

Class Evaluation Guidelines

1. Login

- 1) Log in after accessing the Catholic University portal system (Trinity)

2. Class evaluation

- 1) Evaluation route: University information → Class/Grades → Enter Class evaluation

The screenshot shows the Trinity portal interface. A red arrow points from the 'University Information' link in the top navigation bar to the 'CLASS/GRADES' link in the bottom navigation bar. The main content area displays various university notices and a class schedule table.

Navigation Path: University Information → Class/Grades → Enter Class evaluation

Class Schedule Table:

	MON	TUE	WEN	THU	FRI	SAT
1						
2						
3						
4						
5						
6						

The screenshot shows the 'CLASS/GRADES' page. A red arrow points from the 'CLASS/GRADES' link in the top navigation bar to the 'CLASS/GRADES' link in the bottom navigation bar. The page displays a search bar and a table of class information.

Search Bar:

Search requirement:

Table Headers:

Notice	Campus	System name	Unit business name	Title	Attachments	Notification scope	writing department	Date Created	Detail View
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Page Navigation: 1 / 0 (Total Record : 0)

The screenshot shows the Gachon University (가톨릭대학교) portal. The top navigation bar includes links for HOME, Class / grades, COURSE / Application for classes, Scholarship / Welfare, Academic record / Registration, CLASS/GRADES, and Scholarship fund / Welfare. The left sidebar lists categories: Identity (학생(대학원)), Belong, Semester/Score, and Admission date. Under 'Graduate class', the 'Enter class evaluation' link is highlighted with a red box and a red arrow. Below this, a form titled '수업평가' (Class Evaluation) is visible, containing questions about the class environment, planning, progress, and evaluation methods, each with radio button options for '전혀아니다' (Not at all), '아니다' (No), '보통이다' (Average), '그렇다' (Yes), and '매우그렇다' (Very yes).

3. Notice

This screenshot shows the 'Enter class evaluation' form. At the top, there's a navigation path: TRINITY > CLASS/GRADES > Graduate class > Enter class evaluation. The form includes search filters: Campus (selected: 인천), Membership classification (selected: 대학원), year of classes (selected: 2022), semester of classes (selected: 2학기), and a search criteria dropdown (highlighted with a red box). Below these are 10 evaluation questions, each with five radio button options. The questions cover topics like class environment, planning, progress, evaluation methods, and student satisfaction. At the bottom, there's a note about the evaluation process and a 'Save' button.

- ◆ If you select the Enter class evaluation, the above screen appears.
- ◆ You must evaluate all subjects for each subject, and the (complete) mark is displayed for subjects that have been evaluated.
- ◆ Be sure to click Save after completion
- ◆ Foreign language lectures: In the case of English lectures, there are additional questions.
- ◆ Please note that if you do not evaluate the class, you cannot use the grade check.

4. Evaluation questions

No.	Contents	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	Student					
1	Did the student faithfully participate in class and did his or her best to write and submit assignments?	1	2	3	4	5
	Teaching environment					
2	Were the classrooms and laboratories well-equipped with the necessary facilities and aids for class?	1	2	3	4	5
	Syllabus					
3	Is the syllabus written systematically and specifically?	1	2	3	4	5
	Class Conduct					
4	Did the course content go well according to the syllabus?	1	2	3	4	5
5	Did the professor conduct the class faithfully in preparation for the class?	1	2	3	4	5
6	Did the professor use the appropriate teaching method for the learning goal?	1	2	3	4	5
	Assignments and grades					
7	Did you get feedback on your presentations and assignments?	1	2	3	4	5
8	Were the methods and standards for grade evaluation clearly presented?	1	2	3	4	5
	Class Satisfaction					
9	Did this course help you develop your major-related knowledge, attitudes, and skills?	1	2	3	4	5
10	Are you satisfied with this class overall?	1	2	3	4	5
	Foreign language lecture					
11	Did the English lectures improve your English skills and knowledge in your field of study?	1	2	3	4	5
12	Do you think it is more useful than Korean language courses in the same or similar subjects?	1	2	3	4	5
13	What percentage of these classes were conducted in English?	1	2	3	4	5