

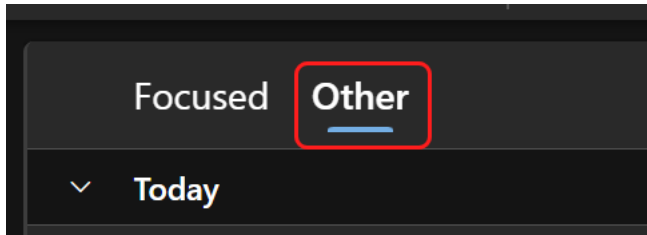


How Students Access LU Course Evaluations

NOTE: If you are a *faculty member* or *administrator*, you may access evaluations [here](#).

Students, Remember:

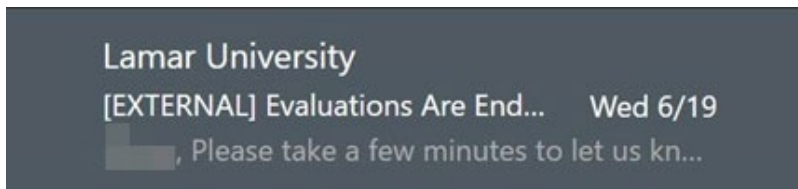
- All Course Evaluation emails will be sent to your *LU email*, not your personal email.
- If your LU email inbox is divided into the 'Focused' and 'Other' categories, course evaluation emails will appear under 'Other'.



- You can check the *Survey End Date* column in the Survey Summary table to see when the evaluation period ends.
- Evaluations **cannot** be submitted after the evaluation period ends.
- Evaluations **cannot** be rescinded, edited, or redone after they've been submitted.
- When you have finished **all** your course evaluations, you will receive a Certificate of Confirmation in your LU email.

Here are the 3 ways that students can access their evaluations:

1. **LU Email:** Under the new system, students will receive emails from Lamar University inviting them to take their course evaluations, with reminders being sent every 2-3 days until they are completed, or the evaluation period ends. Clicking the [Go To Survey](#) link in the Survey Summary table will bring you directly to any open evaluations.



| Survey Summary | | | | | |
|----------------|--------------|-------------------|--------------------|---------------|------------------------------|
| Course Code | Course Title | Survey Start Date | Survey End Date | Status | |
| | | 6/14/2024 8:00 AM | 6/28/2024 11:59 PM | Not-Submitted | Go To Survey |
| | | 6/14/2024 8:00 AM | 6/28/2024 11:59 PM | Completed | |
| | | 6/14/2024 8:00 AM | 6/28/2024 11:59 PM | Not-Submitted | Go To Survey |
| | | 6/14/2024 8:00 AM | 6/28/2024 11:59 PM | Not-Submitted | Go To Survey |
| | | 6/14/2024 8:00 AM | 6/28/2024 11:59 PM | Not-Submitted | Go To Survey |

2. **Blackboard Popup:** Course Evaluations can also be accessed directly from *Blackboard*. There will be a popup inviting students to take their course evaluations upon logging in to *Blackboard*. This popup will continue to appear upon logging in until the student either completes their course evaluations or the evaluation period ends.

Lamar University

Please Complete Your Course Evaluations!

Course evaluations are currently being conducted, and your feedback is important. Please take a moment and fill out your evals, click the below Go to Survey button.

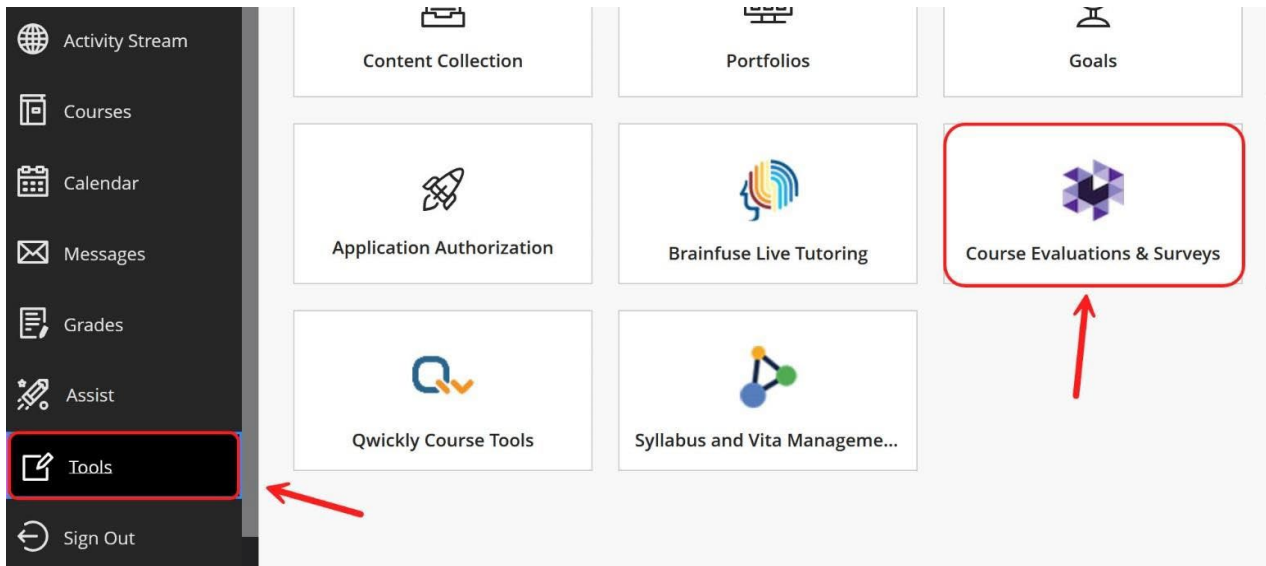
[Go to Survey](#) [Do It Later](#)

Retaining Collaborate Sessions

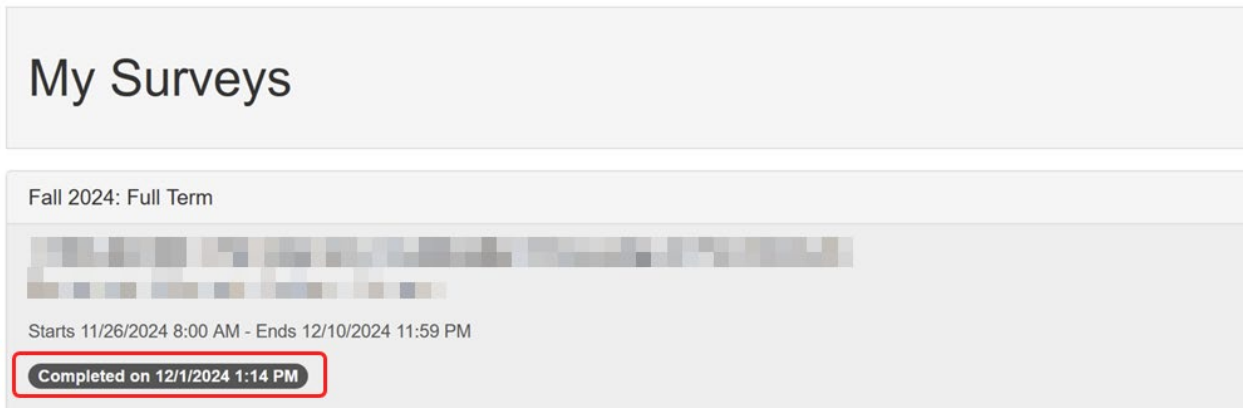
Blackboard Collaborate sessions will be deleted after the course term ends. Any faculty Collaborate sessions should migrate them into the Yuja Video Platform no later than on Migrating your Blackboard Collaborate recordings into the Yuja Video Platform allows for students. This method also provides instructors with a central repository to convenient information and instructions on the process, <https://www.lamar.edu/lu-online/files/download/ultra.pdf>

*Note: video that identifies students in a course should not be reused in any other setting

3. **Manually Access via Blackboard:** The student can also navigate to course evaluations on their own by going to *Tools > Course Evaluations & Surveys*.



NOTE: You may also check this page during the evaluation period to see timestamps of when you completed each evaluation.



For any questions regarding the Course Evaluations, you may reply to your course evaluation emails or directly email dept_darpa@lamar.edu