

Summer 2020

Extra Credit - Screenshot of instructor evaluation
Confirmation email

06/29/2020

Due 07-01-2020 @5:00 pm

Background

- Students will receive the initial email with the evaluation link on June 15, 2020.
 - **The evaluation link will remain active through 07/01/2020 at 5:00 pm.**
- Reminders will be sent out on to those students who have not completed their evaluation.
 - Students will not receive any data on your scores/comments until after grades post.
- Instructors will not receive any data on your scores/comments until after grades post.
- When a student completes the evaluation, they will receive a confirmation email of their submission, noting the course number, section number, and name of the instructor evaluated.
- Please take a screenshot as well.

Submission Instructions:

Please upload the screenshot of **the confirmation email** to TRACS to receive extra credit.

You can submit both extra credit assignments: this assignment - "Screenshot of instructor evaluation Confirmation Email" or the second extra credit assignment: "Course overview essay." **But you will get extra credit only for one of the two submissions.**

The course evaluation documentation for students can be found here:

Submit:

<https://itac.txstate.edu/support/eportfolio/eval-submit.html>

Recall and resubmit:

<https://itac.txstate.edu/support/eportfolio/eval-recall.html>