

<<Course Evaluation Instruction User Manual>>

Course Evaluation Website : <https://cis.ncu.edu.tw/iNCU/academic/course/courseEvaluate>



1. Type in your Account Name and Password and click the Login button.

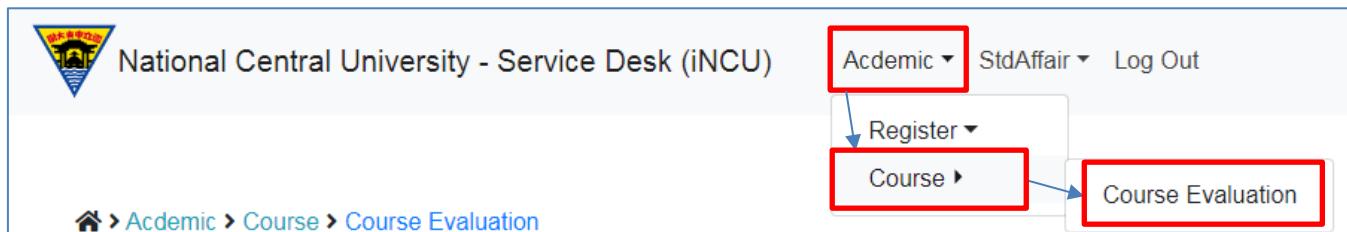
(1) NCU students enter **Portal account** and **password**

(2) Non NCU students enter **Net ID account (email address)** and **password**

2. Two access links to Course Evaluation system :

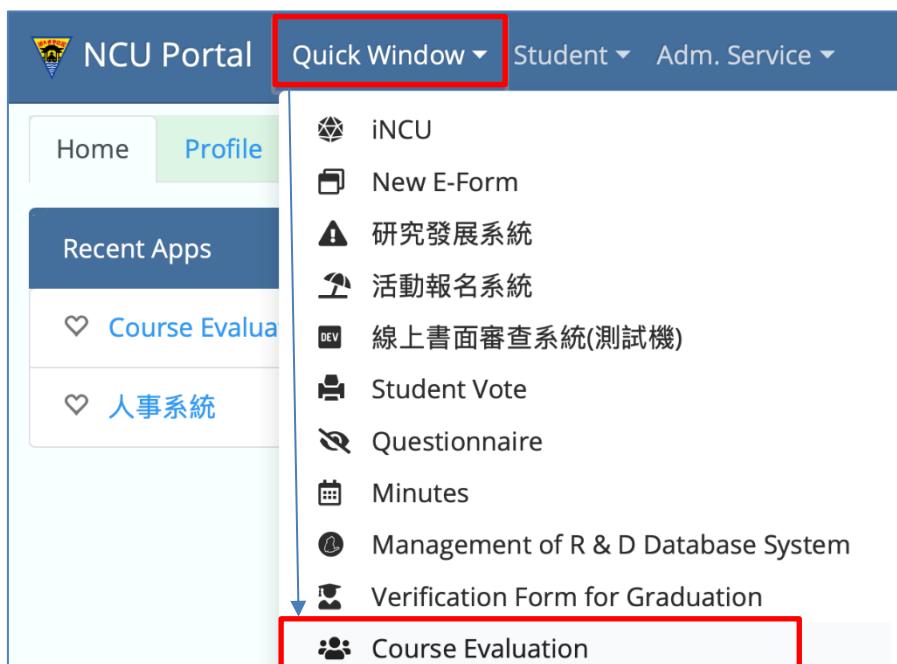
(1) Course Evaluation Website : Click on 「Academic」 → 「Course」 →

「Course Evaluation」



The screenshot shows the iNCU Service Desk homepage. At the top, there is a logo and the text "National Central University - Service Desk (iNCU)". On the right side, there is a navigation bar with "Academic", "StdAffair", "Log Out", "Register", and a "Course" dropdown menu. The "Course" menu is expanded, and "Course Evaluation" is highlighted with a red box. Below the header, a breadcrumb navigation shows "Home > Academic > Course > Course Evaluation".

(2) Portal Website : Click on 「Quick Window」 → 「Course Evaluation」



The screenshot shows the NCU Portal homepage. At the top, there is a logo and the text "NCU Portal". Below the logo, there are "Home" and "Profile" buttons. On the left, there is a "Recent Apps" section with "Course Evaluation" and "人事系統" (Human Resources System) listed. At the top right, there is a "Quick Window" dropdown menu. The "Quick Window" menu is expanded, showing various links: "iNCU", "New E-Form", "研究發展系統", "活動報名系統", "線上書面審查系統(測試機)", "Student Vote", "Questionnaire", "Minutes", "Management of R & D Database System", "Verification Form for Graduation", and "Course Evaluation". The "Course Evaluation" link is highlighted with a red box.

Click on 「Academic」 → 「Course」 → 「Course Evaluation」

The screenshot shows the iNCU Service Desk homepage. At the top, there is a logo and the text "National Central University - Service Desk (iNCU)". On the right side, there is a navigation bar with "Academic", "StdAffair", and "Log Out" buttons. A dropdown menu for "Academic" is open, showing "Register" and "Course". The "Course" option is selected and highlighted with a red box. A blue arrow points from the "Course" button to a red box around the "Course Evaluation" link in the same dropdown menu. Below the navigation bar, the breadcrumb navigation shows "Home > Academic > Course > Course Evaluation".

3. Please fill out the questionnaires of separate course on your course list showing on the left-hand side.

The screenshot shows the "Course list" page. At the top, it says "End of period Number of uncompleted questionnaires: 9". Below this, there is a table with three rows of course information. The first row is highlighted with a red box around the course name and a green box around the "Filled out" status. A blue callout bubble points to this row with the text: "Once the questionnaire has been completed, “Filled out” will show beside the corresponding course." The second row shows "CC0416-The World of Law [Yang, Chuen-Jen]". The third row shows "CL0201-Chinese (B): Chinese writing [Lin, Guang-Yi]".

Course list	
End of period	Number of uncompleted questionnaires: 9
CC0326-Introduction to Communications [Hu, Chih-Lin]	Filled out
CC0416-The World of Law [Yang, Chuen-Jen]	
CL0201-Chinese (B): Chinese writing [Lin, Guang-Yi]	

4. Click on the name of the course, and then start to fill out the questionnaire. The user must fill out each question in the first and the second section. The questions of the third section are open questions. Complete the questions, and then click on “Send out” to submit the questionnaire.

Showing semester, course code, course name and instructor.

End of period 1141-CC0326-*-Introduction to Communications/Hu

Basic information

01 - How often were you absent from this course?

<input type="radio"/> Never	<input checked="" type="radio"/> 1-3 weeks	<input type="radio"/> 4-6 weeks	<input type="radio"/> 7-12 weeks	<input type="radio"/> More than 13 weeks
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02 - I registered and attended this course.

<input checked="" type="radio"/> Strongly agree	<input type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree
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03 - Besides the school hours, how much time did you spend on the course every week?

<input checked="" type="radio"/> 10 above hours	<input type="radio"/> 6-9 hours	<input type="radio"/> 4-5 hours	<input type="radio"/> 1-3 hours	<input type="radio"/> 1 hours or less
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04 - I am very serious about the learning of this course.

<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree
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Evaluation of the course being undertaken

05 - The instructor provides a complete syllabus and the content of the course is consistent with the syllabus.

<input type="radio"/> Strongly agree	<input type="radio"/> Agree	<input checked="" type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
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06 - The course is well-prepared and informative.

<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
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07 - I can feel the instructor's teaching enthusiasm in class.

<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
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08 - The course provides organized content that is helpful for knowledge acquisition.

<input checked="" type="radio"/> Strongly agree	<input type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
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09 - The designing of learning materials suits my need.

<input checked="" type="radio"/> Strongly agree	<input type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
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Comments or suggestions for this course : You are welcome to express opinion toward this class. Please avoid emotional wording. We will forward all the suggestions to the course instructor and the department office. Your identity remains confidential and is not submitted with the response.

15 - My reflection and suggestions to this class (e.g. Teacher's adjustment of classes or make-up classes, teaching attitude, instructing method, teaching materials, class assessments, use of teaching aids, course content and supplementary etc.).

16 - Does the instructor have gender prejudice or the discrimination of language and behavior? If yes, please explain it.

Note:

1. If you have questions regarding gender equality, please refer to Gender Equity Education Committee of NCU. Ext. 57268; email: ncu57268@ncu.edu.tw.
2. According to Article 19 of Gender Equity Education Act, "when using teaching materials and engaging in educational activities, teachers shall maintain gender equity consciousness, eliminate gender stereotypes, and avoid gender prejudice and discrimination. Teachers shall encourage students to take courses in fields that are not traditionally affiliated with their gender."

Send Out

5. If there is any question remaining uncompleted, the following message will pop up:

「 You haven't filled out all the questions in the questionnaire. Please check this questionnaire again. Thank you! 」

Please double check whether all the questions are filled out before you submit the questionnaire.