Instructions for Signing onto CoursEval Used to complete End-of- Semester Course/Faculty Evaluations

Follow these simple steps to find your course evaluations using your AccessKC sign-on:

1. Go to <u>www.kilgore.edu</u> and click on "AccessKC" either on the top left or under "Quick Links" on left.



 Log in using your normal KC credentials – Enter username and password – then click Login. If you have login issues or need your password reset, call the IT Help Desk at 903-988-7522 or <u>helpdesk@kilgore.edu</u>.



 You can either click on "Students" across the top of the page OR click on the sentence in "Quick Links" "You have X Active Survey(s)"



4. If you are using a Mobile Device, click the blue box "Course Evaluations" and will see "You have X active survey(s)" -- Click on that sentence.

Cruise For Success		Welcome to the new Access KC!		
Financial Aid SAP Academics		<u>Treicome</u>		
Student Life		V		ORE
Financial			COLL	FOF
Applications/Forms	-		COLL	EGE
Quick Links				
My Pages	~	My Courses	Pay My Bill	Maps
KC Blackboard	8			
Kilgore.edu	8	Transcript	FAQ	Blackboard
AccessKC Financial Aid	8	Tutoring	AccessKC Aid	Degree Audit
Student Email	8	Help Desk	Bill/Fee Statement	KC Bookstore
You have 2 active surveys.		Add/Drop Courses	Course Evaluation	Student Service

5. You will see a list of any surveys that are available for you to complete. Click the course name and complete each survey.

Applications/F	orms												
Admission Applications Housing Testing Center - Kilgore Course Evaluation Graduation Application Title IX Student Complaint Form Quick Links		Course Evaluation Your Course Evaluations Please ensure you log out of the Campus Labs Course Eval system upon finishing by clicking the padlock button. Closing the pop up window does not log you out.											
								Below is a list of your open evaluations. Please fill them out as soon as possible You can view old evaluations and change some personal settings at Campus					
								My Pages	~	Labs Course Eval.			
		KC Blackboard	ø	Course	Faculty								
Kilgore.edu	8	U S HISTORY II	May, Meredith										
AccessKC Financial Aid	ø	COLLEGE ALGEBRA	Germany, Virginia										

Don't forget to click "Submit" at the end of each survey.