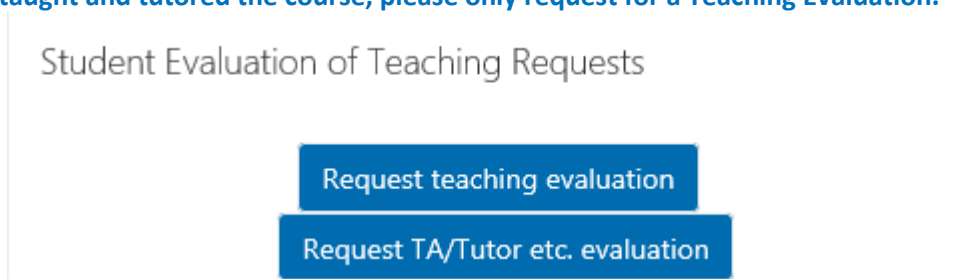


Requesting a Teaching or TA/Tutor Evaluation

- 1) Login to [Learn](#).
- 2) Access the **course learn page** you wish to request an evaluation (e.g. EKT301).
- 3) On the top right, click on **“Course Blocks”** and look for the box titled “Student Evaluation of Teaching Request” and click the appropriate box “Request teaching evaluation” or “Request TA/Tutor etc. evaluation”.

Please note that if you are a Teaching Assistant (TA)/Tutor/Lab Demonstrator or requesting an evaluation for a TA/Tutor/Lab Demonstrator, please click on the “Request TA/Tutor etc. evaluation”. If you (the tutor) or the TA/Tutor/Lab Demonstrator only tutored a selected group of students in the course, please attach an excel spreadsheet listing the students details (Student ID, first name, last name and email address). EvaluationKIT can’t distinguish the individual lab streams on Learn. If you have taught and tutored the course, please only request for a Teaching Evaluation.



- 4) Fill out the form.
 - Course occurrence – please refer to <http://www.canterbury.ac.nz/study/keydates/course-dates/> for semester indicator and description.
 - Survey window – please refer to the annual Student Evaluation of Teaching Calendar available on the Student Evaluation of Teaching webpage under the Teaching Evaluation tab.

Student Evaluation of Teaching - Teaching Evaluation Request

Name	Shirley Ho
I am a*	<input type="text" value="Please select"/>
Course code (e.g. ABCD123)	EKT102
Course title (full)	EKT102
Course occurrence*	<input type="text" value="Please select"/>
Are you the only person who teaches in this course?	<input type="text" value="No"/>
Survey window*	<input type="text" value="Please select"/>

There are required fields in this form marked *.

- 5) Click the “Submit request” button.

If you wish to change the window number your evaluation runs in, please contact the [Survey Coordinator](#).