Student feedback is key to improving the educational experience at Saint Louis University. To assist in making the evaluation process more convenient, students can now submit secure, anonymous course evaluations online from Banner Self-Service. **Please Note:** The online evaluation form is only available for select courses at this time; your instructor or department chair will let you know if your course is using the online form.

### Access the Online Course Evaluation Form

1. Log in to the **mySLU portal** by opening a browser window and typing http://myslu.slu.edu/ in the address field. Press the <Enter> key.

2. Enter your **SLU Net ID** and **Password** in the appropriate fields. Click the **Login button** to log in to the **mySLU portal**.

3. After logging in to the **mySLU portal**, click on the **Tools tab**.

4. Click on the **Banner Self-Service link**. A new window will open to the **Banner Self-Service Main Menu**.

5. Click the **Student link**. The **Student Resources & Financial Services page** will display, shown in **Figure 1**.

6. Click the **Registration link**, circled in **Figure 1**. The **Registration page** will display, shown in **Figure 2**.

7. Click the **Select Term link**, then select the appropriate term in the dropdown list. The **Registration page** will redisplay.

8. Click the **Student Schedule: Detail link**, circled in **Figure 2**. The **Student Detail Schedule page** will display; your page will display course listings similar to what is shown in **Figure 3**.

9. Scroll to the listing of the course that you need to evaluate and click the **Click here to Evaluate link**, circled in **Figure 3**. The **Course Evaluation Form** will open in a new window.

10. Fill out the evaluation form and click the **Submit Evaluation link** at the bottom of the page. A message will display at the top of the page confirming that your evaluation was saved.

**Note:** You can only evaluate a course once. After submitting your evaluation, you can click the **Evaluate link** again to review your selections and comments.

![Figure 1: Sample of the Student Resources & Financial Services page, indicating the Registration link.](image)

![Figure 2: Sample of the Registration page, indicating the Student Schedule: Detail link.](image)

![Figure 3: Sample of the Student Detail Schedule page, indicating the link to the online course evaluation form.](image)