## HOW TO COMPLETE A COURSE EVALUATION ONLINE

# Step 1: Log in

- 1. Go to http://my.hssu.edu
- 2. Enter a campus email address (@hornets.hssu.edu)
- 3. Enter a campus ID (example: 12345)
- 4. Click the GO! button



## Step 2: Click on the "Course Evaluations" icon



#### Step 3: Select a course to evaluate



### **Step 4: Answer all required questions**



### Step 5. Complete other course evaluations in your list