Instructions to WIU’s Online Course Evaluation Tool
for WesternOnline Desire2Learn Courses

For Instructor Access:
- Access the WIU Online Course Evaluation program at https://www.wiu.edu/oce.
- Log in with your ECOM username and password.
- Set the dates during which your course's evaluation will be accessible to students. The dates must fall within the department-specified date range.
- If assistance is needed, click on the red question mark icons to obtain tutorials.

For Student Access:
- After logging into WesternOnline, expand the “Student Services” widget.
- Simply click on the "Online Course Evaluations" link.
- Login using your ECOM username and password to see a list of your online courses. Courses may have different date ranges when the evaluations are available.
- Click on an available course title to access the evaluation. You may only submit one evaluation per course.

To Create a Link at the End of a Course:
- Within your D2L course, click on the “Content” icon in the upper toolbar.
- Click on the “New Topic” icon in the tool navigation bar.
- Click on “Quicklink” link to see the following options:

Next to the “Parent Module”, use the drop-down menu to select the location for the link.
- Insert a “Title”, such as Take the Online Course Evaluation.
- In the URL box, enter - https://www.wiu.edu/oce/login.jsp - and click the box to open this in a new window.
- Click the “Save” button and the link to the Online Course Evaluation program will appear at the bottom of the Module you selected.
- Note: If you wish to restrict the dates the link is visible to the students, you may set a date range using the “Restrictions” tab. However, a default date range predetermined by your Union contract (and further constrained by the chair or you) limits when the students may access the Online Course Evaluation program.