HOW TO SUBMIT EVALUATIONS OF
BOISE STATE CONCURRENT ENROLLMENT INSTRUCTORS AND COURSES

Every academic term, Boise State University asks students to evaluate their instructors and courses with the goal of making them better.

The anonymity of students evaluations are guaranteed by CollegeNET, the independent company Boise State has contracted with to run Bronco CourseEval. Instructors cannot see the results until after grades are submitted.

The evaluation period for fall courses is December 1-15, 2015, and for year-long and spring courses it is April 19-May 10, 2016.

Students will receive an email from Bronco CourseEval to start the evaluation process. They can also log in at webapps.boisestate.edu/course-evaluations/user/login/ using their my.BoiseState username and password.

Students must create their myBoiseState password before they will be able to access their Student Account. Instructions can be found on page 5 of the Concurrent Enrollment Brochure available at concurrentenrollment.boisestate.edu.

If students need their username or ID number to create a password, please contact the Concurrent Enrollment office at concurrentenrollment@boisestate.edu or (208) 426-3750.

The Boise State OIT Help Desk is available for any questions. Contact them at (208) 426-4357, or via e-mail at helpdesk@boisestate.edu. Business hours are Monday through Friday from 7 a.m. to 6 p.m. and Saturday and Sunday from 10 a.m. to 5 p.m.

The average student spends about 5 minutes to fill out a single evaluation. After the semester grades are submitted, the results will be available to the instructors, faculty liaison and the Concurrent Enrollment office to determine ways to improve classes.

Evaluation Confirmations – Students should receive an email through BroncoMail confirming that they completed their evaluation at the end of the day they complete it. If they do not receive a confirmation, there are a couple things to try:

• Search for emails that have “Receipt of Course Evaluations” (use quote marks around the string). This should find the email if the student simply missed it, or if it was caught in their spam filter.

• Students can log back in to the course evaluation system. On the student home page, they should see that the courses that were evaluated are marked. Students can take a screenshot of that, then compose an email to their instructor, and paste the screenshot image into the body of the email.