

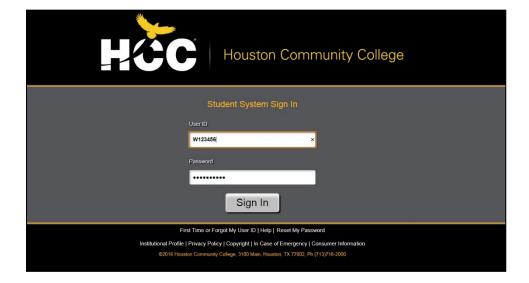
### **EGLS3-Student Access Documentation**

Additional EGLS<sub>3</sub> information can be found at <a href="http://www.hccs.edu/EGLS3">http://www.hccs.edu/EGLS3</a>

### **Student Login Process**

### A. Using People Soft

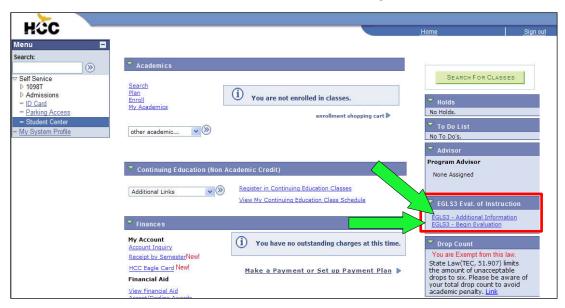
- 1. Students will go to their PeopleSoft login page to sign in to the Student System.
- 2. Students login with their 8 character User ID beginning with a W.







- 3. Upon successful login to the Student System, Students will see their Student Center landing page
- 4. The section for EGLS3 Eval. of Instruction is located on the right menu



5. The student will click on the "EGLS3-Begin Evaluation" link under this section to access their evaluation.

Enable pop-ups as CoursEval site opens in a new window.

### **B. Login Directly to CoursEval**

Students receive an email with login credentials. Students can click the URL listed in the email to be taken directly to CoursEval. It is highly recommend that students copy/paste the username/password from the email to the login screen. Refer to the sample email below.

## **Evaluation Announcement**

**Houston Community College** 



Dear Roland,

The Fall 2015 EGLS3 is now available for regular-term, second-start, and second eight-week classes.

Please evaluate your instructors using the EGLS3 Evaluation for Greater Learning Student Survey System. The survey will only be open for two November 9 - 20. Instructions are at <a href="http://www.hccs.edu/district/students/egls3/">http://www.hccs.edu/district/students/egls3/</a>. Mobile devices can use psmobile.hccs.edu, log in, and look for the EGLS3 button.

Please SUBMIT your survey results. Results that are SAVED are not automatically SUBMITTED.

Thank you for your participation.

Course Num - Sec	Course Name	Responsible Faculty	Survey Close
MTH 101 - 112	Mathematics 101	Adams, Henry Smith, Joan	Nov 20 11:59PM
BIO 101 - 40	Biology 101	Adams, Henry Smith, Joan	Nov 20 11:59PM
CHE 101 - 2	Chemistry 101		Nov 20 11:59PM
ECO 102 - 1	Economics 102	Adams, Henry Smith, Joan	Feb 5 11:59PM submitted
ENG 1 - A	Engineering Basics	Adams, Henry Smith, Joan	Feb 7 11:59PM missed

Course Num - Sec	Course Name	Block	Site	Survey Open	Survey Close
MED 402 - 15	Medical Clerkship 402	Sample Clinic	2-week rot	01/27/2015	Feb 12.

					2015
MED 403 - 1	Medical Clerkship 403	Sample Clinic2	2-week rot	01/27/2015	Feb 7, 2015 submitted

**Username:** rdeschain **Password:** ka-19

Login

If you have problems logging in please reply to this message by clicking <a href="here">here</a>

Support email: call the hcc help desk at 713.718.8800
Link to Site: https://p10.courseval.net/etw/crseval.asp?i=76
Access via mobile device or computer



### **My CoursEval Portal**

https://p10.courseval.net/etw/ets/et.asp?nxappid=X12&nxmid=start



Enter your user name and password to log into this site. For survey issues, call the HCC Help Desk at 713.718.8800

Username:	
Password:	
	Log In
Prol	olem logging in?
Mol	ile site » (reset

mycourseval

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#### **Student Main Screen**

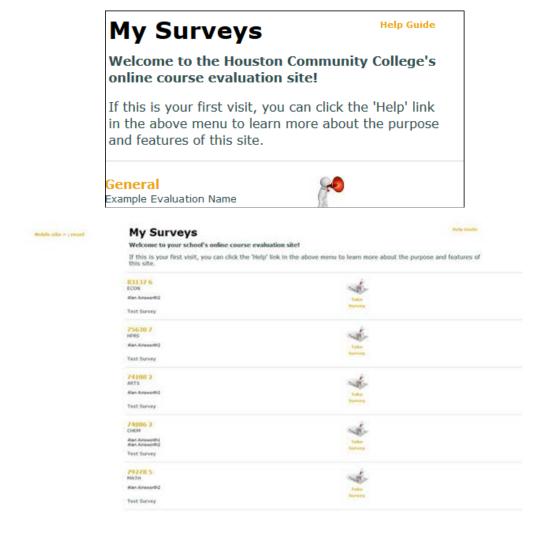
#### MyCoursEval: My Surveys

If students <u>do</u> exist in CoursEval the link will automatically login students to the CoursEval system. A quick browser check will be run to validate their browser and check for any problems.

After students log into EGLS<sub>3</sub> they will be placed on the "My Surveys" page.

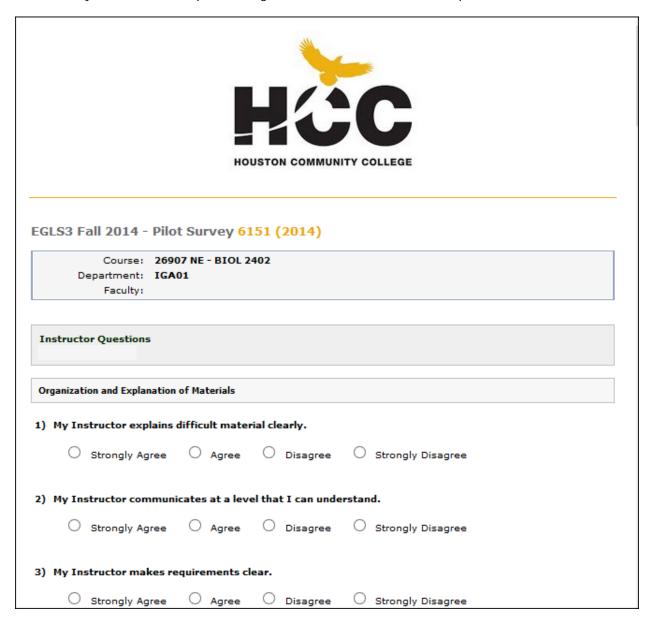
If the student has surveys to take, he/she will see the My Surveys page.

This is the main screen students see once they are logged into CoursEval. There will be a list of all the courses they are enrolled in, the name of the instructor, and a link to "Complete Survey".



#### **Taking the Survey**

- 1. After users click on "Take Survey", they will be taken directly to the EGLS<sub>3</sub> survey.
- 2. They can select their options using the radio buttons next to each question.



If you have questions or comments about this survey, click here to send a message to the survey administrator.

Submit Survey

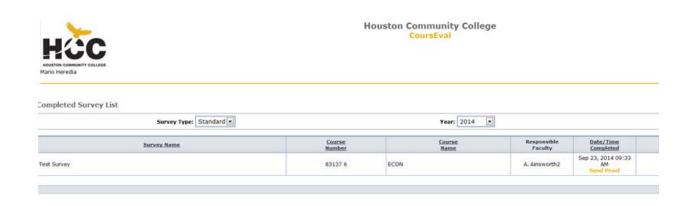
Save Progress & Return

3. Once they are done, users can click "Submit Survey".



4. The survey you just submitted will disappear from the landing page. Students can continue to complete the remaining surveys or login at another time to complete the other surveys. A survey can never be completed more than once.

## Please capture this screen for your records



### **HCC Help Desk Procedure for Students**

The EGLS3 integration survey link in People Soft will determine survey availability.

If the student/faculty are included in the current iteration, they should be able to login through EGLS3 survey integration in People Soft.

If they are not able to login they should receive the message prompt stating that they are not participating in the survey. No further action is required on their part. Not all sessions will be included in the survey.

If you have any questions, please contact the HCC Helpdesk at 713 718 8800.

#### **Other Student Messages**

If students are not schedule to do the survey, they will receive the messages below:

1- Student previously had a survey in HCC, but does not have any surveys at the current time of log-in.

Notice the message: "There are no surveys available to you at this time".



#### Houston Community College CoursEval







Mobile site » | reset

## My Surveys

Help Guide

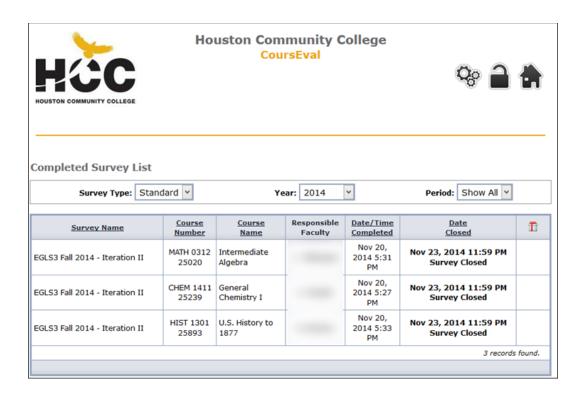
Completed Surveys
Missed Surveys

Welcome to the Houston Community College's online course evaluation site!

If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site.

There are no surveys available to you at this time.

If student clicks Completed Surveys or Missed Surveys he/she will be able to see name and dates only of past survey, not the actual responses. Here is an example of a 'completed survey' list:



2- Student records do <u>not</u> exist in CoursEval/EGLS3 and the student is not participating in the survey Iteration I/II schedule.



3- Student records do exist in CoursEval/EGLS3 and the student is not participating in the survey Iteration I/II schedule.

Notice the message: "There are no surveys available to you at this time".



# **HCC Documentation to Reset and Change password in CoursEval**

**EGLS3 How Students Reset Password** 

**EGLS3 Problem Logging In**