SAMPLE STUDENT INSTRUCTIONS

Child Development Training Consortium (CDTC)
Online Student Evaluation Instructions

Thank you for enrolling in the Child Development Training Consortium (CDTC) services at your campus. Please take this opportunity to share your experience, and also to provide information on how we might improve our services for the future. Your responses are confidential and will have no impact on future access to CDTC services. **PLEASE SUBMIT EVALUATION BY** ________________, 2011

The following instructions will guide you through a short online evaluation form. Each student who received CDTC services **will complete** an evaluation form.

1. **Go to** [www.childdevelopment.org](http://www.childdevelopment.org)
2. Under “Services Provided”, choose Community College Program.
3. Under “Student Evaluation”, in the yellow box on the right side, select either English or Spanish. This will bring up either the English or Spanish version of the Evaluation form.
4. Select the name of your college from the drop down list.
5. Click on the current semester or term.
6. Answer each question on the evaluation.
7. At the bottom of the page click “Submit”. This sends your evaluation to the CDTC.
8. Print the confirmation page and return it to your campus coordinator/instructor. If unable to print, write down the evaluation number and forward this to your instructor.

We sincerely appreciate you completing this evaluation. Best wishes as you continue your education.