**Course Evaluation Comments**

To type course evaluation comments go to the following website:

* [www.andrews.edu/surveys/indexeva.php](http://www.andrews.edu/surveys/indexeva.php)
* Enter the Username and password that you were provided.
* On the left side of the screen you can change your password by going to User Profile.

To Type Comments:

* Select: List of Surveys on left.
* All of the schools courses are in one location in a long list.
* To find the surveys you are supposed to type the comments for use the name of the instructor which is bold and the name of the course in underneath.
* Click on the four to five digit number that is a blue hyperlink.
* Then type what you see (click display the entire questionnaire to confirm no writing is outside the box) then click Save on the right.
* After clicking save another picture of handwriting will appear.

Empty Cells with NO writing:

* Click Save
* Then the program will ask: Do you really want to delete the picture?
* Select OK and the empty cell will be deleted.

In order to categorize comments: (You can just click continue if you do not want to categorize comments. If you categorize comments the comments disappear in Class Climate 6.0)

* When comment is on screen. Select Add Category. If a screen does not pop up click on the edit button. You may have to select the message at the top of the screen to allow temporarily. Then click edit again and the screen will pop up at the top of the page for you to type in your words for categorizing. Once you type your category. Then you can click save and the comment will be associated with the category.
* At the end if you see comments that similar and want to categorize them in the Summary page click New and in the top left corner a pop window will appear for you to type the category. Then you will be able to assign the category to the comments by using the arrow buttons.

**Items to remember:**

* Double Check- No writing is outside the boxes by clicking on Display the entire questionnaire page . (If there is writing outside the box typically there will be arrows in the box to indicate there is more.)
* Clicking SAVE makes the handwriting picture disappear and the picture cannot be retrieved.
* You may click on edit at the bottom under action but the picture of the writing will not be there. If you have the comment sheets on hand you could use them to reference the comment that you had just saved, if you need to. But remember if you finish all of the comments for one teacher and then you try to go back to edit a comment it will not be possible.
* **Once you are finished with all of the comments from one teacher the blue hyperlink that you clicked on initially will totally disappear and you will not be able to go back and edit any of the comments. So please check and recheck your typing as you type the comments.**