

Steps for Online Evaluation

1. On-Line Evaluation will be completed during the last week of each course
2. Some professors may schedule class time in a computer lab for the evaluation or you may be requested to complete the evaluation at your computer at home or work.
3. The On-Line Evaluation form is located at: <https://survey.mercer.edu>
4. Click on the Tift College of Education Course Evaluation link
5. When requested enter your Social Security Number and your Bearport PIN. Your Bearport PIN is your birth date entered as YY/MM/DD (e.g. 74/06/30. Click on the Submit button)
6. You will see a list of courses in which you are currently enrolled. Click on the link for the course you wish to evaluate
7. Complete the Course Evaluation form, both the 5 point scale items and your comments. Click on the Continue button. Click on the Submit Button
8. Once a course has been evaluated you may not evaluate it again. You should be returned to your list of courses. At that time, you may then evaluate another course, if you wish.
9. Your on-line responses are anonymous and confidential. Professors will receive only an aggregated summary of responses for your course and only after final grades have been submitted

If you have trouble logging in, please call Dottie Harris at 478-301-2314 or 1-800-637-2378 ext. 2314 or email at harris_dh@mercerc.edu. For other information regarding the evaluations, call Dr. Fred Bongivanni at 478.301.5395 or 1-800-637-2378 ext. 5395 or email at