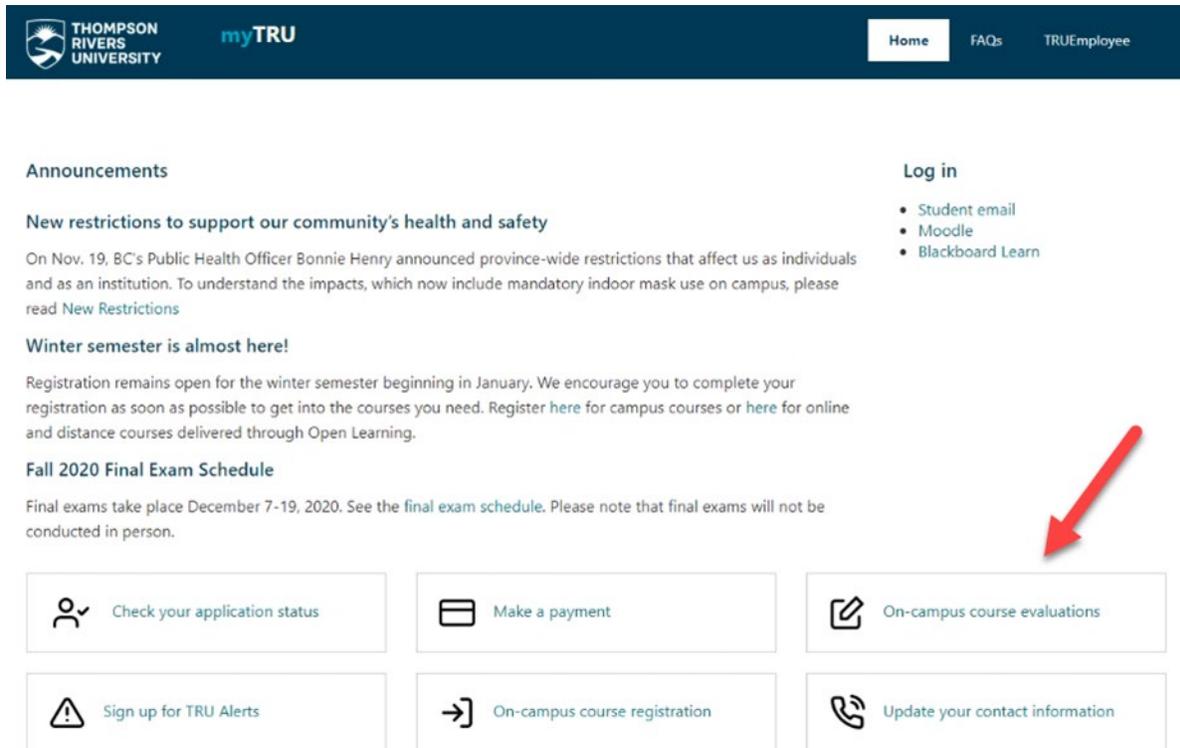


Instructions for Students to access their on-campus course evaluations

1. Log into your myTRU.ca account.
2. On your Home page, click on the 'On-campus course evaluations' container.



The screenshot shows the myTRU.ca Home page navigation menu. The menu includes the following items:

- Home
- FAQs
- TRUEmployee

Below the navigation menu, there are several sections:

- Announcements:**
 - New restrictions to support our community's health and safety:** On Nov. 19, BC's Public Health Officer Bonnie Henry announced province-wide restrictions that affect us as individuals and as an institution. To understand the impacts, which now include mandatory indoor mask use on campus, please read [New Restrictions](#).
 - Winter semester is almost here!** Registration remains open for the winter semester beginning in January. We encourage you to complete your registration as soon as possible to get into the courses you need. Register [here](#) for campus courses or [here](#) for online and distance courses delivered through Open Learning.
 - Fall 2020 Final Exam Schedule:** Final exams take place December 7-19, 2020. See the [final exam schedule](#). Please note that final exams will not be conducted in person.
- Log in:**
 - Student email
 - Moodle
 - Blackboard Learn

At the bottom of the page, there is a grid of six buttons:

- Check your application status
- Make a payment
- On-campus course evaluations** (highlighted with a red arrow)
- Sign up for TRU Alerts
- On-campus course registration
- Update your contact information

3. This will take you to a list of all your courses that are being evaluated for the current semester.
 - a. If you do not see any courses listed here, this means the evaluation period has not yet started. The evaluation period is the last three weeks of class.
 - b. Note: if you do not see a course section listed here that you were given a password from the faculty member, please contact crsevaladmin@tru.ca and we can investigate why this might be.
4. Once your instructor has asked you to evaluate their course and provided you with the password, click on the survey link 'Please, [click here to evaluate this course](#)' that corresponds with the course section you are asked to evaluate.
5. This will take you to the course evaluation survey, input the password in the box, ensuring there are no spaces at the end of the password.



Welcome to your Course Evaluation for EDCO_3100_1 and 2_Communications 1 taught by [redacted]

Please enter the password your Instructor provided to open the survey



**Make sure you do
not include a
space at the end
of the password.**

Next

6. Now you can start the evaluation, you will need to enter your TID (student TID) in order to continue the evaluation survey. The TID is used to validate your response and check that you are actually enrolled in the course section that you are evaluating. Your responses are confidential, and you will not be identified in any reports.

If you are experiencing any technical issues with your course evaluations, please contact crsevaladmin@tru.ca.