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.

![Select Term]

Click here to select the correct term from the drop down list.

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

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:
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]

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

![Course Evaluation Reporting]

**Classroom Evaluation**

- **Description**
  - presents objectives clearly
  - conducts organized class
  - encourages thinking of subject
  - encourages participation, discussion and questions
  - creates atmosphere for learning
  - provides assignments and learning subject matter
  - presents subject clearly
  - demonstrates enthusiasm for subject
  - uses class time effectively
  - provides defined grading procedures/standards
  - returns test/materials timely
  - provides feedback to students
  - available office hours or individual conferences
  - treats students with courtesy and respect

**Additional Comments**

- 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.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Course</strong></td>
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<tr>
<td>%</td>
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<td>Naugatuck Valley - Spring 2010</td>
</tr>
<tr>
<td>Naugatuck Valley - Summer 2010</td>
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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.

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