

## How to Complete the Online Course Evaluation

*Please keep in mind that in order to see your grade for a course through the StudentAccess portal to SONISWEB, you **must** submit a course evaluation by the course evaluation deadline. The deadline for Fall 2009 Semester course evaluations is January 25<sup>th</sup>.*

Completion should take between 10-15 minutes. The instructor will see a summary report and individual responses will be completely anonymous.

The Seminary takes these evaluations very seriously. They are used by the instructors, by the administration and by our accreditors. We sincerely hope you will give your honest and thorough feedback.

To begin please follow the steps below. If you have any problem you may call the Registrar's Office 860-509-9511 for assistance.

Log into your account through the StudentAccess button on the Seminary's homepage. If you do not have your Student ID and PIN number please send an email to registrar@hartsem.edu.

Click on Schedule tab.

Make sure the School Year and Semester are correct. If not, change them by using the pull down menus and then click the "Change" button.

Click on the name of the course for which you wish to complete your evaluation.

Hartford Seminary

Booklist Printable Update Bio Search

**Student Schedule  
for Student Test**

Logout Bio **Schedule** Registration Degree Audit

School Year: 200809 Semester: Summer Change

Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
AM-691	01	2E	<u>Church Administration</u>	TUE 6:00-9:00pm THU 6:00-9:00pm	05/26/09	06/25/09	205	3.00		

Viewing: 2008/09 Semester: Summer Total Credits Attempted: 3.00  
GRADES IN RED ARE UNOFFICIAL

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After clicking on the link a new window will open with the evaluation form. The course name and number will be at top of the evaluation.



Close

**COURSE EVALUATION FOR AM-691 - 01  
Church Administration**

**Instructor:** Bennett, Anthony

**Hartford Seminary Graduate Course Evaluation**

**Instructor Evaluation**

The course instructor was prepared.

- Poor
- Fair
- Good
- Very Good
- Excellent
- Not Applicable

The course instructor was knowledgeable in the subject area.

- Poor
- Fair
- Good
- Very Good

Scroll down and be sure to answer all the relevant questions, when you are done click “Submit Evaluation” at the bottom of the page. \*\* NOTE – if you are enrolled in one of the online courses please be sure to complete those questions as well.

I invested enough time to meet the course requirements.

- Agree
- Strongly Agree
- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Overall, the online format of the course was effective.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Please feel free to add any additional comments related to the online nature of this course.

Submit Evaluation



The text questions allow for very long answers so do not feel limited by the small box size.

Please repeat this process for each course you are enrolled in.

You must complete evaluations before the deadline in order to view your grades.