

Instructions for Accessing the Course Evaluation System

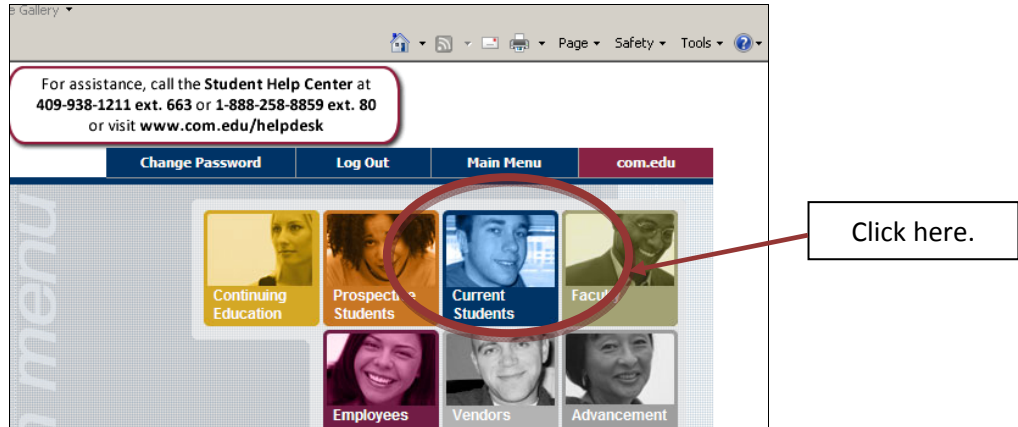
1. From the college website (www.com.edu), log in to WebAdvisor. It is recommended that you use Internet Explorer as your browser.
 - If you need assistance logging into WebAdvisor, visit www.com.edu/help or contact the **Student Help Center** by phone at 409-933-8663 or 1-888-258-8859 ext. 8663 or e-mail to welcom@com.edu.

This screenshot shows the top section of the College of the Mainland website. On the left, there is a 'Welcome to COM' section with a paragraph and a link to 'College of the Mainland (COM)'. On the right, there is a 'COM E-mail' section with a 'COM E-mail' button and a 'WebAdvisor' section with a 'WebAdvisor' button. A red circle highlights the 'WebAdvisor' button, with a callout box pointing to it that says 'Click here.'

This screenshot shows the navigation menu of the College of the Mainland website. A callout box points to the 'Log In' button, which is circled in red, with the text 'Click here.' Another callout box points to the 'Student Help Center' contact information, which is also circled in red.

This screenshot shows the login page of the College of the Mainland website. The page has a 'Log In' heading and three input fields: 'User ID:', 'Password:', and 'Show Hint:'. A 'SUBMIT' button is located below the input fields. A callout box points to the 'SUBMIT' button with the text 'Click here.' Another callout box points to the 'User ID:' and 'Password:' fields with the text 'Enter User ID and Password'.

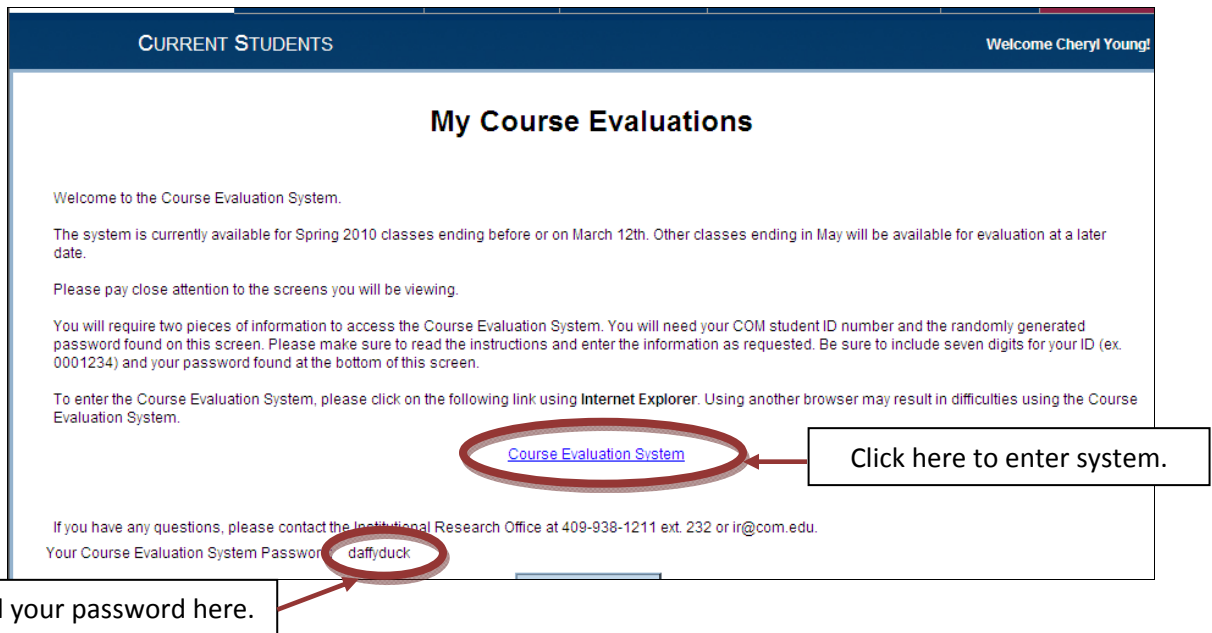
2. From the Main Menu, select “Current Students.”



3. Under “Communication,” select “My Course Evaluations.”



4. Follow the instruction on the page for how to enter the Course Evaluation System.
- You will need two pieces of information to enter the system, your COM student ID number and the randomly generated password found on this screen.
 - Click on the link “Course Evaluation System”.



5. Enter your COM student ID and password. Be sure to include all seven digits of your ID. Click on the “Enter” button.

Please enter your authentication information.
Please be sure to include 7 digits for your student ID (example: 0001234).
Your password can be retrieved from WebAdvisor.

StudentID

Password

Enter

Enter Student ID and Password

Detailed description: This is a screenshot of a web-based authentication form. At the top, there is a vertical line. To the right of this line, the text reads: "Please enter your authentication information. Please be sure to include 7 digits for your student ID (example: 0001234). Your password can be retrieved from WebAdvisor." Below this text are two input fields: "StudentID" and "Password". A box on the left labeled "Enter Student ID and Password" has two red arrows pointing to these two input fields. At the bottom of the form, there is a button labeled "Enter", which is circled in red.

6. You are now in the course evaluation system. Select the class you wish to evaluate and click on the "Next" button.

Anne Gray --- 3456789 --- SP2010

Please choose the class you would like to evaluate.

- RNSG-2262-101WE - Clinical Nursing VI - Lowry, JaMargaret - 1/19/2010-3/12/2010 - F2F
- RNSG-1343-101WE - Cplxncptsadlthlth - Washington, Arlinda - 1/19/2010-3/12/2010 - Web
- RNSG-1144-101WE - Nursing Skills II - Bohmfalk, Donna - 1/19/2010-3/12/2010 - F2F
- >>> Exit Evaluation Screen <<<

Next

Select a class.

Detailed description: This is a screenshot of a web browser window showing a course evaluation selection screen. The browser's address bar shows "Anne Gray --- 3456789 --- SP2010". The main content area has the heading "Please choose the class you would like to evaluate." followed by a list of four radio button options. A box on the left labeled "Select a class." has a red bracket pointing to the list of options. At the bottom of the form, there is a button labeled "Next", which is circled in red.

7. Once you have completed your evaluations, you may exit the system by closing your browser.