How to Complete a Course Evaluation

Students can complete and submit a Course Evaluation through the Student Information System, Sonisweb.
How to Complete a Course Evaluation

Login in to Sonisweb through Student Portal

1. When a course evaluation is required the Biographic page will not display any grades/GPA information. Student will see the following message on his/her Biographic page:

   “Course Records on Hold until the following Course Evaluations are completed:”

   - Special Issues in OT: Historical Literature - 201213 Spring
   - Special Issues in OT: Historical Literature - 201213 Spring

2. To complete the Course Evaluation click on the Schedule Tab
   When an evaluation is assigned for a certain course, you will be able to click on Course description to complete the evaluation. See picture below.
3. The Course evaluation will display in a new window.
4. Complete the evaluation and click “submit” at the bottom of the page.

5. Then you can close the window and return to schedule tab. If student is taking more than one course, an evaluation should be completed per each course. If there is not more course evaluation required for other courses then you will be able to see your course information (grades, credits and GPA) on the bio tab.