OVERVIEW:
City University of Seattle uses Blackboard to distribute End of Course Evaluations. These evaluations are sent out the Wednesday before the week of the end date of the course and continue until the Wednesday after the week of the end date of the course. This means they are open for two weeks surrounding the week of the end date of the course. For example, if your course ended on Sunday October 7, 2018 or Saturday October 13, 2018 (or any day between those dates), your End of Course Evaluation would begin Wednesday October 3, 2018 and end on Wednesday October 17, 2018.

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You will get several notifications about the End of Course Evaluation for each of your courses. These include 1) Email (multiple reminders), 2) Blackboard Course Banner, and 3) Global Navigation Notification. You will continue to get email notifications until you have completed the evaluation (for each course in which you are enrolled). You have until the close of the evaluation period to take your evaluations. If you wish to take them after the last day of class, you are welcome to do so; however, please be aware that you will continue to get notifications until you complete each evaluation.

Your evaluations are completely confidential. Instructors will not see their class’s results until 10 days after the week of the end date of the course and are unable to identify who gave which evaluation. See the FAQ’s for more information.

HOW TO COMPLETE AN END OF COURSE EVALUATION:
NOTE: Do not use Internet Explorer browser to complete the evaluation.

Through Email
1. Access your CityU Email: mail.cityu.edu (either on your phone or your computer)

2. Look for an email from do-not-reply@blackboard.com with the subject “CityU Course Evaluations are Available” OR “REMINDER: Complete your CityU Course Evaluation for [Course Name]”
Please help us continue to improve teaching and learning at CityU by taking 2-5 minutes to complete the confidential End of Course Evaluation for EAD561_01_ON: Managing Training/Development - USADL - Spring 2015-2016.

Your feedback regarding instructional quality is extremely important to City University of Seattle and your program. We use student feedback to develop quality teaching and course experiences, assess course outcomes, meet accreditation requirements, and guide professional development for faculty.

You will have until the close of the evaluation period to complete your evaluations for your courses. You will receive reminder emails for each course you are taking until you have completed the evaluations. The opening and closing dates for evaluations may vary by course. Please take note of the course name listed above and the closing date provided below when taking this evaluation. Instructors may review anonymous end of course evaluation results after final grades are submitted.

If you have any questions or issues contact course.evaluations@cityu.edu. This evaluation will end on June 26, 2016 11:59 PM.

Thank you!

3. Within the email, click on the link Complete the Evaluation Here.

If you have any questions or issues contact course.evaluations@cityu.edu. This evaluation will end on

Thank you!

Complete the Evaluation Here

4. Fill out the evaluation based on the course name at the top of the page. Strongly Disagree is a POOR score, while Strongly Agree is a GOOD score.
5. Include any written feedback in the last question, this is where you should add specifics about what can be improved, kept the same, or information about secondary instructors (1,000 character limit).

6. Click on Submit.

7. The evaluation is complete.

Through Blackboard
1. Access Blackboard: courses.cityu.edu (either on your phone or your computer)
2. Look for the banner at the top of your Blackboard course.
3. In the banner, select Take Survey.
4. Fill out the evaluation based on the course name at the top of the page. Strongly Disagree is a POOR score, while Strongly Agree is a GOOD score.
5. Include any written feedback in the last question, this is where you should add specifics about what can be improved, kept the same, or information about secondary instructors (1,000 character limit).

6. Click on Submit.

7. The evaluation is complete.