Albert Course Evaluations: Completing evaluations in class

Access course evaluations via any web-enabled device, such as a laptop, tablet, and/or smartphone.

1. Ask your students to log into Albert Mobile (m.albert.nyu.edu), using their NYU Net ID and password.

2. Once logged in, students should use the left navigation button (three horizontal lines) to open up the Course Evaluation menu.

3. Students will see all of their classes with an evaluation. To begin the evaluation for your class, students should click the purple “Evaluate” button next to the course to evaluate.
   - Once students have accessed the evaluation for your course, they should answer the questions on each page and click “Next.”
   - When all questions are answered, students will see a Summary page showing all their answers. To change any answers, they should click “Edit.”
   - When they have complete the evaluation, they should click “Submit.”

Notes:
- The majority of issues accessing the evaluation are due to cache and cookies.
  - Advise students to use incognito/private browsing mode.
- Students occasionally may see a pop-up requesting they review/update their emergency contact information. They must complete the review/update to continue.