

附件1

学生评教操作指南

一、如何登录系统

1. 网页端登录

【第一步】输入网址<https://hatu.mycospk.com>

【第二步】登录平台，用户名：学号，密码：Stu+学号，如下图1-1所示。登录成功后跳转至平台首页。



【图 1-1】

2. 微信端登录



微信扫描上方二维码，关注“教学质量管理平台”微信公众号。关注公众号后在弹出的页面中点击下方“首页”按钮，进入微信端登录首页，点击【选择学

校】输入学校名称搜索并选择学校后，输入学校提供的账号、密码进行登录，如下图1-2所示。

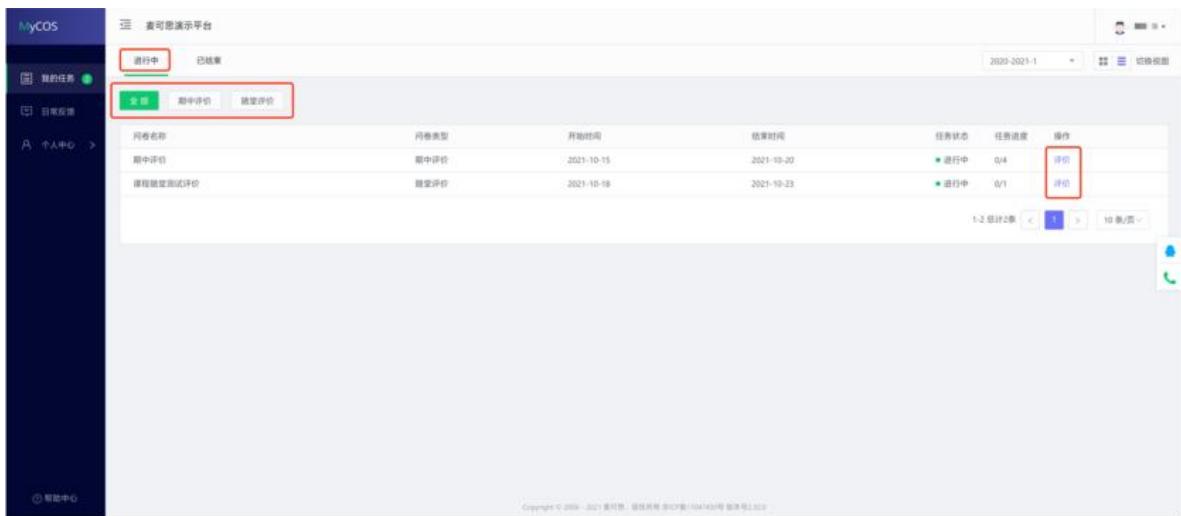


【图 1-2】

二、学生如何参与评价

1. 网页版评价

登录系统后，点击【我的任务】，查看【进行中】的问卷，选择期末评价问卷，点击问卷即可参与评价，如图2-1所示。



【图 2-1】

进入期末评价后，选择某一门课程，再进行评价，如图 2-2 所示。

The screenshot shows the 'My Tasks' section of the MyCOS platform. It lists various tasks with columns for '任务时间' (Task Time), '任务类型' (Task Type), '开始时间' (Start Time), '结束时间' (End Time), and '任务状态' (Task Status). A red box highlights the '任务状态' column, which contains the word '评价' (Evaluation) for several entries. At the bottom right of the table, there is a page navigation bar with buttons for '1-5 页/50条' (Pages 1-5 / 50 items), a current page indicator '3' with a blue background, and '10 页/100条' (10 pages / 100 items).

【图 2-2】

2. 微信端评价

微信搜索公众号“教学质量管理平台”，关注后绑定账户，账号密码同网页版，输入学校全称即可登录，登录后点击【我的问卷】—【未完成】参与答题，如图 2-3 所示。

The figure consists of three screenshots of a WeChat official account:

- Left Screenshot:** Shows the login screen with fields for '学校' (School), '账号' (Account), and '密码' (Password), and a large blue '登录' (Login) button at the bottom.
- Middle Screenshot:** Shows the main home screen of the platform. It features a logo with 'MYCOS Data Improve Teaching', four circular icons for '我的问卷' (My Survey), '我的课程' (My Courses), '课后作业' (Post-class Homework), and '扫一扫' (Scan QR code), and a banner for the '2020-2021-1 学生期末评价问卷' (Student End-of-term Evaluation Questionnaire).
- Right Screenshot:** Shows the '我的问卷' (My Survey) section. It displays two ongoing evaluations: '羽毛球' (Badminton) and '网球' (Tennis). Both are labeled as '进行中' (In Progress). The '羽毛球' survey was created by '郑敬' (Zheng Jing) and runs from '2021-01-19 09:00:00 - 2021-10-29 17:57:05'. The '网球' survey was created by '陈海川' (Chen Haichuan) and runs from '2021-01-19 09:00:00 - 2021-10-29'. A green '返回' (Return) button is visible at the bottom.

【图 2-3】