Course Evaluation FAQs for Students

What are web-based course evaluations?
Web-based course evaluations are a tool to help evaluate courses and instructors. These electronic questionnaires allow students to provide feedback, which is used to improve courses and instruction. All course evaluations are confidential. After the course evaluation period ends and final grades are posted, instructors can access the results for each course, but they cannot link responses to individual students.

Are my responses confidential?
The responses are stored so that instructors, faculty, and staff cannot see which students made which responses. The responses from the course evaluations aren't available to instructors until after grades are due, and they do not include any individually identifiable information.

Do faculty and staff complete course evaluations if they are taking a course?
Yes, faculty and staff opinions and feedback on courses are valuable. When you sign into EvaluationKIT, you have to enter your Windows username and password. Then from the pull-down menu "Sign in as," choose "Employee" before clicking "Sign in."

What are my username and password?
- If the student is not employed by Aims, their username and password are those they use to log in to myAims and make sure that the drop down is set to "Student Only".
- If the student is employed by Aims, they'll need to use their Windows username and password, not the ones they use for myAims and make sure that the drop down. Employee passwords have an expiration date, so if the Aims employee-student is having problems logging in and it has been a while since they logged in to a computer, they may need to reset their password.

How do I reset my password?
- Students who are not Aims employees can reset their password by clicking the "Reset Password (PIN)" link below the "login" button on the page to log in to myAims. After resetting the password it can take up to 2 hours for the new password to work on the course evaluation website.
- Students who are Aims employees will need to call the help desk at 339-6380 to get a temporary password. This student will need to then log in to a computer with a wired connection to the Aims network using this temporary password to reset their permanent password. After resetting the password it can take up to 2 hours for the new password to work on the course evaluation website.

How will I know course evaluations are available for my classes?
Each semester, students receive at least one email to their Aims email address with a link to their course evaluations. After clicking on the provided link, students use their current My Aims Login and Password to access the course evaluations.

What if I don't finish the evaluation now?
The course evaluation is available until 11:59 pm of the date listed under "Due Date" on the screen you see when you log in to view your course evaluations. You can log in again any time up until then to make changes to your evaluation or complete any that you haven't had time to start yet.

Where do I go to take the survey?
You will receive an email with a link to the survey in EvaluationKIT. You can sign into the course evaluation page with your My Aims username and password. Each course evaluation can be completed in 10 minutes.

Why am I still receiving email messages from courseeval.aims.edu?
Students will receive email messages until all surveys available to the student receive responses. Students who have completed all the surveys available for completion will not receive additional reminder emails.

What should I do if I receive an error message when I try to access the course evaluations?
If you receive an error message, please send an email to courseeval@aims.edu. In your email, please include your name and error message.

Updated August 31, 2020