

Student Evaluation of Courses on RAIL

Course and instructor evaluations are valued by the SU faculty and student input is avidly sought. This feedback is one important source of information for improving courses and teaching. Responses will be anonymous, but a student must be registered for a course section in order to gain access to its evaluation form. Courses to be evaluated are selected by the instructor.

Procedure

1. Open Internet Explorer and Access Rail at <http://www.shepherd.edu/rail/>
2. Log in
3. Select *Personal Information*
4. Select *Answer a Survey*
5. Select Course Evaluation: (title of course to be evaluated) and just below you will see
° *SU Course and Instructor Evaluation*

***It is possible that you will have more than one course to evaluate.
Also, it is possible that other survey forms will be shown; they are not
the SU form so please be sure to complete the university's form.***

6. Answer each question (23) and write comments, if you wish. The evaluation should not require longer than 15 minutes, but if you cannot complete it in the time you allowed, you can click on *Finish Later* to save the responses you have already given.
7. When finished, click *Survey Complete*.
8. Exit RAIL and quit Internet Explorer to preserve your privacy.

Your participation in the course evaluation process is appreciated.