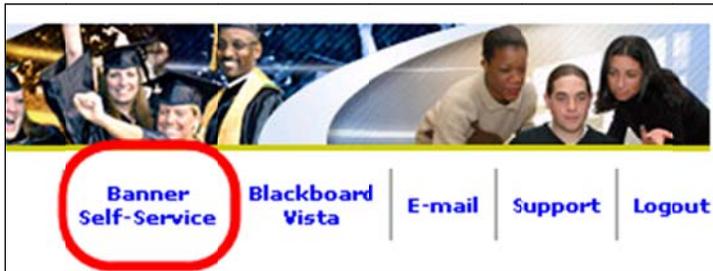


Course Evaluations – Faculty Access

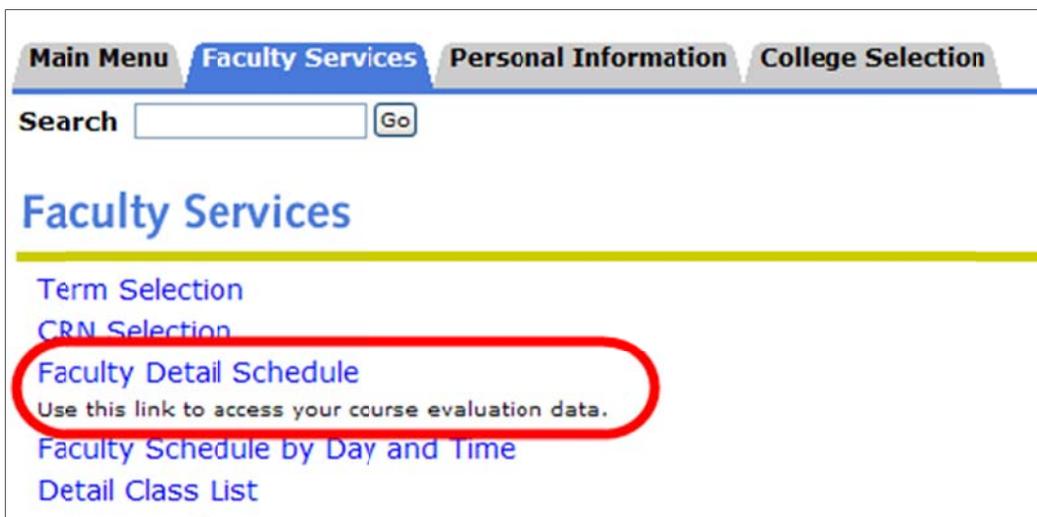
1. Log into myCommNet.
2. Click the Banner Self-Service link in the upper right corner of the screen.



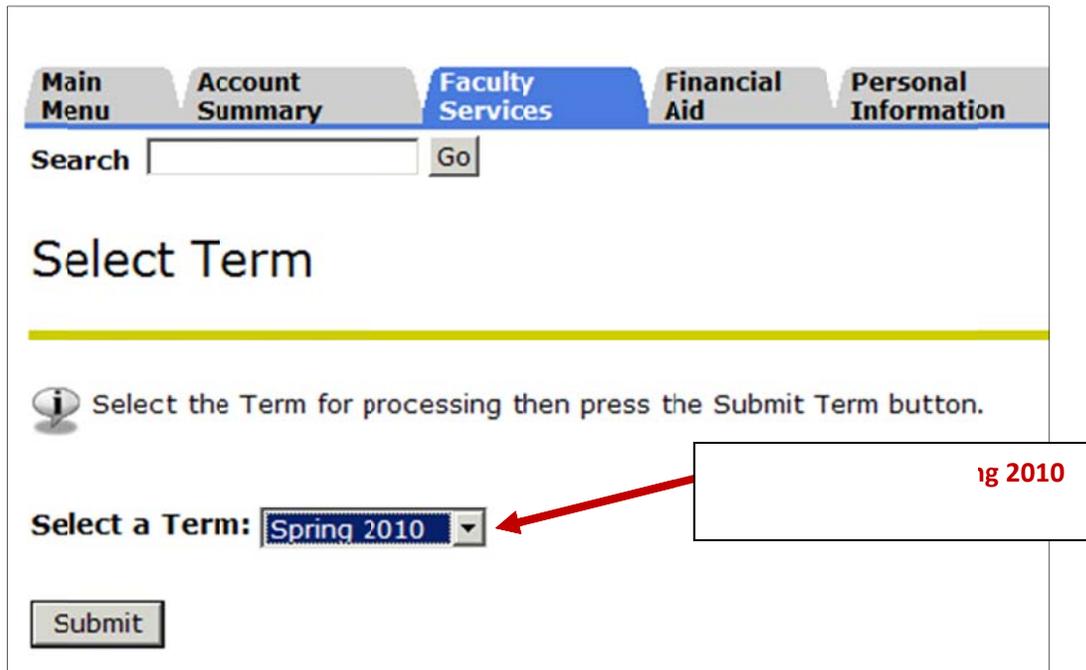
3. Click on the appropriate College Name.
(necessary only if you have more than once college choice listed)



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



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



Main Menu Account Summary **Faculty Services** Financial Aid Personal Information

Search Go

Select Term

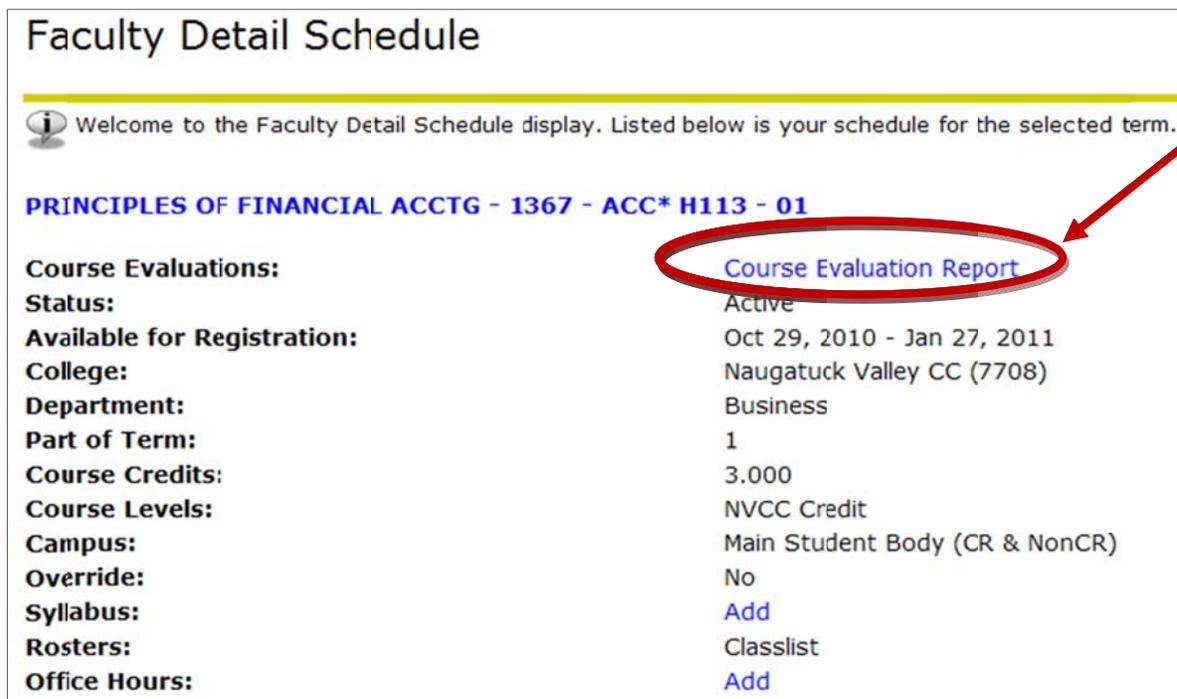
Select the Term for processing then press the Submit Term button.

Select a Term: **Spring 2010** ▼

Submit

ig 2010

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



Faculty Detail Schedule

Welcome to the Faculty Detail Schedule display. 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 **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

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	08	0014		INTRODUCTION TO COMMUNICATION			10	26	38.5	
110108 08	08	0014		PARAGRAPH AND BEYOND			1	11	9.1	
110108 08	08	0014		INTRODUCTION TO COMMUNICATION			8	28	28.6	
Total:							19	65	29%	

Records: 3 Time: 0.13 Seconds

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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

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	08	0014		INTRODUCTION TO COMMUNICATION			8	28	28.6	
Total:							8	28	29%	

Records: 1 Time: 0.03 Seconds

Classroom Evaluation					Total	Strongly Agree(%)	Agree(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev
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 D	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
------	----------	------------	----------	--------	-------------	-----------	-------------------	------------------	------------	--------------------

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	
Total:							19	65	29%	

Records: 3 Time: 0.04 Seconds

Classroom Evaluation

Description	Total				Avg Dev
	Strongly Agree (%)	Agree (%)	Disagree (%)	Strongly Disagree (%)	
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				

Additional Comments

Description	Total
especially liked	19
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:
 Sort By 2:
 Output: 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.

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	✓
Total:							1	66	2%	

Records: 3 Time: 0.05 Seconds