Important things for digital evaluation:

1) Please use the appropriate evaluation form found at

https://www.midsouth.ualr.edu/staff/curricula/index.html

2) Ask participants to please notice the required fields represented by asterisks, please answer anything that is required on the page for evaluations completed on paper.

3) Ask participants "Please do not check more than one answer on each question" for evaluations completed on paper.

Before Class:

4) List the link: www.midsouth.ualr.edu\evaluation\eval.php

5) List the course number for which the participant is filling out the evaluation

6) If applicable list the Wifi password

7) Benefits of digital evaluation process:

a) instantly submitted

b) no data entry mistakes

c) completely anonymous

d) written comments cannot be changed

8) If you have a paper evaluation without the required fields completed, please scan it to List DataSched@midsouth.ualr.edu

9) If more than one answer is checked, per question, please pick the last one