

# Tarleton Course Evaluations

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The survey tool is a web-enabled, paperless evaluation system designed to make the evaluation process easy-to-use and convenient. Paper evaluation forms will not be distributed. The online evaluation can be completed from any internet connected computer, on or off campus.

The evaluation's start and end dates will be published prior to the first day the evaluation is open. Each evaluation will be available 24/7 for your convenience.

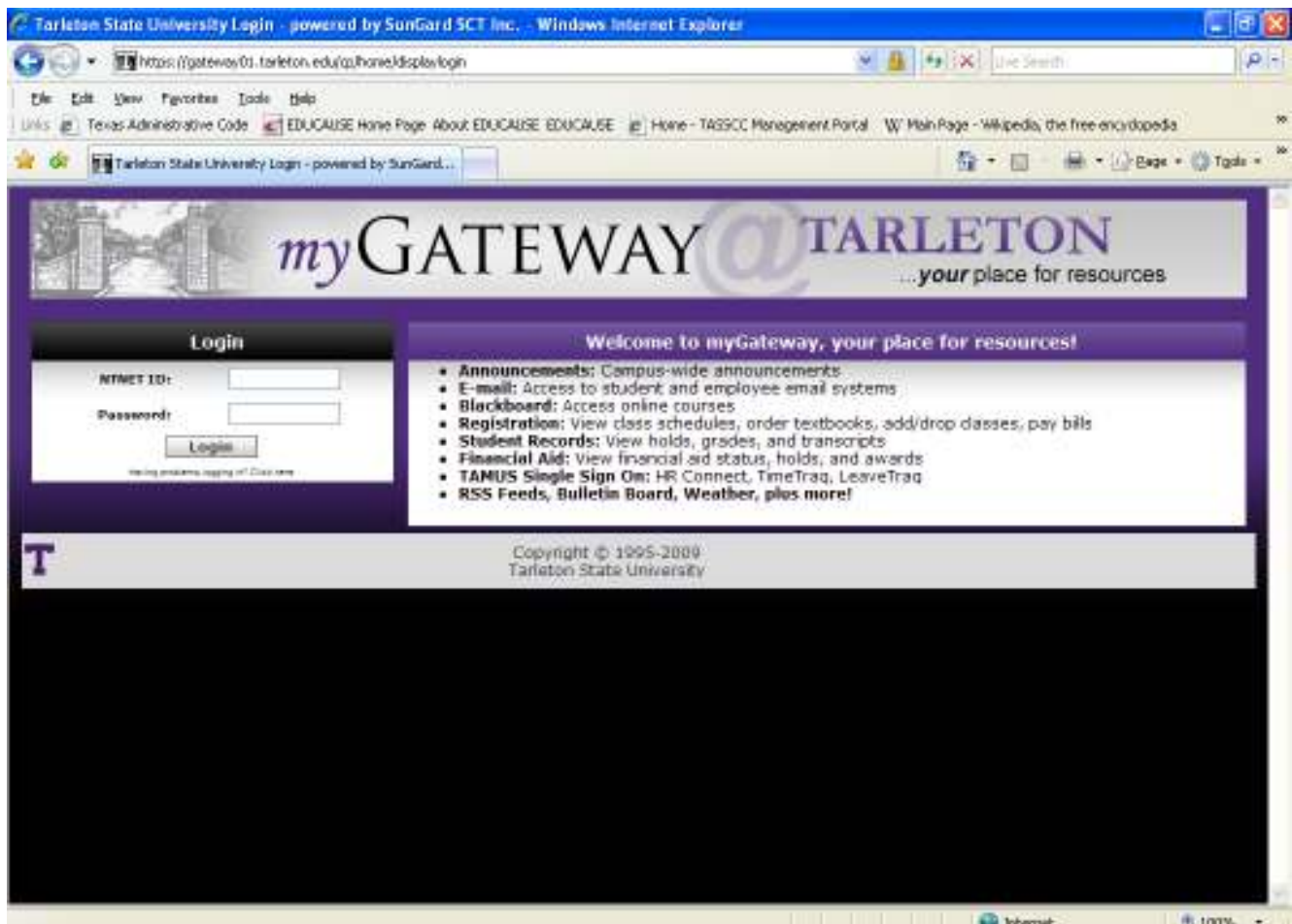
Once you have completed the course evaluation AND your instructor has posted your official grade, you will be able to view your grade for the course.

If you experience any problems accessing the survey for your course please contact the Computer Help Desk at 254-968-9885 ([helpdesk@tarleton.edu](mailto:helpdesk@tarleton.edu)).

Below is a step-by-step guide to evaluate your course. NOTE: If you are accustomed to checking your grades through the final grade or transcript screens, you will need to first complete the evaluation as outlined below. Once your grade is posted the evaluation link will overlay the grade on both the transcript and final grade screen until the end date.

# Tarleton Course Evaluations

## One. Logon to myGateway (<https://gateway01.tarleton.edu/cp/home/displaylogin>)



The screenshot shows a web browser window titled "Tarleton State University Login - powered by SunGard SCT Inc. - Windows Internet Explorer". The address bar displays "https://gateway01.tarleton.edu/cp/home/displaylogin". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows several open tabs: "Texas Administrative Code", "EDUCAUSE Home Page About EDUCAUSE EDUCAUSE", "Home - TAGSOC Management Portal", and "Main Page - Wikipedia, the free encyclopedia".

The main content area features a purple header with the text "myGATEWAY@TARLETON" and the tagline "...your place for resources". Below the header, there is a "Login" section on the left with two input fields labeled "NETNET ID:" and "Password:", and a "Login" button. A small note below the button reads "Having problems logging off? Click here".

To the right of the login section is a "Welcome to myGateway, your place for resources!" message, followed by a bulleted list of services:

- **Announcements:** Campus-wide announcements
- **E-mail:** Access to student and employee email systems
- **Blackboard:** Access online courses
- **Registration:** View class schedules, order textbooks, add/drop classes, pay bills
- **Student Records:** View holds, grades, and transcripts
- **Financial Aid:** View financial aid status, holds, and awards
- **TANUS Single Sign On:** HR Connect, TimeTraq, LeaveTraq
- **RSS Feeds, Bulletin Board, Weather, plus more!**

At the bottom of the page, there is a footer with a large "T" logo on the left and the text "Copyright © 1995-2009 Tarleton State University" on the right. The browser's status bar at the bottom shows "Internet" and "100%".

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## Two. Click on the *Student* Tab

Select the Student Tab

The screenshot shows the Tarleton State University myGATEWAY@TARLETON website. The browser is Windows Internet Explorer. The address bar shows the URL: [http://gateway01.tarleton.edu/render.userLayoutRootNode.uP?uP\\_root=root](http://gateway01.tarleton.edu/render.userLayoutRootNode.uP?uP_root=root). The page features a navigation menu with tabs for Home, Tutorial, Student, and Employee. A red arrow points from a box labeled "Select the Student Tab" to the Student tab. The page content includes several widgets: CAMPUS ANNOUNCEMENTS, PERSONAL ANNOUNCEMENTS, WEATHER.COM - STEPHENVILLE (showing 70°F in Stephenville, TX), EMPLOYEE QUICKLINKS, RESOURCES, and BOOKMARKS. The status bar at the bottom indicates "Done, but with errors on page." and "Internet" connection.

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## Three. Click 'Duck Trax'

Click Duck Trax

The screenshot shows the myGATEWAY@TARLETON portal interface. At the top, the browser title is 'Tarleton State University - Windows Internet Explorer' and the address bar shows the URL 'http://gateway01.tarleton.edu/tag.8e459fe2c5fce113.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeT...'. The page header includes the myGATEWAY@TARLETON logo and the tagline '...your place for resources'. Navigation tabs include Home, Tutorial, Student, and Employee. The main content area is divided into several sections: 'REGISTRATION TOOLS' with links for Registration Status, Look Up Classes, Add or Drop Classes, and Change Class Options; 'ACADEMIC PROFILE' showing a student's details (Class Standing: Graduate, Effective Term: Spring 2005, Level: Graduate, Campus: Stephenville, College: Education, Program: Education - MED, Major: Curriculum and Instruction); 'STUDENT GRADES' with a 'No Data Found' message and a 'Select Another Term' dropdown; 'BANNER SELF SERVICE' containing a 'Duck Trax' link; 'STUDENT MEETINGS' with an 'Upcoming Events Calendar' listing various meetings; and 'FUNDRAISERS' at the bottom. A red arrow originates from a callout box labeled 'Click Duck Trax' and points directly to the 'Duck Trax' link in the Banner Self Service section.

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## Four. Click 'Online Services and Financial Aid'

The screenshot shows the myGATEWAY@TARLETON website interface. A callout box in the top right corner contains the text "Click Online Services and Financial Aid" with a red arrow pointing to the "Online Services & Financial Aid" link in the BANNER SELF-SERVICE section.

**Callout Box:** Click Online Services and Financial Aid

**Website Header:** myGATEWAY@TARLETON ...your place for resources

**User Information:** Welcome Rebecca Gray. You are currently logged in.

**Navigation:** Home | Tutorial | Student | Employee

**REGISTRATION TOOLS:**

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options

**ACADEMIC PROFILE:**

Primary

**Class Standing:** Graduate  
**Effective Term:** Spring 2005  
**Level:** Graduate  
**Campus:** Stephenville  
**College:** Education  
**Program:** Education - MED  
**Major:** Curriculum and Instruction

**STUDENT GRADES:** No Data Found

**BANNER SELF-SERVICE:**

- Duck Trax
- Personal Information
- Online Services & Financial Aid**
- Faculty & Advisors
- Texan Bill Pay

**STUDENT MEETINGS:**


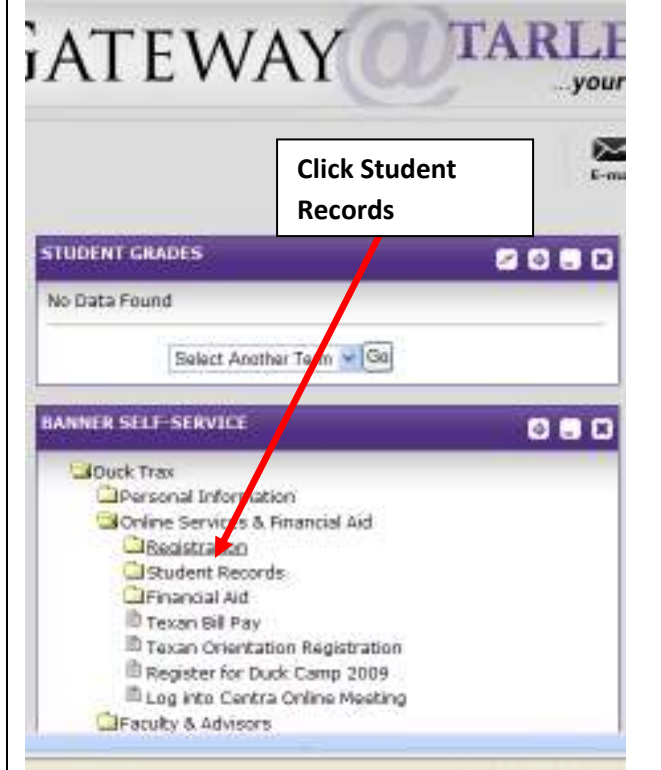
Tarleton State University Upcoming Events Calendar

- Tarleton Alumni Ambassadors-Bi-Monthly Meetings (every other Tuesday)
- Tarleton Professional Educators-Monthly Student Meetings
- Alumni Ambassadors Meeting
- Alpha Phi Sigma Meeting
- TSU Plowboys- Organizational Meetings
- Interfraternity Council- Weekly Meetings
- Alpha Gamma Delta- Meetings
- FarmHouse Fraternity- General Assembly Meeting

**FUNDRAISERS:**

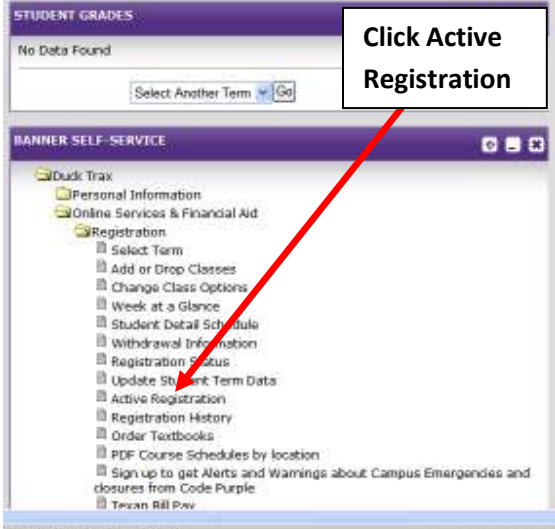
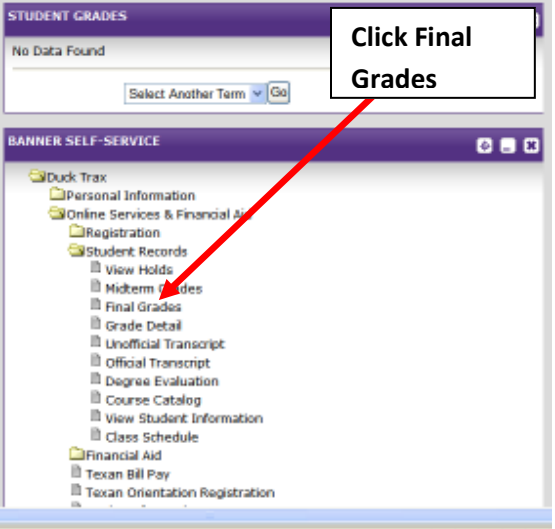
# Tarleton Course Evaluations

Five.

<i>If your grade has NOT been posted</i>	<i>If your grade HAS been posted</i>
<p data-bbox="131 310 781 352"><b>Click on 'Registration'</b></p> 	<p data-bbox="781 310 1438 352"><b>Click on 'Student Records'</b></p> 

# Tarleton Course Evaluations

Six.

<p><b><i>If your grade has NOT been posted</i></b> <b>Click on 'Active Registration'</b></p>  <p>The screenshot shows the Banner Self-Service interface. At the top, there is a 'STUDENT GRADES' section with 'No Data Found' and a 'Select Another Term' dropdown. Below this is the 'BANNER SELF-SERVICE' navigation menu. A red arrow points from a text box labeled 'Click Active Registration' to the 'Active Registration' option in the 'Registration' sub-menu.</p>	<p><b><i>If your grade HAS been posted</i></b> <b>Click on 'Final Grades'</b></p>  <p>The screenshot shows the Banner Self-Service interface. At the top, there is a 'STUDENT GRADES' section with 'No Data Found' and a 'Select Another Term' dropdown. Below this is the 'BANNER SELF-SERVICE' navigation menu. A red arrow points from a text box labeled 'Click Final Grades' to the 'Final Grades' option in the 'Student Records' sub-menu.</p>
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# Tarleton Course Evaluations

Seven. Click on 'Evaluate Professor link'

<i>If your grade has NOT been posted</i>	<i>If your grade HAS been posted</i>																					
<p><b>Dev Musical Exp - MUSC 315 - 010</b></p> <p>Fall 2009 B0793 Web Registered Apr 06, 2009 Lecture Face-to-face Stephenville</p> <p>Campus Course Evaluation</p> <p><b>Choral Tech - MUSC 335 - 010</b></p> <p>Associated Term: Fall 2009 CRN: B0797 Status: Web Registered Apr 06, 2009 Schedule Type: Lecture Instructional Method: Face-to-face Campus: Stephenville</p> <p><b>Ensemble: Chamber Choir - MUSC 401 - 040</b></p> <p>Associated Term: Fall 2009 CRN: B0835 Status: Web Registered Apr 06, 2009 Schedule Type: Private Lesson Instructional Method: Face-to-face Campus: Stephenville</p>	<p><b>Student Information</b></p> <p><b>Current Program:</b> Bachelor of Music <b>Level:</b> Undergraduate <b>Program:</b> Liberal &amp; Fine Arts - BM <b>Admit Term:</b> Spring 2006 <b>Admit Type:</b> New Transfer (no TSU credit) <b>Catalog Term:</b> Fall 2005 <b>College:</b> Liberal &amp; Fine Arts <b>Campus:</b> Stephenville <b>Major and Department:</b> Music, Fine Arts and Communications <b>Academic Standing:</b> Good Standing</p> <p><b>Undergraduate Course work</b></p> <table border="1"> <thead> <tr> <th>CRN</th> <th>Subject</th> <th>Course</th> <th>Section</th> <th>Course Title</th> <th>Campus</th> <th>Final Grade</th> </tr> </thead> <tbody> <tr> <td>60783</td> <td>BIDL</td> <td>120</td> <td>010</td> <td>General Biology</td> <td>Stephenville</td> <td>Evaluate Vicky V. Johnson</td> </tr> <tr> <td>60694</td> <td>RDG</td> <td>351</td> <td>410</td> <td>Content Area Reading</td> <td>Stephenville</td> <td>A</td> </tr> </tbody> </table>	CRN	Subject	Course	Section	Course Title	Campus	Final Grade	60783	BIDL	120	010	General Biology	Stephenville	Evaluate Vicky V. Johnson	60694	RDG	351	410	Content Area Reading	Stephenville	A
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Click Evaluate Professor

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**Eight. Fill out the Evaluation & Click ‘*Submit Evaluation*’ at the bottom**

Section I: The Instructor	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Instructor set out and met course objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Instructor used class time productively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Instructor communicated ideas clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Instructor effectively answered students' questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Instructor was available to students by keeping regular office hours or by making other arrangements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Instructor provided helpful feedback on my progress in the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Instructor chose assignments that were relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I would recommend this instructor to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Section II: The Student					
9. Reason for taking course	<input style="width: 100%;" type="text"/>				
10. Average number of hours spent on weekly homework assignments for this course	<input style="width: 100%;" type="text"/>				
11. Expected grade in this course	<input style="width: 100%;" type="text"/>				
Section III: Open-Ended Comments					
12. Comment on aspects of the course or teaching style that have been most valuable to your overall learning experience.	<input style="width: 100%; height: 40px;" type="text"/>				
13. Suggest how the instructor might improve this course or teaching procedure.	<input style="width: 100%; height: 40px;" type="text"/>				
14. Use the additional space to clarify any of your responses or to discuss issues not covered by the rating system.	<input style="width: 100%; height: 40px;" type="text"/>				
<b>Submit Evaluation</b>					