

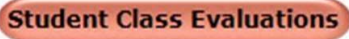
Online Class Evaluations

Students must be asked to complete a class evaluation once the class has ended. This includes Programs that consist of multiple classes (For example, Smart Jobs or Apprenticeships).

The Online Evaluation is important to CCE for the following reasons:

- The State Auditors require evaluations for every class we offer.
- It captures student information for use with future marketing efforts which in turn can increase revenue for CCE.
- Online entry ensures the data is captured. Paper information is never captured.

The Steps

1. Instruct students to go to our CCE website; www.sccsc.edu/cce
2. Click on the button called *Student Class Evaluations*

3. The Online evaluation is now ready for the student to complete. Remind them that all questions must be answered for the form to submit.
4. Once they answer all questions, instruct them to click the *Submit button* and it will be sent to CCE electronically.

If no computer is available during class, the student may do the evaluation from home, the library, or any location the internet is accessible. Please stress the fact that this needs to be done to better serve their needs for future classes and education.

The following computer labs are available:

- SCC Main Campus can use the Open Computer Lab in the East Building. Student will need to sign-in as a Guest. You may give the student a guest id of 9123456.
- Cherokee Training Facility may use Room CTF 215 at the Cherokee Business Training Center
- Tyger River Campus/BMW Center locations may use the open computer labs at the BMW Center in the lobby and also at the Tyger River Building; TRB 103 and TRB Library.

We realize you can't force a student to use the evaluation if they refuse. A *gentle nudge* and a "*do me a favor*" attitude may encourage students to follow through.

If you experience any problem with the online evaluation, please email [Pam Sutphin](mailto:Pam.Sutphin@scsc.edu) with a description of the problem.