Accessing the System

To use the Course Evaluation System (CES), login to [Student Central](studentcentral.unc.edu) with your ONYEN and password (Figure 1).

![Student Central Login](image)

From the Student Central menu select the "Course Evaluation System" option (Figure 2).

![Student Central Menu](image)

Tips

Please note that Student Central has a 60-minute inactivity time-out period.

A course evaluation form must be completed in one session.

To return to the Student Central menu at any time while in the course evaluation application, click on the Student Central Menu link that appears at the top right of every web page; however, you cannot return to where you were in the evaluation form.
Choosing a course evaluation

The Course Evaluation System menu will display all the courses for which you are enrolled this term (Figure 3).

Choose one of the courses on the course evaluation menu page by clicking the radio button to the right of the course, and then click the Submit button. If a course is “grayed out,” the course does not have an online evaluation for this term.

Completing course evaluation

You will now see the evaluation form for the course you selected. It should appear similar to the one pictured below (Figure 4). Since evaluations are customizable by faculty, evaluations will differ from course to course.

Mark your answers to the items by clicking in the radio box under the desired column (Strongly Disagree, Disagree, Neither Disagree nor Agree, Agree, Strongly Agree) next to each item.
Figure 4 - Course Evaluation Example
When you are finished with the evaluation, click on the Complete Survey button at the bottom left of the page (Figure 5).

![Evaluation Form Submission Options](image)

Figure 5 – Evaluation Form Submission Options

If any items have been left unanswered, a message will show which items have not been answered (Figure 6). To answer the incomplete items click the Cancel button. This action will keep you on the current evaluation page. To submit the evaluation as is, click the OK button.

![Unanswered Questions Prompt](image)

Figure 6 - Unanswered Questions Prompt

To decline to take the evaluation, click the Decline button (Figure 5). You will be asked to confirm your decision (Figure 7). Click OK to decline to take the evaluation, or click Cancel to take the evaluation.

![Decline Evaluation Prompt](image)

Figure 7 - Decline Evaluation Prompt

The Clear Selections button (Figure 5) clears out all answers you have chosen on the current page.
The next page is a confirmation page (Figure 8). You can return to the course evaluation menu page by clicking the Return to Course Survey Menu link or you can return to the Student Central menu by using the link at the top right of the page.

Figure 8 - Evaluation Finished

**Reviewing course evaluation results**

You can view results from items in the following sections of any course in the University participating in CES that term: “Demographics,” “Feedback to Students,” and “Overall Assessment.”

Results will be available four weeks after the evaluation period closes.

**Learning more**

For schedules and other additional information please visit the [Course Evaluation System](http://oira.unc.edu/institutional-effectiveness/unit-level-assessment/carolina-course-evaluation-system.html) website:

You may also contact the Director of Assessment, [Dr. Larry Mayes](mailto:ldmayes@email.unc.edu), (962-7743).