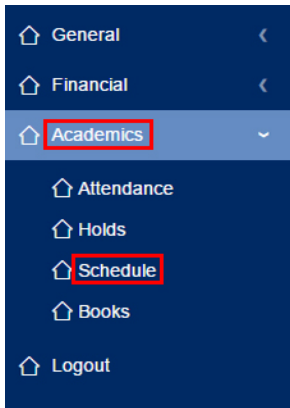


Beacon College: Instructions for Sonis Student Evaluations

1. Sign in to your student account in SONISWEB.
2. On the left side of the navigation, select **Academics** and then **Schedule**.



3. Under your **Schedule**, make sure that the School Year and Semester are properly set to your current semester (for example):

School Year Semester
201617 Summer

4. You will then see your current schedule and list of courses. From here, you will select the appropriate course that you are doing the evaluation for, by selecting its title under the **Description** column:

Course	Section	Sess.	Description	Times	Instrct. Type	Start Date	End Date
CIS1255	3	S6	Technology in Global Environments	TUE 5: 00 -6: 30 pm	Lab	01/19/2016	05/06/2016
				THU 5: 00 -6: 30 pm	Lab		

5. Another dialog box should open, displaying the instructor's name. Click the instructor's name.

X
Close

CIS1255 - 3 Technology in Global Environments Lead Faculty: John Doe			
Faculty	Evaluation	Status	Due by Date
Doe, John	Spring 2016 Evaluation of Instruction	Evaluation Not Completed	04/23/2016

6. This will lead you to the Student Evaluation of Instruction.

IMPORTANT

**Once you start the survey, you must complete it.
SONIS will not allow you to exit the survey and go back in again.**