SEOF Guide for Students

Student evaluations are important to our faculty; we take your comments seriously and value what you share with us about your learning experiences in the classroom. We use student feedback to strengthen our teaching practices and to help us design courses that are strong, interesting, and in support of your goals as a lifelong learner.

Getting Started:

At the end of each semester students have an opportunity to share their feedback. Please check with your instructor(s) to determine if they have set a specific date and time for completing your online evaluations in class. During this time bring your mobile devices, laptops, tablets, etc., to class so that you can access your evaluations during this designated time. Any students who do not have access to these devices in class can easily complete their evaluations outside of class at any of the public computers available to JJ students throughout the campus.

In addition to the opportunity that you have been provided in class, you can access online evaluations in a number of ways at any time during the evaluation window(s) your instructor(s) have determined:

- Via visiting the Jay Stop site directly http://jstop.jjay.cuny.edu/my_classEvaluations.php
- Via the Jay Stop link embedded in the ongoing communications throughout the evaluation period sent to your JJ account.
- Via the link your instructor has embedded in your Blackboard course site, if they have done so.
- Via the QR code on posters and postcards displayed and distributed around campus.

Instructions for Logging In to MyClassEvaluation through the John Jay Website or Direct Link

Step 1: From the John Jay home page select Jay Stop
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**Step 2:** Once in Jay Stop, click on My JJC, then select MyClassEvaluation

![Jay Stop Image]

**Step 3:** Log in the same way you would for your John Jay email account

![Log in Image]

**Note:** When following the direct link provided by your instructor and e-mail reminders, you will see only the log in box in the image above. When using the direct link below, be sure to enter your **FULL** John Jay Email and Password)
Step 4: Once you’ve logged in, you will be re-directed to the MyClassEvaluation Site

Step 5: Your MyClassEvaluation home page which look like this:
For each course under “Status” select Click to evaluate
Step 6: Complete all survey items for each of your courses.

Be sure to leave comments and click the **Submit Evaluation** button at the bottom of the page for each course. **Note:** The sample survey below is for an online course. Non-online/hybrid courses will consist of only the first 16 items from the sample survey below.
Step 7: After completing an evaluation your home page will show a green dot in the Status column. Click the green dot to get a confirmation number sent to your email.
Step 8: Share your confirmation email with your instructor, or keep for your records.

![Email Example]

**Please Remember:** If you have any issues logging in, or completing an evaluation, you can always click the “Have a question?” or “Made a Mistake?” options on the bottom of your evaluation home screen.

If you continue to have issues, please contact Academic Affairs at,

academicaffairs@jay.cuny.edu