ACE DOCUMENTATION FOR STUDENTS

An email with a direct link to the course evaluation system will automatically be sent to all enrolled students once the semester evaluation period begins.

The alternative way to access your course evaluations is to log into your Canvas account and select the **ACE Student Course Evaluation** link in the navigation bar. Once selected, a list of all the courses you are enrolled in will appear on the right-hand side of the screen as shown below.
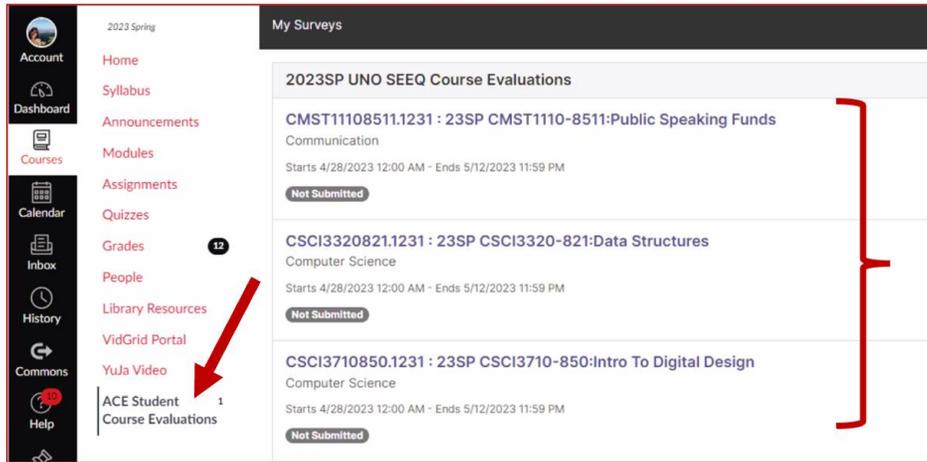
Select the course you want to evaluate. Complete the survey and at the end select:
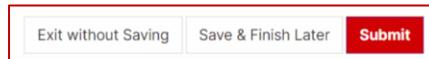
- **Submit:** If you have filled out the survey and want to submit your responses. Please note, once a survey is submitted, you cannot re-open it to edit any of your responses. Once submitted, your course will appear as shown in **Status 1** below.
- **Save & Finish Later:** If you want to exit the survey but save all the responses you have entered so far. Once saved, your course will appear as shown in **Status 2** below.
- **Exit without Saving:** If you want to exit the survey without saving any of your responses. Your course will appear as shown in **Status 3** below.