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.
Detail Class List

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

Main Account Menu Summary	Faculty Services	Financial Aid	Personal Information	
Search	Go			
Select Term				
😧 Select the Term for pr	ocessing then pr	ess the Submit	Term button.	
Select a Term: Fall 2010		Click term	here to select the from the drop dov	correct vn list.
Submit				

7. Click on Course Evaluation Report.

Faculty Detail Schedule	
Welcome to the Faculty Detail Schedule display. Listed b	elow is your schedule for the selected term.
PRINCIPLES OF FINANCIAL ACCTG - 1367 - ACC* H	1113 - 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 Evaluation	Reportin	g					Click on the	
Cours	e Te	erm	Dep	artment Divisio	n Pro	fessor ID		-
%	N	laugatuck Valle	y - Spring 2010 🛛 💌				numeric va	iue
Sort B	1	Sort By 2	Output	Recor	rds 🗆	Excel	to get to D	etail
			Course Sum	nary 🚽 500	•	Search	results for a	а
J		- 1					single cours	se
c	lick on the Profe	ssor name to s	ee all Courses for that par	ticular Professor.			section.	
(lick on the numb	oer under "Eval	uations Taken" to see deta	il information for the	at particular	Course.		
Term Division Departme	nt Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment C	% Reporting Complete Disabled	
110108 08 0014		INTROE	UCTION TO COMMUNICATION		<u>10</u>	26	38.5	
110108 08 0014		PARAG	RAPH AND BEYOND		1	. 11	9.1	
110108 08 0014		INTROE	UCTION TO COMMUNICATION		<u>8</u>	28	28.6	
				Total:	19	65	29%	
			Records: 3 Time: 0.13 Sec	onds				
	Copyrigh	nt © 1998-2010 R	unner Technologies, Inc. All ri	hts reserved. 11/11/	2010 17:01			

This is an example of the **Detail output** for <u>one</u> course section:

ourse	e Ev	alua	tion Re	eportir	ng											
			Course	т	erm		Dep	artment	Divisio	n Pi	ofessor	ID				
					Naugatu	ck Valley - Spring 2010		/		ŀ						
			Sort By 1		Sort B	By 2 Ou	itput		Recor	ds I	Excel					
					-	– D	etail	•	- 500	•	Search					
	Term	Division	Clic Clic Department	к on the Prof k on the num Course ID	essor na iber unde Course	me to see all Courses er "Evaluations Taken" Description	to see deta	זוכעומר Prof il informati Profes	essor. on for tha sor	at particula Evaluations Taken	r Course Total	l ent C	% R	eporting		
	110108	08	0014			INTRODUCTION TO COM	MUNICATION			1	3	28	28.6			
						December 4 Ti			Total:	4	3	28	29%			
						Records: 1 Th	me: 0.03 Sec	conas								
ssro	om Ev	valuati	on				To	tal Strongl	y Agree(%) Agree(%	6) Disagr	ee(%)	Strongly	Disagree(%	5) A	0
					Desc	ription				Total	Strongly Agree (%)	Agre (%)	e Disagre (%)	e Strongly Disagree (%)	A	,
prese	ents obj	ectives o	clearly													
cond	ucts org	anized o	lass													
enco	urages	thinking	of subject													
enco	urages	participa	ation, discuss	ion and que	stions											
creat	es atmo	sphere	for learning													

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 Evalua	tion R	eportin	g							
	Course	Т	erm		Department	Divisio	n Pro	fessor ID		
	%		Naugatuo	ck Valley - Spring 2010	-	08				
	Sort By 1		Sort B	y 2 Outpu	t	Reco	rds 🗆	Excel		
			•	 Cour 	se Summary	500	▼ :	Search		
				Term Divisi	Summary on Summary					
	Clic	ck on the Profe	essor nar	me to see all Cours Depa	rtment Summary	SOF.	at particular.	Course		
	011	a on the num	ber unde	Cours	se Summary		arpantoular	oourse.		
Term Division	Department	Course ID	Course	Descup	Protes	sor	Evaluations Taken	Total Enrollment	% t Complete	Reporting Disabled

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

Cours	e Evaluati	on Repo	orting									
		Course	Term	1	Department	Division	Pro	fessor ID				
		%	Naugatud	k Valley - Spring 2010 🛛 💌		08			1			
		Sort By 1	Sort B	2 Output		Record	ю Г	Excel				
		Solit By 1		Petail				Soarch				
		I				- 1500		Search				
		Click on t Click on t	he Professor nar he number unde	ne to see all Courses for that r "Evaluations Taken" to see o	particular Pro detail informat	fessor. ion for that	t particular	Course.				
	Term Division Dep	oartment Cou	rse ID Course	Description	Profe	ssor	Evaluations	Total	% i Complete	Reporting Disabled		
	110108 08			NTRODUCTION TO COMMUNICAT	TION	_	10	26	38.5	bioabioa		
	110108 08			PARAGRAPH AND BEYOND			1	. 11	9.1			
	110108 08			NTRODUCTION TO COMMUNICAT	TION		8	28	28.6			
				Records: 3 Time: 0.04	Seconds	Total:	19	65	29%			
				Records. 5 Time. 0.04	Seconds							
Classro	om Evaluation	I			Total Strong 19	ly Agree(%) Agree(%) Disagree(%) Strongly	Disagree(%) Avg I	Std)ev
							5	Strongly Ag	ree Disagre	e Strongly		
			Desci	iption			ہ Total (Agree (%) %)	(%)	Disagree (%)	e S Ava D	td ev
pres	ents objectives clea	rly					19					
cond	ducts organized clas	s					18					
enco	ourages thinking of s	subject					19					
enco	ourages participation	n, discussion a	nd questions				19					
creat	ites atmosphere for I	learning					19					
provi	ides assignments le	earning subject	matter				19					
pres	sents subject clearly						19					
dem	nonstrates enthusias	sm for subject					19					
uses	s class time effective	ely					19					
provi	ides defined grading	g procedures/st	tandards				19					
retur	rns tests/materials ti	imely					19					
provi	ides feedback to stu	idents					19					
avail	lable office hours or	individual confe	erences				19					
treat	ts students with cour	rtesy and respe	ect				19					
Addition	nal Comments										т	otal 19
			Desc	ription								
espe	ecially liked gest improvements											

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		[Department	Divisio	n Pr	ofessor ID		
	%		Naugatu	ck Valley - Fall 2010			08	·]	
	Sort By 1		Sort E	By 2	Output		Reco	rds I	Excel		
			•	•	Course S	ummary ·	500	-	Search		
Term Divisio	n Department	Course ID	Course	Descript	ion	Profes	sor	Evaluations	Total	%	Reporting
Term Divisio	n Department	Course ID	Course		ion	Profes	sor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
Term Divisio	n Department 0014 0014	Course ID	Course	Descript PARAGRAPH AND BE	ion EYOND DMMUNICAT	Profes	sor	Evaluations Taken	Total Enrollment	% Complete 0 4 3	Reporting Disabled
Term Divisio 110308 08 110308 08 110308 08	n Department 0014 0014 0014	Course ID	Course	Descript PARAGRAPH AND BE INTRODUCTION TO CO	ion Eyond DMMUNICAT DMMUNICAT	Profes	sor	Evaluations Taken	Total Enrollment 1 23 2 24	% Complete 0 4.3 0	Reporting Disabled ✓ ✓