

Help Guide for RIT Co-op Student Evaluation System

1. Log on page

The screenshot shows a web browser window with a dark blue header. The header contains navigation links: "Co-op Office Home", "RIT Home", and "Co-op Staff & Advisors". Below the header is the RIT logo and the text "Office of Cooperative Education & Career Services". The main content area has a light blue background and is titled "RIT Co-op Student Evaluation". On the left side, there is a vertical sidebar with a "Log In" link. The main content area also has a "Log In" heading. Below the heading, there is a paragraph of text: "To access this system, you must use the username and password provided in the email you received from the Office of Cooperative Education and Career Services." Underneath this text are two input fields: "Username:" and "Password:". Below the "Password:" field is a "Log In" button. At the bottom of the page, there is a footer with copyright information: "Copyright © 2003-2004 Rochester Institute of Technology. All Rights Reserved | [Terms of Use](#) | [Copyright Infringement](#)". Below the footer is contact information for the Office of Cooperative Education and Career Services, including the address "57 Lomb Memorial Drive, Rochester, NY 14623", phone numbers "585.475.2301, 585.475.6905 (TTY)", and fax number "585.475.5478(FAX)". A note at the bottom of the footer says "For questions or feedback regarding this site contact the [webmaster](#)".

Co-op Office Home | RIT Home | Co-op Staff & Advisors

R·I·T Office of Cooperative Education & Career Services

RIT Co-op Student Evaluation

[Log In](#)

Log In

To access this system, you must use the username and password provided in the email you received from the Office of Cooperative Education and Career Services.

Username:

Password:

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Rochester Institute of Technology
Office of Cooperative Education and Career Services
57 Lomb Memorial Drive
Rochester, NY 14623
585.475.2301, 585.475.6905 (TTY)
585.475.5478(FAX)
For questions or feedback regarding this site contact the [webmaster](#)

A Username and password will be sent to you from our office. The email message will contain these along with a control code for each student you have working as co-ops.

2. Control Code Page

RIT Co-op Student Evaluation

[Evaluations](#)
[Select Evaluation](#)

[User Manual](#)

[Log Out](#)

Welcome to the On-line Co-op Evaluation System.

Below, please enter the control number for the student you wish to evaluate.
[\[More Help\]](#)

Control Number:

Enter the control number from the email into the box. If you have multiple numbers you can continue filling out evaluations for each new control number.

3. Evaluate Student

[User Manual](#)

[Log Out](#)

Student Name: JOHN HANCOCK
 RIT College Department: Applied Networking and System Administration
 RIT Quarter: 20034

Please complete the form below and click "Submit" at the bottom. [\[More Help\]](#)

Dept assigned to:	<input type="text"/>
Student's Title:	<input type="text"/>
Hours per week:	<input type="text"/>
Hourly Wage Rate \$/hr (enter value, only numeric values will be accepted):	<input type="text"/>
Employment Start Date: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Employment End Date: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Responsibilities	<input type="text"/>

For each category, select the rating level that most closely represents the student's performance. Please comment where possible. 1 = Poor, 5 = Excellent.

QUALITY OF WORK: Accuracy, thoroughness	5	4	3	2	1	N/A
Comment: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QUANTITY OF WORK: Volume, pace and effort	5	4	3	2	1	N/A
Comment: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMPETENCE: Applies experience and training	5	4	3	2	1	N/A

Please complete the form.

1. You do not need to add a "\$" to the "Hourly Wage Rate".
2. You will get a **red asterisks** where we need to validate or require data upon submitting or saving the form.
3. Save allows you to return at a later time to complete the form.
4. There is a **TIMEOUT** of 60 minutes. Please save or submit your work before this occurs.

5. If you do go over the time, DO NOT GET OUT. Log back in when you are sent to the login page. Use the browser back arrow to return to the complete form. Click submit and you should get the confirmation page

Has this evaluation been reviewed with the student?		Yes No <input type="radio"/> <input type="radio"/>
Evaluator Name	<input type="text"/>	
Title	<input type="text"/>	
Date (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Evaluator Address	<input type="text"/>	
Telephone #	<input type="text"/>	
Email Address	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Save"/>		

**The Confirmation Page contains the information you sent including a “print page” link.
If you do not get this page, print your data. We did not receive it.**

Print a copy to discuss your comments with your student. This is a good way to help the student learn from your comments.

Thanks for supporting the Co-op program and especially your student.