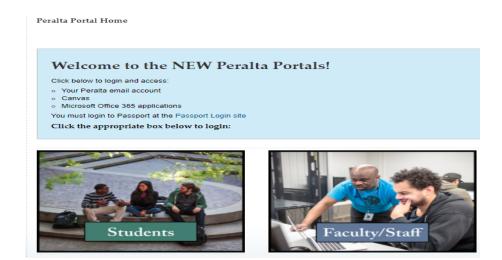
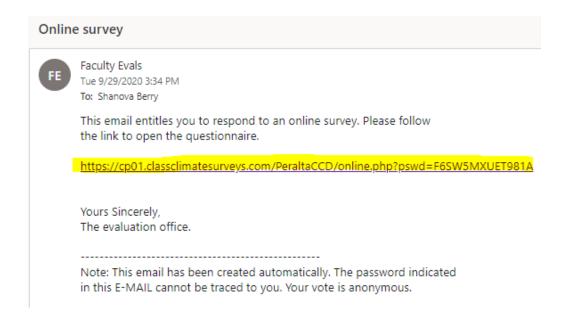
How to access course evaluation forms of Counselors and Librarians

1. Students/Faculty will log into their Peralta email portal. The email portal can be accessed through the Districts home page under the "Students or Faculty" tab (Email & Canvas Portal)

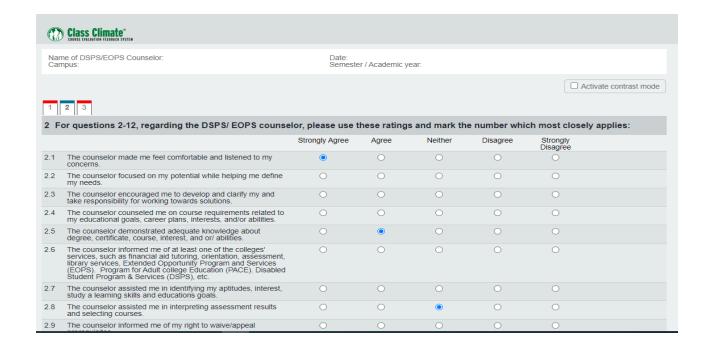




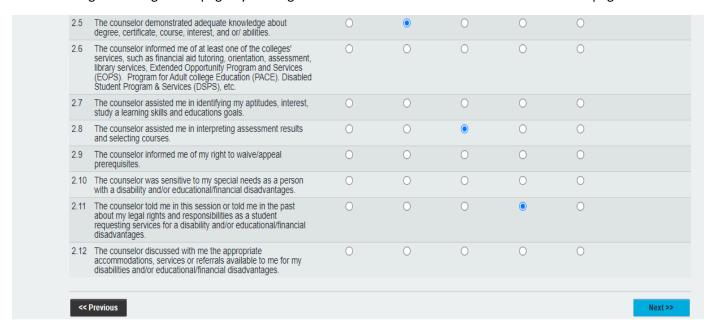
2. Once logged into your email account, look for email under "Faculty Evals". There, you can access the link to the survey.



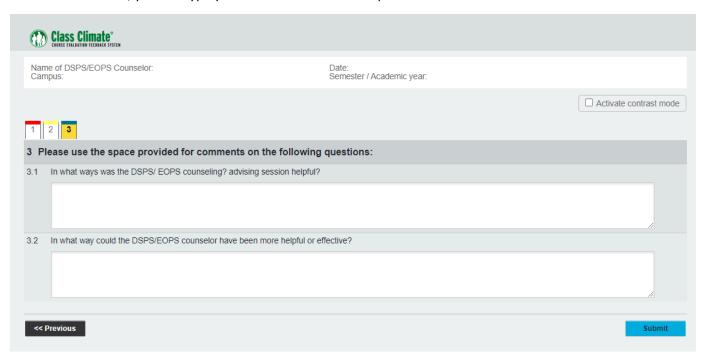
3. After clicking on the Link, the Class Climate survey should appear. You can began taking the survey. Review each question and click on the on the field: **Strongly Agree, Agree, Neither, Disagree, Strongly Disagree.**



You can Navigate through each page by clicking on the **Previous or Next** tab at the bottom of the page.

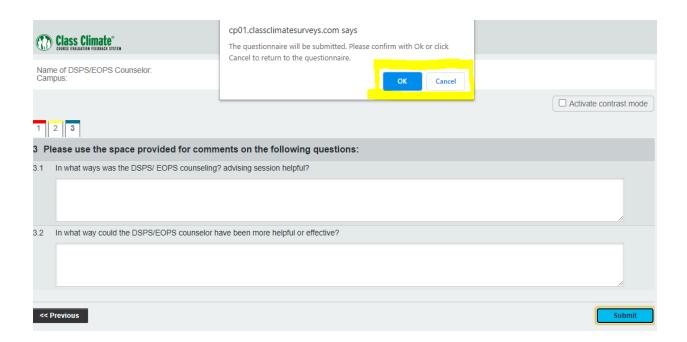


In the Blank Section, you can type your comments under the question.

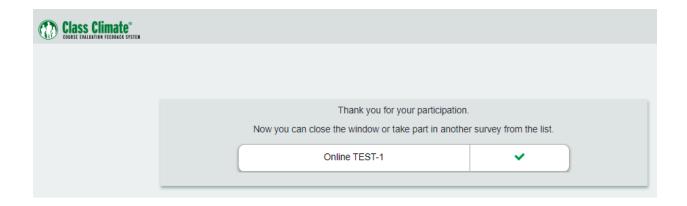


4. **Submitting Survey:** You will see the submit button at the bottom Left hand corner. Be sure to click the Blue Submit tab to complete and turn in the survey. Once submitted, you cannot access the survey again.

5. **Submitting Survey:** After clicking the submit button, A pop-up at the top of the page will appear. Click the OK "Blue" tab to submit survey.



After clicking the "OK" tab you will receive a "Thank you for your Participation ". This means you are done completing the survey.



If you have any questions please email sberry@peralta.edu