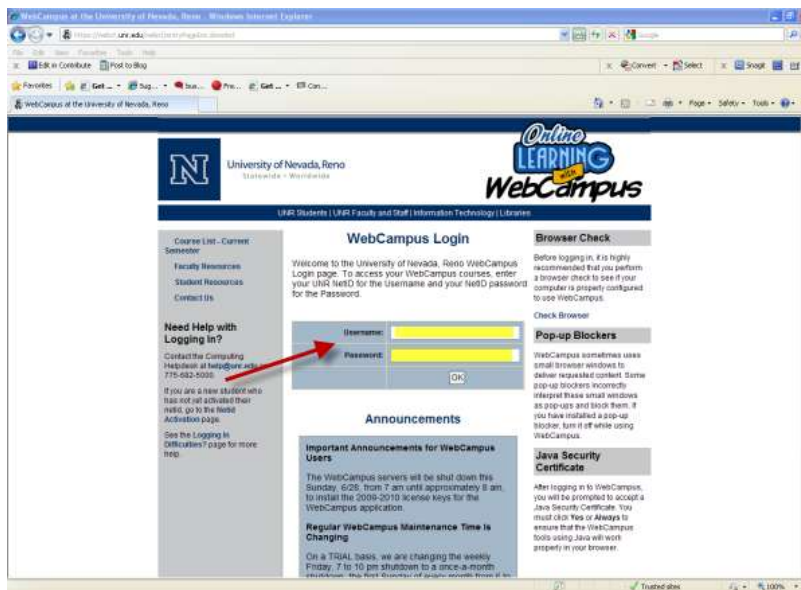


If any of these tests fail, you will be given instructions on what is required to correct the setting. Full instructions on how to configure your computer for WebCampus are provided in the Student Resources link in the left sidebar of the WebCampus Logon page.

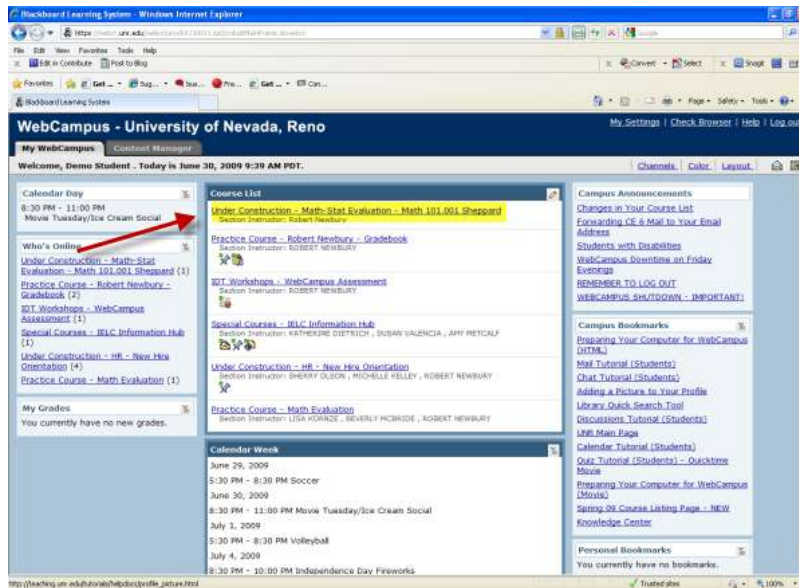
If you experience difficulty with the Check Browser script or are unable to complete the configuration of your home computer or personal laptop, please contact the UNR Help Desk for assistance. Their phone number is (775) 682-5000 or can be contacted by email at help@unr.edu.

Logon to WebCampus

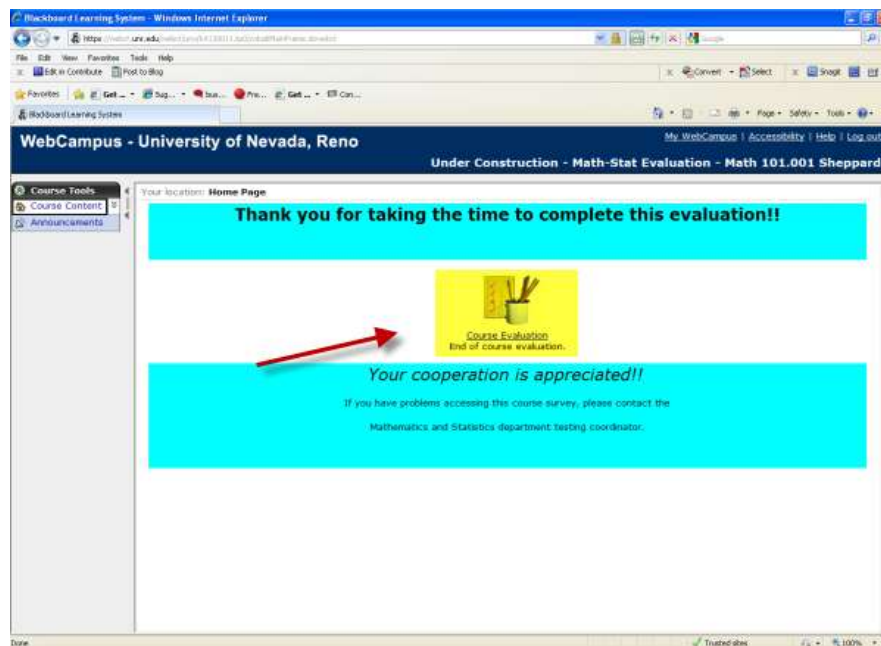
To logon on to WebCampus, you enter your NetID as your user name and the password you created as the Password. Click **OK** or hit **Enter**.



You will next be presented your MyWebCampus page. In the center of this page is your course list and on the course list will be all Math/Stat Online Evaluations available to you. The title of the evaluation will include the course number and section together with the professor's last name. Select the evaluation you wish to complete by clicking on the course title.



The next screen you will be presented is the home page for the course evaluation. You may also see a popup window with an announcement. If this popup window appears please read the announcement before closing the popup window.

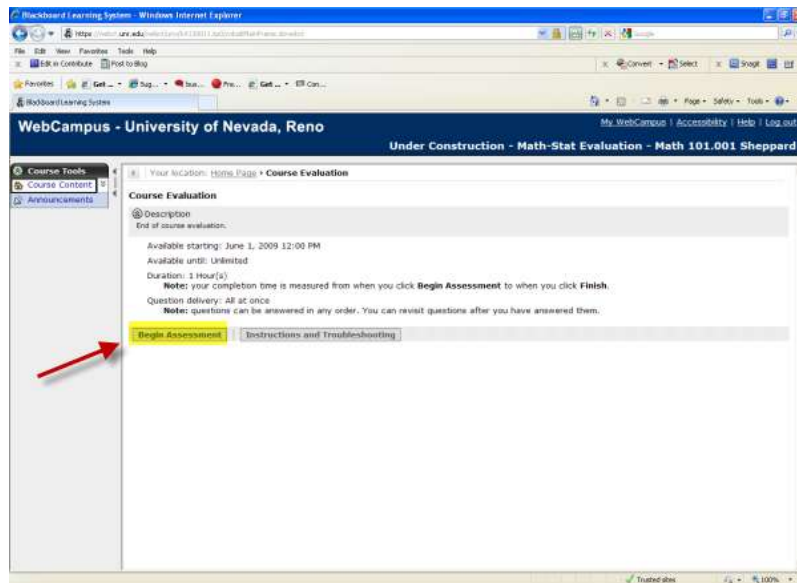


In the center of the course evaluation homepage is the link to begin the course evaluation. You may either click on the icon or the name Course Evaluation to launch the survey.

Course Evaluation Survey

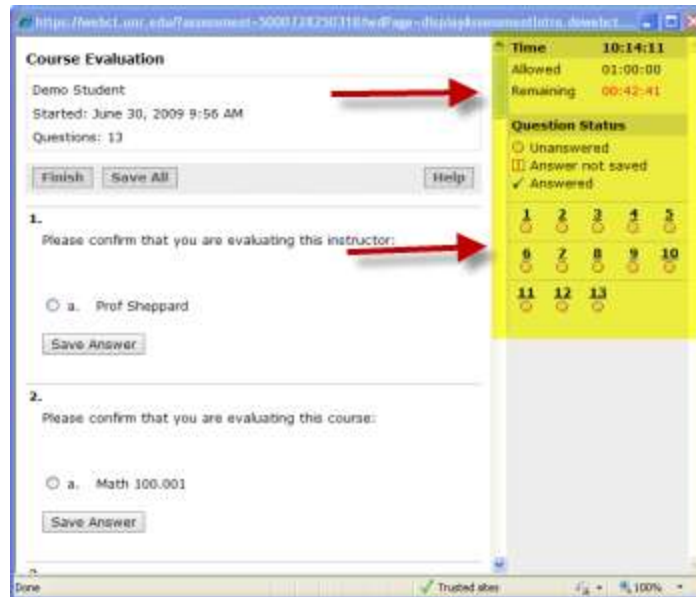
The Math/Stat Online Course Evaluation consists of 2 questions to verify the course and instructor you are evaluating, 10 survey questions about the course and instructor and a comments section. You will have one hour to complete the survey. The questions will be displayed in a separate window.

To begin the course evaluation click the Begin Assessment button



Answering Questions and Saving Your Responses

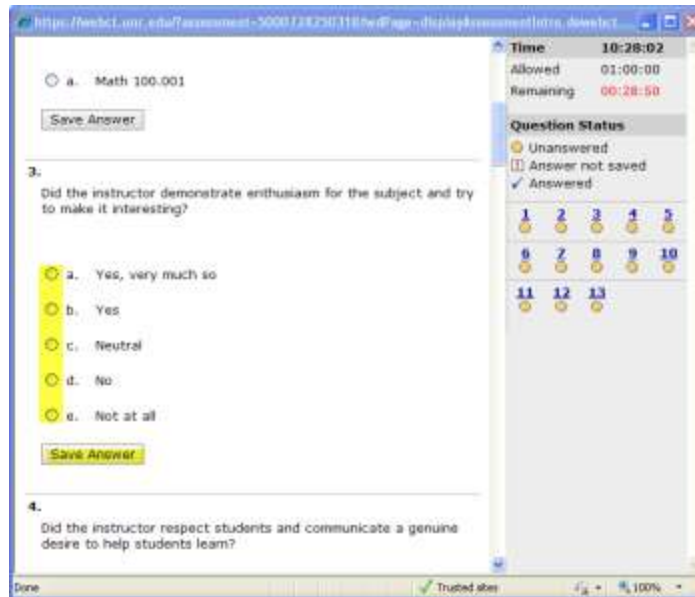
The display of the course evaluation includes a timer and a status of the questions as you progress through the evaluation. The timer is displayed in the upper right-hand sidebar and will indicate the time you have remaining to complete the evaluation. The question status is also displayed in the right-hand sidebar and will indicate which questions you have completed.



The first two questions of the course evaluation ask that you confirm the name of your professor and the course you are evaluating. Do this by clicking the button in front of the professor's name and the button in front of the course number. When completed, you need to click the **Save Answer** button.



The remaining questions are all opinion questions where you will indicate to the degree to which you believe the question statement is true. Your response can range from "yes, very much so" to "not at all". Select the response the best represents your opinion by clicking the button in front of the response and click the **Save Answer** button.



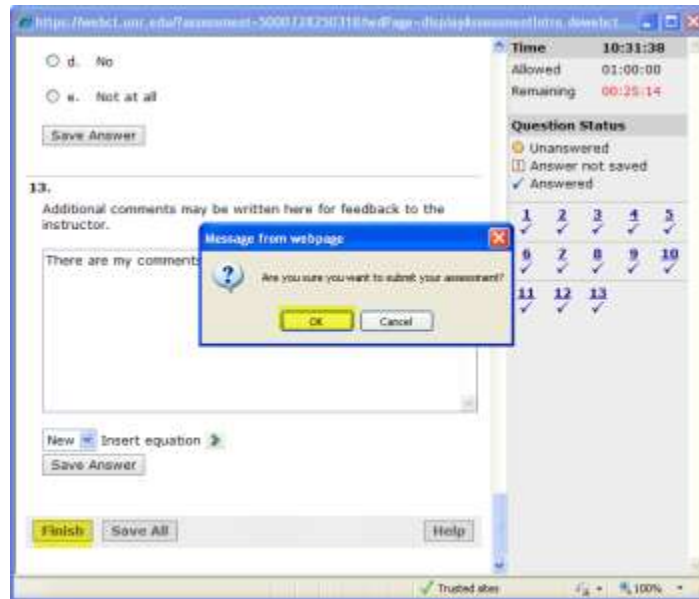
The last question of the course evaluation is an open question for you to provide your comments about the instructor or the course. Type your comments inside the box provided. There is not a limit on the length of the comments section.



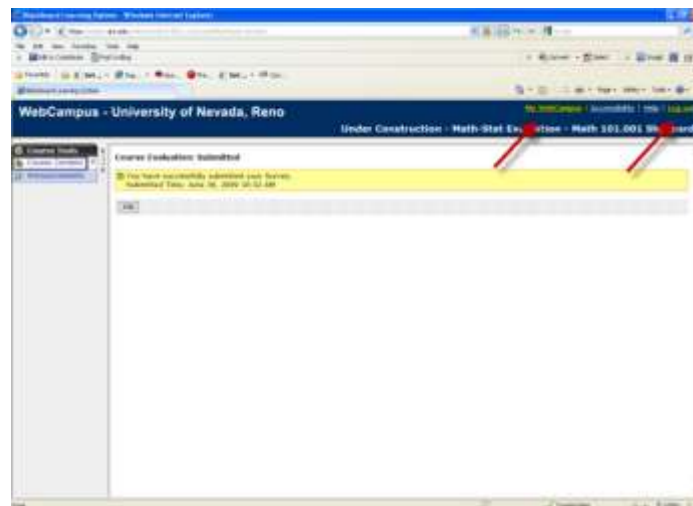
Submitting the Course Evaluation

When you have completed answering all the questions and saving your answers you are ready to submit the course evaluation. The completion of all questions will be indicated by a check mark for each question in the status area of the right-hand sidebar. To submit

your course evaluation, click the **Finish** button and click **OK** to confirm submission of the course evaluation.



You will receive a confirmation message indicating that you have successfully submitted your survey. If you have other course evaluations to complete, you may click the **MyWebCampus** link on the upper right-hand tool menu to return to your course list where you can then select the next course evaluation. If you are finished, then click the **Logout** link in the upper right-hand tool menu.



Thank you for using WebCampus to complete the Math/Stat Online Course Evaluation.