

# Course Evaluations – Faculty Access

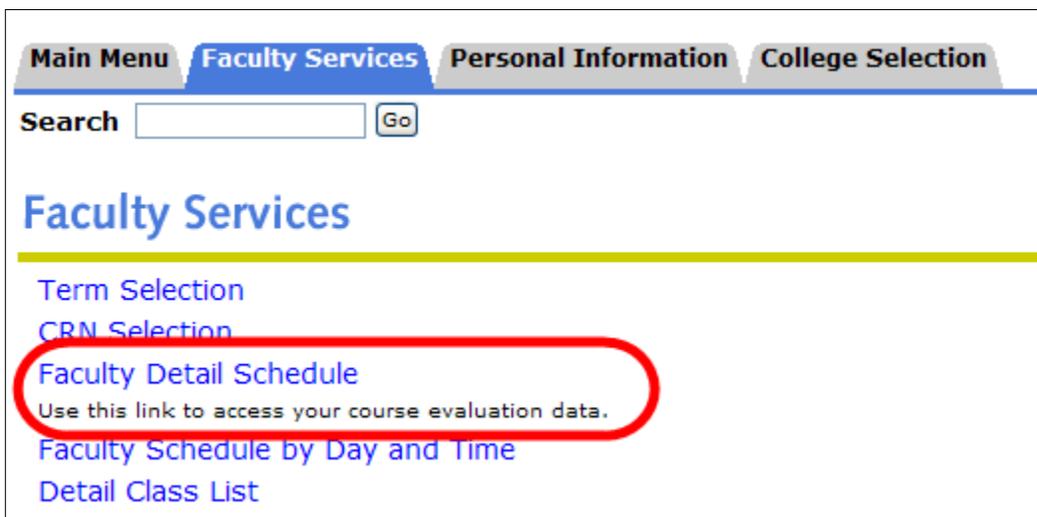
1. Log into myCommNet.
2. Click the Banner Self-Service link in the upper right corner of the screen.



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



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



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

The screenshot shows a web interface with a navigation bar containing 'Main Menu', 'Account Summary', 'Faculty Services' (highlighted), 'Financial Aid', and 'Personal Information'. Below the navigation bar is a search box with a 'Go' button. The main heading is 'Select Term'. An information icon and text state: 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term:' with 'Fall 2010' selected. A red arrow points to the dropdown arrow, and a callout box says: 'Click here to select the correct term from the drop down list.' At the bottom is a 'Submit' button.

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

The screenshot shows the 'Faculty Detail Schedule' page. An information icon and text state: 'Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.' The course title is 'PRINCIPLES OF FINANCIAL ACCTG - 1367 - ACC\* H113 - 01'. Below this is a list of course details. The 'Course Evaluations:' link is circled in red, and a red arrow points to it from the right. The details are as follows:

<b>Course Evaluations:</b>	<a href="#">Course Evaluation Report</a>
<b>Status:</b>	Active
<b>Available for Registration:</b>	Oct 29, 2010 - Jan 27, 2011
<b>College:</b>	Naugatuck Valley CC (7708)
<b>Department:</b>	Business
<b>Part of Term:</b>	1
<b>Course Credits:</b>	3.000
<b>Course Levels:</b>	NVCC Credit
<b>Campus:</b>	Main Student Body (CR & NonCR)
<b>Override:</b>	No
<b>Syllabus:</b>	<a href="#">Add</a>
<b>Rosters:</b>	<a href="#">Classlist</a>
<b>Office Hours:</b>	<a href="#">Add</a>

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 **numeric value** in the **Evaluations Taken** column.

**Course Evaluation Reporting**

Course: % Term: Naugatuck Valley - Spring 2010 Department: Division: Professor ID:

Sort By 1: Sort By 2: Output: Course Summary Records: 500  Excel Search

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
110108 08	0014			INTRODUCTION TO COMMUNICATION			10	26	38.5	
110108 08	0014			PARAGRAPH AND BEYOND			1	11	9.1	
110108 08	0014			INTRODUCTION TO COMMUNICATION			8	28	28.6	
<b>Total:</b>							<b>19</b>	<b>65</b>	<b>29%</b>	

Records: 3 Time: 0.13 Seconds

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Click on the numeric value to get to **Detail** results for a single course section.

This is an example of the **Detail** output for one course section:

**Course Evaluation Reporting**

Course: Term: Naugatuck Valley - Spring 2010 Department: Division: Professor ID:

Sort By 1: Sort By 2: Output: Detail Records: 500  Excel Search

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
110108 08	0014			INTRODUCTION TO COMMUNICATION			8	28	28.6	
<b>Total:</b>							<b>8</b>	<b>28</b>	<b>29%</b>	

Records: 1 Time: 0.03 Seconds

**Classroom Evaluation**

Description	Total	Strongly Agree(%)	Agree(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev
	presents objectives clearly						
conducts organized class							
encourages thinking of subject							
encourages participation, discussion and questions							
creates atmosphere for learning							

9. To see a **summary of results for all sections**, change the output to **Detail** 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 Evaluation Reporting**

Course: % Term: Naugatuck Valley - Spring 2010 Department: Division: 08 Professor ID:

Sort By 1: Sort By 2: Output: Course Summary Records: 500  Excel **Search**

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Course Summary  
**Detail**

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
110108	08			INTRODUCTION TO COMMUNICATION			10	26	38.5	
110108	08			PARAGRAPH AND BEYOND			1	11	9.1	
110108	08			INTRODUCTION TO COMMUNICATION			8	28	28.6	
<b>Total:</b>							<b>19</b>	<b>65</b>	<b>29%</b>	

This is an example of the **Detail** output for all sections:

**Course Evaluation Reporting**

Course: % Term: Naugatuck Valley - Spring 2010 Department: Division: 08 Professor ID:

Sort By 1: Sort By 2: Output: Detail Records: 500  Excel **Search**

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
110108	08			INTRODUCTION TO COMMUNICATION			10	26	38.5	
110108	08			PARAGRAPH AND BEYOND			1	11	9.1	
110108	08			INTRODUCTION TO COMMUNICATION			8	28	28.6	
<b>Total:</b>							<b>19</b>	<b>65</b>	<b>29%</b>	

Records: 3 Time: 0.04 Seconds

**Classroom Evaluation**

Description	Total	Strongly Agree (%)	Agree (%)	Disagree (%)	Strongly Disagree (%)	Avg Dev	Std
							Dev
presents objectives clearly	19						
conducts organized class	18						
encourages thinking of subject	19						
encourages participation, discussion and questions	19						
creates atmosphere for learning	19						
provides assignments learning subject matter	19						
presents subject clearly	19						
demonstrates enthusiasm for subject	19						
uses class time effectively	19						
provides defined grading procedures/standards	19						
returns tests/materials timely	19						
provides feedback to students	19						
available office hours or individual conferences	19						
treats students with courtesy and respect	19						
<b>Total</b>							<b>19</b>

**Additional Comments**

Description	Total
especially liked	
suggest 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.

**Course Evaluation Reporting**

Course: % Term: Naugatuck Valley - Fall 2010 Department: Division: 08 Professor ID: 14206

Sort By 1: Summary Records: 500  Excel **Search**

Naugatuck Valley - Spring 2010  
Naugatuck Valley - Summer 2010  
Naugatuck Valley - Fall 2010  
-All-

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

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 Evaluation Reporting**

Course: % Term: Naugatuck Valley - Fall 2010 Department: Division: 08 Professor ID:

Sort By 1: Sort By 2: Output: Course Summary Records: 500  Excel **Search**

Click on the Professor name to see all Courses for that particular Professor.  
Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
110308	08	0014			PARAGRAPH AND BEYOND		0	19	0	✓
110308	08	0014			INTRODUCTION TO COMMUNICATION		1	23	4.3	✓
110308	08	0014			INTRODUCTION TO COMMUNICATION		0	24	0	✓
<b>Total:</b>							<b>1</b>	<b>66</b>	<b>2%</b>	

Records: 3 Time: 0.05 Seconds