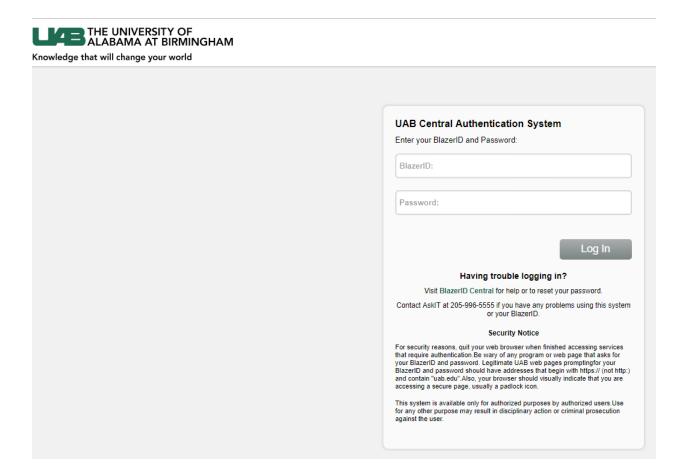
Accessing Campus Labs Course Evaluations

- 1. To access the available courses to evaluate, please go to https://uab.campuslabs.com/courseeval/
- 2. Login to the site using your campus username and password.



Viewing your survey list

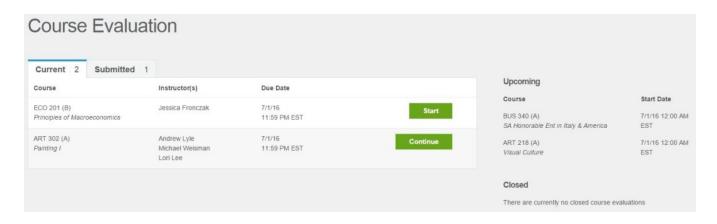
When you log into the Course Evaluation website, you are first presented with a list of courses that they are currently enrolled in. Courses may be grouped in the following categories:

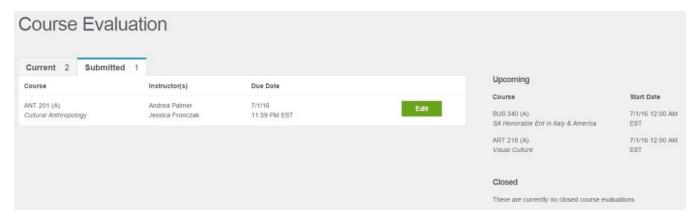
Current Evaluations - Courses that are available to be evaluated

Submitted Evaluations - Courses that are marked as finished

Upcoming Evaluations - Courses that have not begun yet, but are scheduled

Closed Evaluations - Courses that the evaluation window has closed on



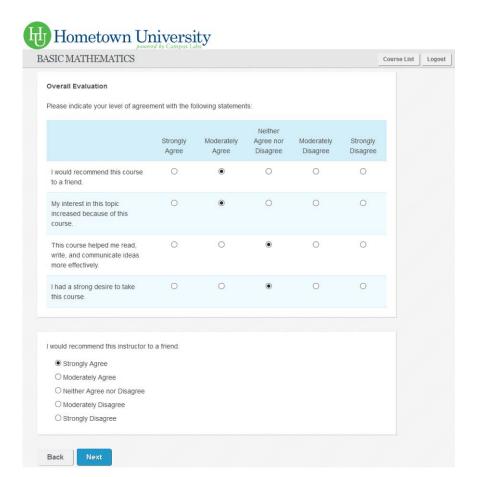


To begin any evaluation, click on the **Start** button. The site will then direct you to begin the evaluation. Course Evaluations are paginated for easier survey taking. The amount of pages and questions displayed is decided by your school. Once you begin your evaluation, you will see a number of questions listed on each page. Please note that certain questions may be asked about your instructor and are noted by showing the name of the person you are evaluating.

When you have completed all of the questions, the system will redirect you back to the home page and your course will then be moved to the Submitted section. If you realized you made a mistake you may click on the **Edit** button to make changes. The edit button will stay available until the survey window closes.

If at anytime you need to leave the evaluation before you have finished, you may click on the **Course List** or **Logout** buttons that appear at the top of each page. The next time you return to the website you will see a **Continue** button next to the course and the system will place you back on where you left off. You can hit the back button on any page to make modifications to questions already answered.

*Please note that if you do not fully complete your evaluation you will stay on your schools reminder list.



Once a course evaluation has been completed the page below will be displayed.

