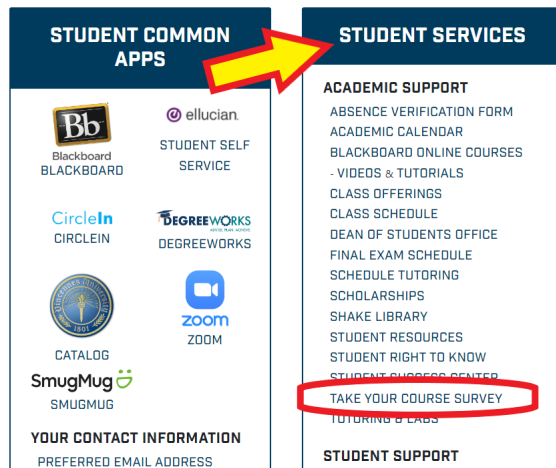


Student Instructions for SurveyDIG

Student Rating of Instruction Software

In order for a student to take an evaluation online, they will need to follow these steps:

- 1) Log in to the MyVU Portal at <https://my.vinu.edu>
- 2) Under “Student Services”, click "Take Your Course Survey"



- 3) Choose correct term and click submit
- 4) Click "Student Detail Schedule" at the bottom of the page
- 5) Click the “Evaluate” link for the appropriate class/classes.
- 6) Complete the Evaluation and click “Submit” at the bottom
- 7) The following instructions will display at the top of the page:
"Thank you for submitting your Evaluation. Please close this window and refresh the grade page. If your final grade has been recorded, you will no longer see the 'Evaluate' link."
- 8) If the students are completing the Evaluations before final grades are recorded for the course, they only need to close the Evaluation window. They are then free to log out of the system.

******* EACH COURSE SECTION’S SURVEY WILL BE OPENED 20 DAYS PRIOR TO THE
END DATE AS REPORTED ON YOUR COURSE INFORMATION FORM AND WILL
CLOSE 6 DAYS AFTER THE END DATE*******

(Example: If your semester ends on 12/20/20XX, SurveyDIG will be open 12/01/20XX.)