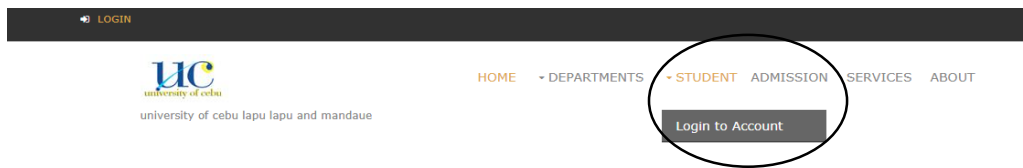# STEPS IN USING ELECTRONIC TEACHER'S EVALUATION BY STUDENT

1. Type the URL : **LM.uc.edu.ph/portal** in the browser
2. Hover the mouse cursor to **STUDENT** and click **LOGIN TO ACCOUNT**

3. To Log-in,
   3.1 Input your <u>ID Number</u> for the user name and <u>Last Name</u> for the password in all capital letters.

Example:	Username:	11621198
	Password:	DELA CRUZ

   3.2 Click **LOG-IN** Button
4. For first time log-in, it is recommended to change/update your password

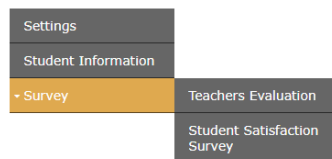5. Hover mouse cursor to **STUDENT**. Select **SURVEY**, then click **TEACHERS EVALUATION**.

6. Select a Schedule to Evaluate. Then click, **TAKE SURVEY** button.

7. Answer survey and Click the **SUBMIT EVALUATION** button.
8. Once done evaluating all the schedules, click the LOGOUT button in the upper-left corner of the screen