Instructions for the UMC Online Student Evaluation of Teaching

Please Note:
Each student will only be able to submit one evaluation for the faculty member teaching each individual class. In the event a student does not have their computer in class, the student may log into the website from another student’s computer to submit an evaluation form. Do not use the “Enter” key during the evaluation. Click the “Submit Evaluation” button when the evaluation has been completed.

Also Note: An individual student’s responses are not identifiable, the Student ID number is used to validate registration only, and overall results of the evaluation are shared with the faculty member after submission of final grades for the semester.

1) Open Microsoft Internet Explorer (IE)
   Please Note: The online evaluation may not work in certain versions of Netscape, and it works best with IE version 5 or higher

2) Go to the following URL to enter the online evaluation site
   http://cmyu.umcrookston.edu/seot/login.cfm

3) Please enter your student ID number to access the online forms. (the student ID number will not be submitted with the evaluation form. The ID is only used to enter the website.)

4) Enter the password. (The person conducting the evaluation will provide this information.)

5) Click the “Log In” button.

6) If the Student ID number and password are valid, you will see a table stating the name of your instructor and the course number and section. If this is correct, click on the link “Evaluation Form”. If it is incorrect, you should hit your browser’s back button and re-enter your Student ID number and password code.

7) Next you will see the actual evaluation with the course and instructor information at the top. Please respond to the questions, and enter any comments into the comment field. Do not use the “ENTER” key when typing in the comment box. Once you have completed the evaluation to your satisfaction, Click the “Submit Evaluation” button.

8) You should receive a confirmation stating your entry was successfully submitted.

9) Close Microsoft Internet Explorer