## **Course Evaluations – Faculty Access**

- 1. Log into myCommNet.
- 2. Click the **Banner Self-Service** link in the upper right corner of the screen.



3. Click on the appropriate <u>College</u> Name. (*necessary only if you have more than once college choice listed*)

Asnuntuck Community College	
Capital Community College	
Manchester Community College	
Naugatuck Valley Community College	

- 4. Click on the **Faculty Services** tab.
- 5. Click on Faculty Detail Schedule.

Main Menu Faculty Services Personal Information	College Selection
Search Go	
Faculty Services	
Term Selection CRN Selection	
Faculty Detail Schedule Use this link to access your course evaluation data.	
Faculty Schedule by Day and Time Detail Class List	

Main Menu	Account Summary	Faculty Services	Financial Aid	Personal Information
Search	Torm	Go		
Select	. Term			
Selec	t the Term for pr	ocessing then pre	ess the Submit "	Term button. 1g 2010
Select a	Term: Spring 20	010		-
Submit				

6. Select the correct **Term** from the drop down box.

7. Click on **Course Evaluation Report.** 

Faculty Detail Schedule	
Welcome to the Faculty Detail Schedule displa	y. Listed below is your schedule for the selected term.
PRINCIPLES OF FINANCIAL ACCTG - 1367	- ACC* H113 - 01
Course Evaluations:	Course Evaluation Report
Status:	Active
Available for Registration:	Oct 29, 2010 - Jan 27, 2011
College:	Naugatuck Valley CC (7708)
Department:	Business
Part of Term:	1
Course Credits:	3.000
Course Levels:	NVCC Credit
Campus:	Main Student Body (CR & NonCR)
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

8. When faculty click on the Course Evaluation Report link, all course sections for the term will appear. This is the Course Summary output. To see the detail results by section, click on the <u>numeric value</u> in the <u>Evaluations Taken</u> column.

	Course	Т	erm		Department	Division	Pro	fessor ID		
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	Sort By	1	Sort B	y 2 Output		Record	ds 🗆	Excel		
			-	<ul> <li>Course S</li> </ul>	Summary	▼ 500	- 5	Search		
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This is an example of the **Detail output** for <u>one</u> course section:

		Course	Т	ferm		D	epartment	Divisi	on	Professor	D				
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preser	nts obj	ectives clearly													
condu	icts org	anized dass													
encou	rages	thinking of subject													
encou	rages	participation, discuss	ion and que	stions											
encou															

9. To see a <u>summary of results for all sections</u>, change the output to <u>Detail</u> as shown below and click on the Search button. Make sure that the **Course** field contains a %. The output will display all responses to the **Classroom Evaluation** section as well as the **Additional Comments** section.

Course       Professor name to see all Cours       Output       Records       Excel         Click on the Professor name to see all Cours       Department Summary       Sort.       for that particular Course.         Click on the number under "Evaluations Take Professor Summary       Sort.       for that particular Course.		Term	Department	Division	Professor ID	
Sort By 1 Sort By 2 Output Recoids Excel Course Summary 500 Search Term Summary Division Summary Click on the Professor name to see all Cours Click on the number under "Evaluations Take Professor Summary Click on	96	Naugatuck Valley - Spring 2	010 V	08		
Click on the Professor name to see all Cours Term Summary Click on the number under "Evaluations Take professor summary Click on the number under "Evaluations Take Summary Click on the number under "Evaluations Take Summary Click on the number under "Evaluations Take Summary For the Summary Sor. for that particular Course.	Sort By 1	Sort By 2	Output	Records	Excel	
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	Click on the Click on the	Professor name to see all Cour number under "Evaluations Tak	Term Summary Division Summary Department Summary Professor Summary	sor. for that partic	ular Course.	

This is an example of the **Detail output** for <u>all sections</u>:

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10. Faculty can also access results for additional terms from this screen, by clicking on the drop down list of terms. Please make sure that a % exists in the Course field. Once the correct values are in the fields, click on the **Search** button to access the results.



11. During the timeframe when course evaluations are available to students, faculty will only see the **number of evaluations taken** for a course section. The actual results for the course section will not be available until a later date which will be communicated through the Academic Dean's office.

		Course	т	erm	D	epartment	Division	n F	Professor ID		
		%		Naugatuck Valley - Fa	all 2010 💌		08				
		Sort By 1		Sort By 2	Output		Reco	rds	Excel		
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