

## How to access course evaluation forms of Counselors and Librarians.

1. Students will log into their Peralta email portal. The email portal can be access through the Districts home page under the “Students” tab (Email & Canvas Portal)

The screenshot shows the Peralta Community College District website. At the top, there is a navigation bar with links for 'Apply & Enroll', 'Site Index', 'Directory', 'MyPeralta', and 'Home'. A search bar is also present. Below the navigation bar is a large blue banner with a woman's portrait and text: 'Enroll now for late start Fall 2020 classes', 'Fall classes online with in-person CTE and Science Labs', 'Campuses are closed through May 29, 2021', and 'Visit Safe.Peralta.edu for up-to-date resources for students, faculty & staff'. To the right of the banner is a 'Safe Peralta' section with a 'Current Status Summary' and a 'Peralta Colleges COVID-19 Resource Hub' link. Below the banner is a horizontal menu with tabs for 'Apply & Enroll', 'Students', 'Faculty & Staff', 'District Offices', 'Governance', and 'Community'. The 'Students' tab is selected. On the left side, there is a 'Students' menu with options: 'Admissions & Records', 'Apply', 'Email & Canvas (Portal)', 'Financial Aid', 'International Office', 'Majors & Programs', 'Passport Student Center', and 'Schedule of Classes'. The 'Email & Canvas (Portal)' option is highlighted. In the center, there is a 'Peralta News' section with two articles: 'Announcement: Leadership Statement on Breonna Taylor Grand Jury Decision' and 'Peralta Board Begins Contract Negotiations with Dr. Carla Walter to Become Interim Chancellor'. On the right side, there is an 'Our Colleges' section featuring the logo for Berkeley City College with the tagline 'TRANSFORMING LIVES'.

### Peralta Portal Home

#### Welcome to the NEW Peralta Portals!

Click below to login and access:

- o Your Peralta email account
- o Canvas
- o Microsoft Office 365 applications

You must login to Passport at the Passport Login site

Click the appropriate box below to login:



2. Once Logged into your email account, look for email under “ Faculty Evals”. There, you can access the link to the survey.

**Online survey**

**FE** Faculty Evals  
 Tue 9/29/2020 3:34 PM  
 To: Shanova Berry

This email entitles you to respond to an online survey. Please follow the link to open the questionnaire.

<https://cp01.classclimatesurveys.com/PeraltaCCD/online.php?pswd=F6SW5MXUET981A>

Yours Sincerely,  
 The evaluation office.

-----

Note: This email has been created automatically. The password indicated in this E-MAIL cannot be traced to you. Your vote is anonymous.

3. After clicking on the Link, the Class Climate survey should appear. You can began taking the survey. Review each question and click on the on the field: **Strongly Agree, Agree, Neither, Disagree, Strongly Disagree.**

 **Class Climate**  
 COURSE EVALUATION FEEDBACK SYSTEM

Name of DSPS/EOPS Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Campus: \_\_\_\_\_ Semester / Academic year: \_\_\_\_\_

Activate contrast mode

1 2 3

**2 For questions 2-12, regarding the DSPS/ EOPS counselor, please use these ratings and mark the number which most closely applies:**

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
2.1 The counselor made me feel comfortable and listened to my concerns.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.2 The counselor focused on my potential while helping me define my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.3 The counselor encouraged me to develop and clarify my and take responsibility for working towards solutions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.4 The counselor counseled me on course requirements related to my educational goals, career plans, interests, and/or abilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.5 The counselor demonstrated adequate knowledge about degree, certificate, course, interest, and or/ abilities.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.6 The counselor informed me of at least one of the colleges' services, such as financial aid tutoring, orientation, assessment, library services, Extended Opportunity Program and Services (EOPS), Program for Adult college Education (PACE), Disabled Student Program & Services (DSPS), etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.7 The counselor assisted me in identifying my aptitudes, interest, study a learning skills and educations goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.8 The counselor assisted me in interpreting assessment results and selecting courses.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.9 The counselor informed me of my right to waive/appeal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You can Navigate through each page by clicking on the **Previous** or **Next** tab at the bottom of the page.

2.5	The counselor demonstrated adequate knowledge about degree, certificate, course, interest, and or/ abilities.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.6	The counselor informed me of at least one of the colleges' services, such as financial aid tutoring, orientation, assessment, library services, Extended Opportunity Program and Services (EOPS), Program for Adult college Education (PACE), Disabled Student Program & Services (DSPS), etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.7	The counselor assisted me in identifying my aptitudes, interest, study a learning skills and educations goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.8	The counselor assisted me in interpreting assessment results and selecting courses.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.9	The counselor informed me of my right to waive/appeal prerequisites.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.10	The counselor was sensitive to my special needs as a person with a disability and/or educational/financial disadvantages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.11	The counselor told me in this session or told me in the past about my legal rights and responsibilities as a student requesting services for a disability and/or educational/financial disadvantages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.12	The counselor discussed with me the appropriate accommodations, services or referrals available to me for my disabilities and/or educational/financial disadvantages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the Blank Section, you can type your comments under the question.

Class Climate<sup>®</sup>  
COURSE EVALUATION FEEDBACK SYSTEM

Name of DSPS/EOPS Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
Campus: \_\_\_\_\_ Semester / Academic year: \_\_\_\_\_

Activate contrast mode

1 2 **3**

**3 Please use the space provided for comments on the following questions:**

3.1 In what ways was the DSPS/ EOPS counseling? advising session helpful?

3.2 In what way could the DSPS/EOPS counselor have been more helpful or effective?

**4. Submitting Survey:** You will see the submit button at the bottom Left hand corner. Be sure to click the **Blue Submit** tab to complete and turn in the survey. Once submitted, you cannot access the survey again.

5. **Submitting Survey:** After clicking the submit button, A pop-up at the top of the page will appear. Click the OK “Blue” tab to submit survey.

The screenshot shows the Class Climate survey interface. At the top left is the logo for Class Climate, COURSE EVALUATION FEEDBACK SYSTEM. Below it are fields for 'Name of DSPS/EOPS Counselor:' and 'Campus:'. A pop-up window from cp01.classclimatesurveys.com is centered, displaying the message: 'The questionnaire will be submitted. Please confirm with Ok or click Cancel to return to the questionnaire.' The 'OK' button is highlighted with a yellow box. To the right of the pop-up is a checkbox labeled 'Activate contrast mode'. Below the pop-up is a progress indicator with three tabs, the third of which is active. The main content area contains two questions: '3.1 In what ways was the DSPS/ EOPS counseling? advising session helpful?' and '3.2 In what way could the DSPS/EOPS counselor have been more helpful or effective?'. At the bottom left is a '<< Previous' button, and at the bottom right is a 'Submit' button.

After clicking the “OK” tab you will receive a “Thank you for your Participation “. This means you are done completing the survey.

The screenshot shows the 'Thank you for your participation' screen. At the top left is the Class Climate logo. The main content area contains the text: 'Thank you for your participation. Now you can close the window or take part in another survey from the list.' Below this text is a horizontal list of survey options. The first option is 'Online TEST-1', which is highlighted with a green checkmark.

Thank you