

## Accessing your Course Evaluation(s)

Typically, course evaluations will be administered anywhere between the start of Week 13 and the end of Week 15 during the Fall and Spring semesters. There are several ways in which you may access your course evaluation(s) during the evaluation period.

- Evaluations can be accessed through the **email invitation** sent by CPP Course Evaluations ([evaluations@cpp.edu](mailto:evaluations@cpp.edu)) to your CPP email address. Simply click on the link provided in the email. This email will be sent at the start of the two-week evaluation period, with reminder emails sent every few days until completion.
- You can also access your evaluations through your **Canvas** course, under the 'Course Evaluations' link in the left-hand navigation menu.
- Additionally, you may log in directly into our evaluation system, **Blue**, using your CPP credentials.

Please note that if your instructor has designated a special evaluation period, the course evaluation will be inaccessible in Blue until the designated start date. Instructors will notify students when their course evaluation will open for responses should they have a special evaluation period. Only during this designated period will you be able access the evaluation using the direct link to **Blue**, or through the link provided by your instructor.

Although course evaluations will be administered for most courses, some courses are not eligible to be evaluated. Typically, supervisory courses and courses with 5 or fewer students, per university policy, are not eligible to be evaluated to keep responses anonymous. Additionally, depending on the Department the course belongs to, the type of course (e.g., Activity, Seminar, Lab, etc.) may not be eligible to be evaluated. In these cases, the course will not appear in the evaluation system.

If you wish to provide feedback outside of the course evaluation process, you may do so by submitting a signed letter to the department chair associated with your course. Letters must be sent from your CPP email address. A directory with names and email addresses for department chairs for all departments by college can be found at [this link](#).

Per the University Policy No. 1329:

“At any time a student may submit a letter/petition expressing his/her/their opinion of the teaching performance of a faculty member. Such a letter/petition must be signed and addressed either to the chair of the appropriate department or to the chair of the appropriate departmental evaluation committee. The letter/petition must include the Bronco Identification Number of all student signators.”

For any technical questions or issues, please contact [evaluations@cpp.edu](mailto:evaluations@cpp.edu).