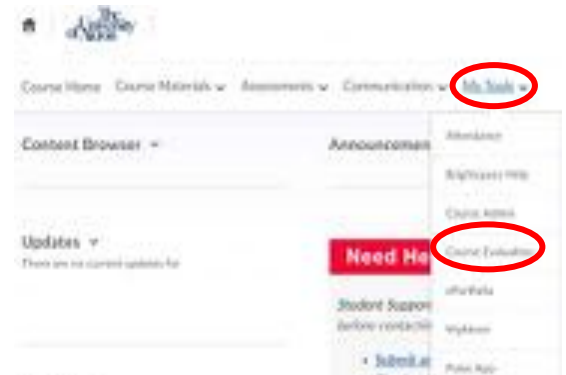




1. Access the Brightspace course site for your course at <https://brightspace.uakron.edu> (alternately, you can access the evaluations directly by going to <https://learn.uakron.edu/evaluation>)
2. In the **My Tools** area, click on **Course Evaluation** as pictured to the right.



3. When you are prompted to log in, use your **UANetID** and **password**. If you receive an error message when attempting to log in, please verify that your password has not expired. Passwords expire every 180 days. You can check this and reset your UANetID password by following the instructions here: <https://support.uakron.edu/wiki/index.php/Password>



4. You will then see a window with a list of your current course evaluations. Click on the course you wish to complete an evaluation for. This will open up the evaluation for you to complete. **Pay attention to the course name and instructor at the top of the evaluation before you complete it to make sure you are completing an evaluation for the correct course.**



Questions? Problems? Please contact evaluation_help@uakron.edu for assistance.