

## Student Instructions for Accessing CourseEval

To get to the evaluation for this professor's class you will need to access your COM email. Go to [www.com.edu](http://www.com.edu), select the Office 365 Email button about  $\frac{3}{4}$  down the page (it will be next to the WebAdvisor button). Your email address is your WebAdvisor/Blackboard username and add @com.edu to it. Your password is your WebAdvisor/Blackboard password. Look for an email labeled with the semester and year, Course Evaluations from online course survey manager. If you do not see this email within your inbox, check your junk or clutter folders. Once you open it, you will see a list of your class(es). Select the clickable link at the bottom of the email. You will need to login again using your WebAdvisor/Blackboard username and password and then you will be able to complete the evaluation. This is a new course evaluation system that is much more user friendly for our students. You can access it via any device or web browser. To make sure that you receive all future communications from the College, feel free to forward your COM email to a personal or work email that you check regularly.

You can also access the system via Blackboard. Upon logging in to Blackboard, the home page will show any courses that have open evaluations.

Please call me at 409-933-8232 or email me at [cyoung1@com.edu](mailto:cyoung1@com.edu) if you have any questions or need any additional information.

## Supported Browsers

CoursEval is compatible with most internet browsers, current versions of the following are supported and tested:

- Apple Safari
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer
- Mozilla Firefox

Note: Older browser versions and non-major browsers may work, but they are not tested and may result in instability.

Known Browser Issues – Internet Explorer

- A blank login screen

Internet Explorer may be configured for 'Compatibility View/Mode' that turns off HTML5 functionality. HTML5 is required for CoursEval's responsive interface.

How to fix the IE issue:

- Go to the Tools 'Gear' icon in Internet Explorer
- Select 'Compatibility View Settings' from the menu
- Un-check 'Display Intranet sites in Compatibility View'