

**TO:** MDCC Instructors and Students  
**FROM:** Magdalene Abraham, V. P. of Instruction  
**DATE:** November 2, 2009  
**SUBJECT:** Evaluation of Instruction

Mississippi Delta Community College has a longstanding history of providing quality instruction to students of all ages and majors. The faculty of this institution represents the highest standards of competency and integrity. As a result of our ongoing assessment of classroom instruction, we are requiring that students complete an on-line Evaluation of Instruction, the results of which are used in meeting accreditation standards set by the Southern Association of Colleges and Schools. The information obtained from these evaluations allows faculty to receive feedback directly from students who are presently enrolled in coursework. This feedback is invaluable to the instructors and to this institution.

Please know that both faculty and students play integral roles in the validity of these surveys. The evaluations are totally anonymous, and the results will not be revealed until after the end of this semester. We are requesting that students follow the instructions provided in this email to complete the evaluations for EACH course in which they are enrolled.

Thank you for your participation in this significant assignment, and thank you for allowing MDCC to be a part of your journey.

If I may be of assistance to you, please feel free to contact me--  
[mabraham@msdelta.edu](mailto:mabraham@msdelta.edu) or 662-246-6318.

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**ATTENTION CURRENTLY ENROLLED STUDENTS!!**

**WHAT: EVALUATION OF INSTRUCTION**  
**WHEN: MONDAY, NOVEMBER 2, 2009 10:00 A.M. --**  
**MONDAY, NOVEMBER 30, 2009 4:00 p.m.**  
**WHERE: STUDENTS MUST LOG ON TO MY ACCESS TO COMPLETE**  
**THEIR EVALUATIONS**  
**(See instructions below)**

Please complete your evaluations during this time! Please note that these evaluations are important to the College, and are held in strict confidence!

Your responses are valuable to us! Thank you for your time!

- To access *My Access*, go to the MDCC web-site -- [www.msdelta.edu](http://www.msdelta.edu)
- Click the *My Access* link.
- Click the *My Access Log In* link.
- Log on to *My Access* with your student ID or your SSN and password. Default passwords were set to your date of birth in MMDDYY format and will be that unless you have logged on and changed it.
- Once logged in, you should see the "Take Online Survey" link toward the bottom right under the Student Information Center..
- To complete the evaluations:
  - Click the Take Survey link next to the course/instructor you want to evaluate.
  - Read the instructions provided on the next screen, and then click Continue.
  - Select the desired answers to each question. ALL questions must have an answer selected to proceed!
  - Optionally, you may enter a Comment.
  - Click the Save this Survey button if you want to save your answers and come back later to submit.
  - ONCE YOU ARE FINISHED WITH YOUR SURVEY, BE SURE TO CLICK THE *SUBMIT THIS SURVEY* BUTTON.
  - Once you submit your answers for a survey, the Take Survey link for that course/instructor will disappear from your list of courses to be evaluated. You should then print the screen showing that course/instructor has been evaluated. This is your proof to your instructor that you have completed the evaluation for his/her class.

**\*\*If you have any questions or problems while completing the surveys, feel free to contact the system's administrator by e-mailing [computerservices@msdelta.edu](mailto:computerservices@msdelta.edu)**