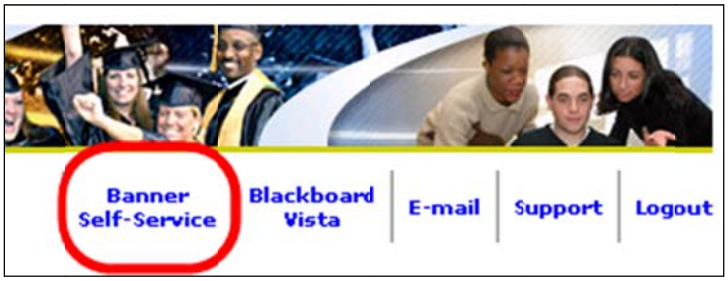
Course Evaluations – Faculty Access

1. Log into **myCommNet.**

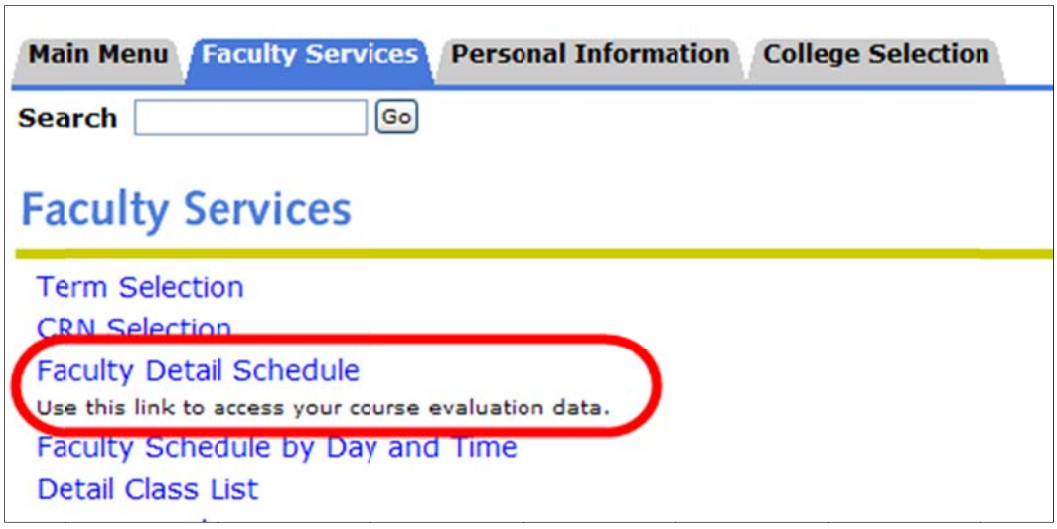
2. Click the **Banner Self-Service** link in the upper right corner of the screen.



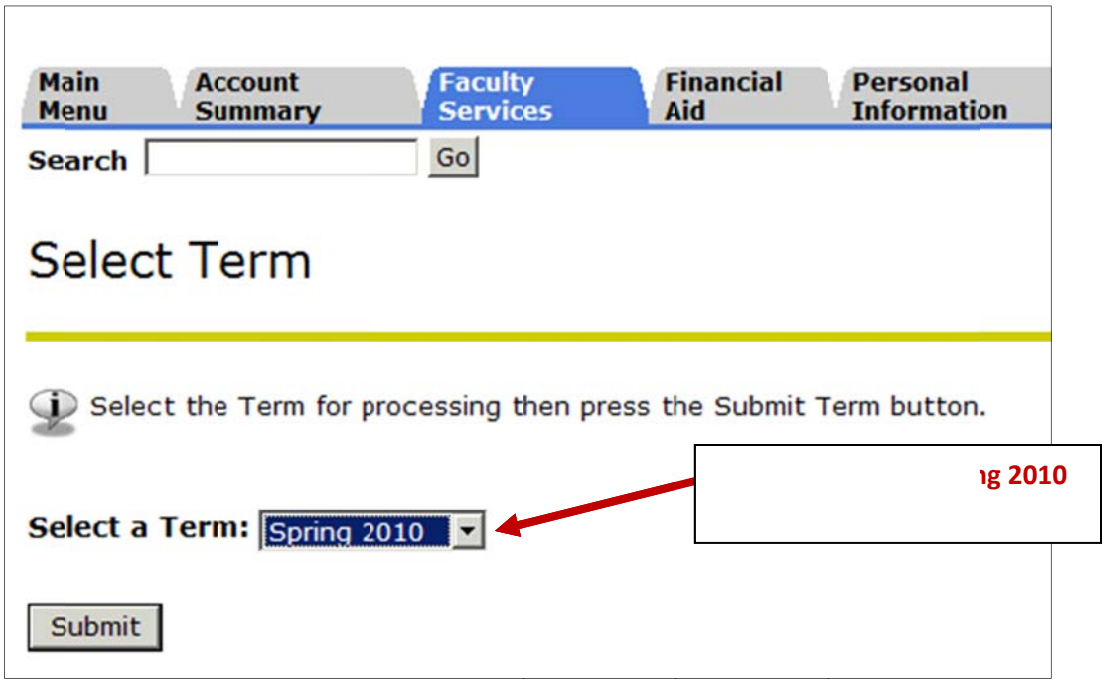
3. Click on the appropriate **College** Name.
   (necessary only if you have more than once college choice listed)

4. Click on the **Faculty Services** tab.

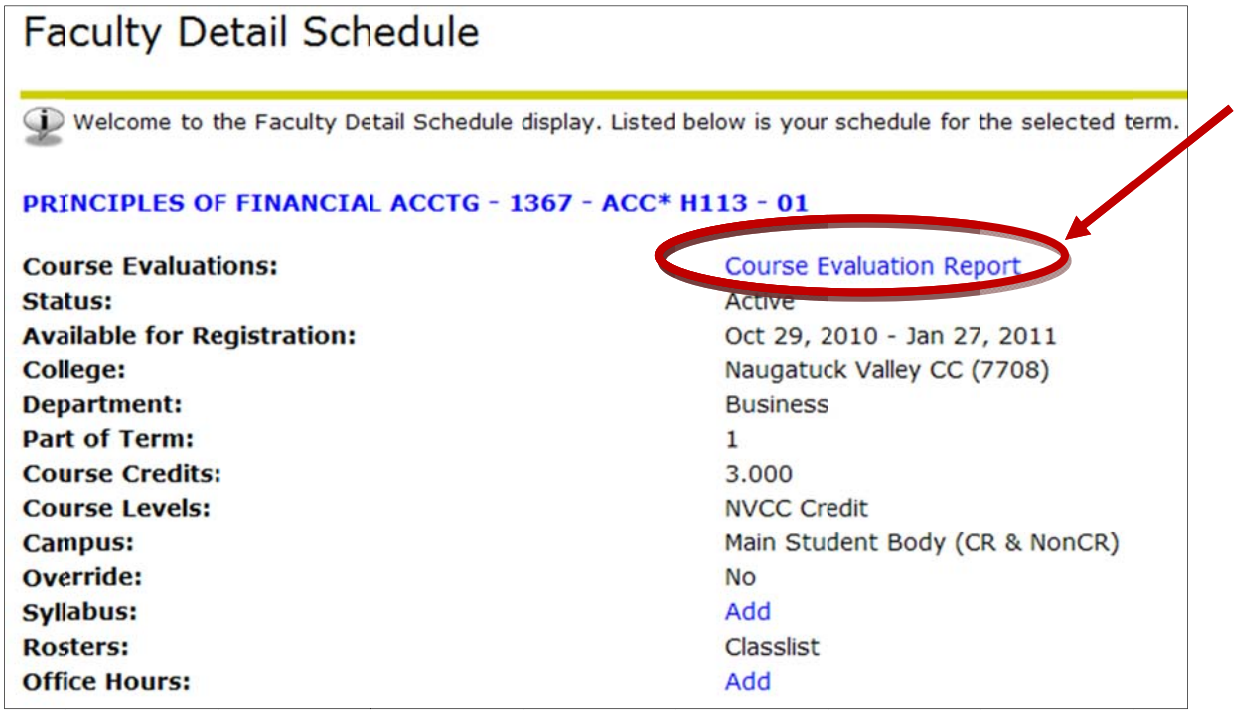
5. Click on **Faculty Detail Schedule**.



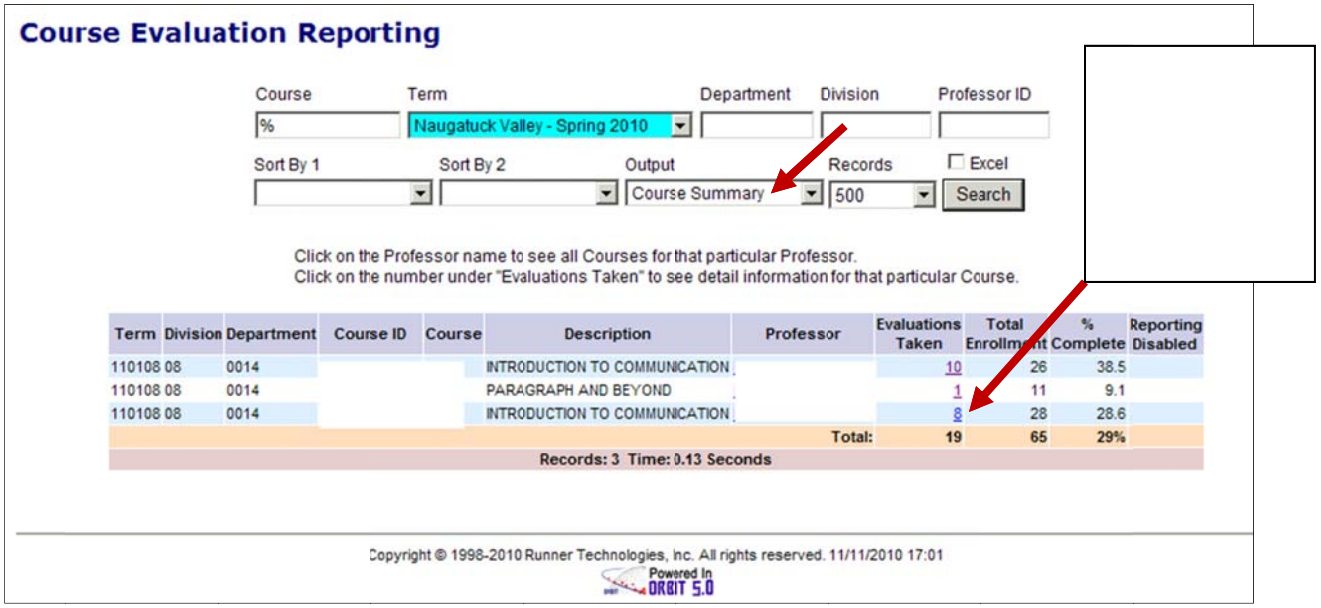
6. Select the correct **Term** from the drop down box.



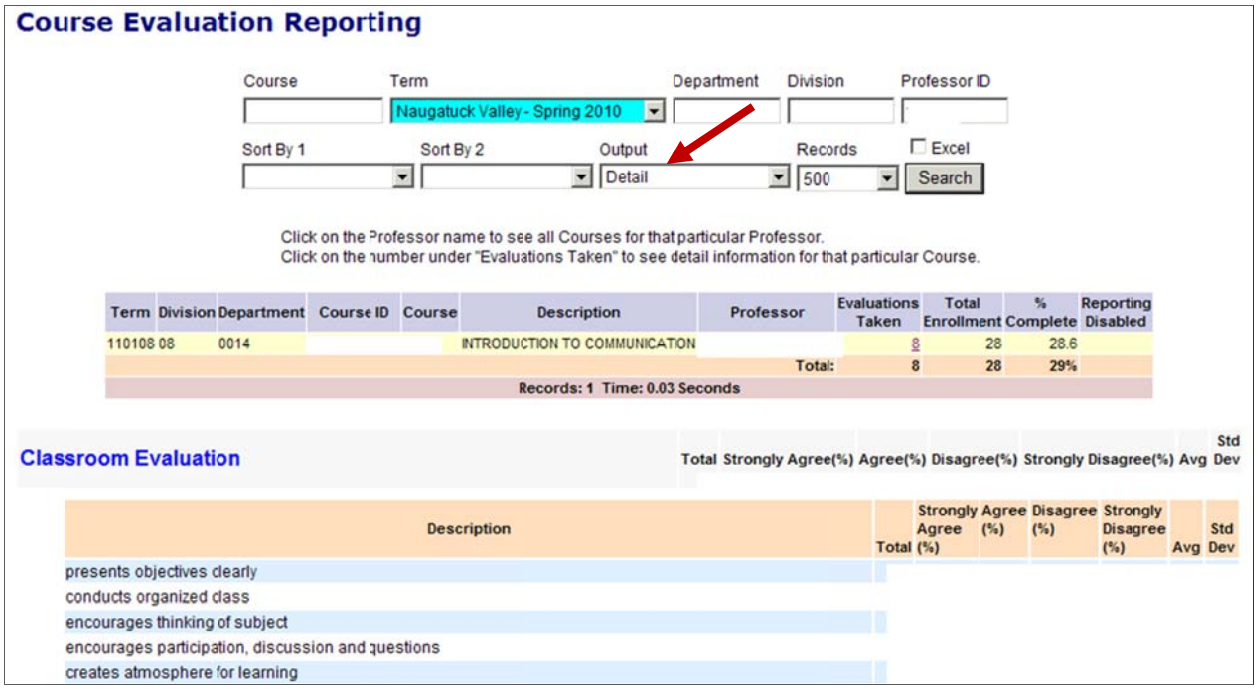
7. Click on **Course Evaluation Report.**



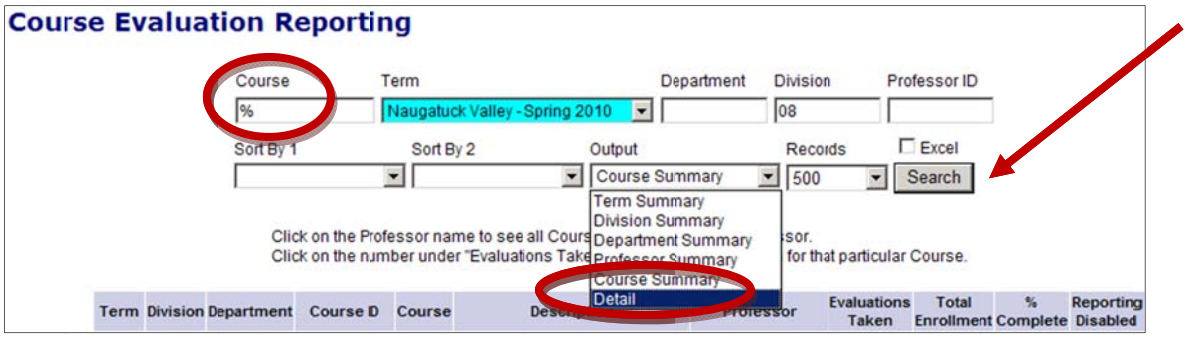
8. When faculty click on the Course Evaluation Report link, all course sections for the term will appear. This is the Course Summary output. To see the detail results by section, click on the **numeric value** in the **Evaluations Taken** column.



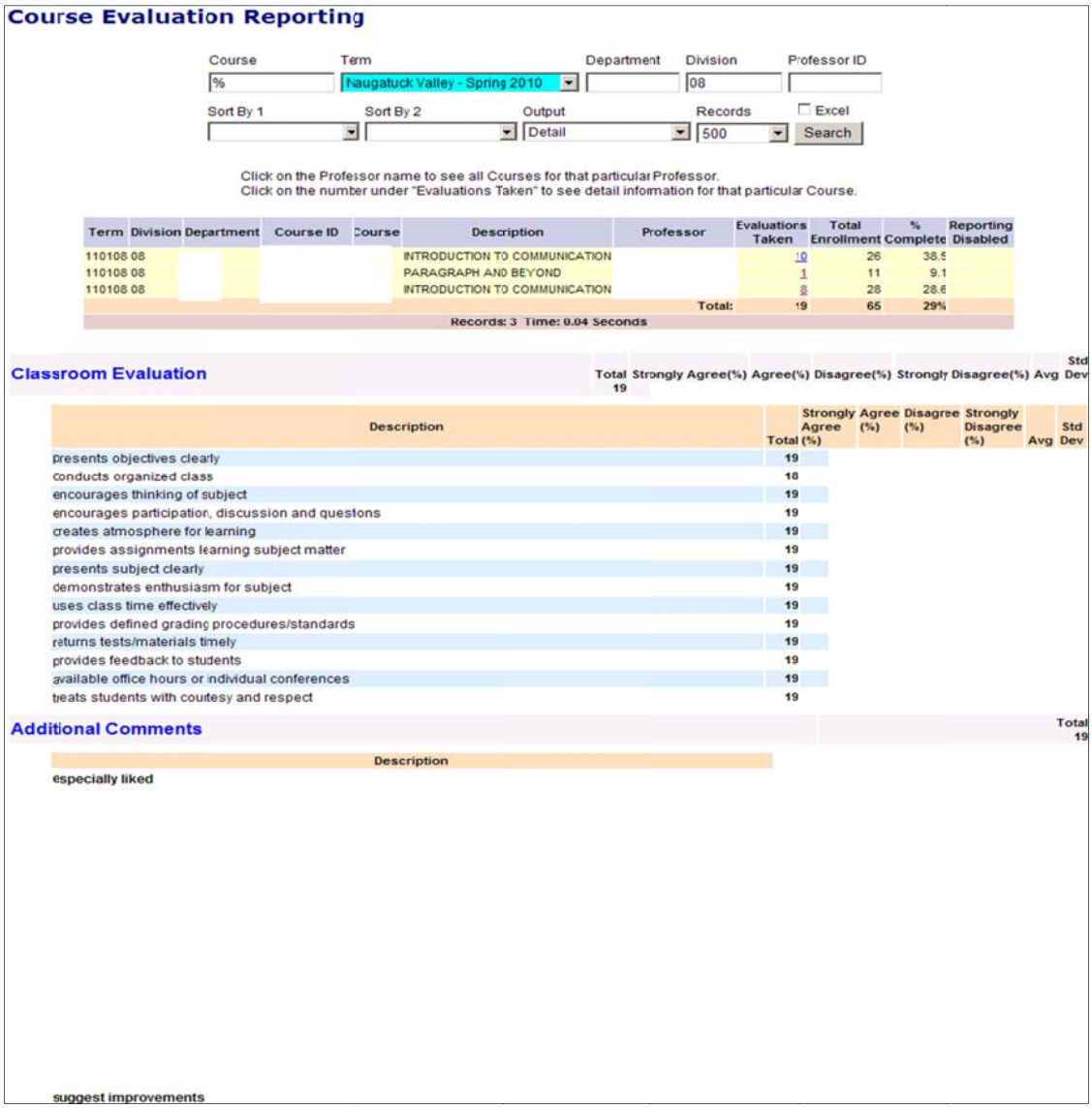
This is an example of the **Detail output** for **one** course section:



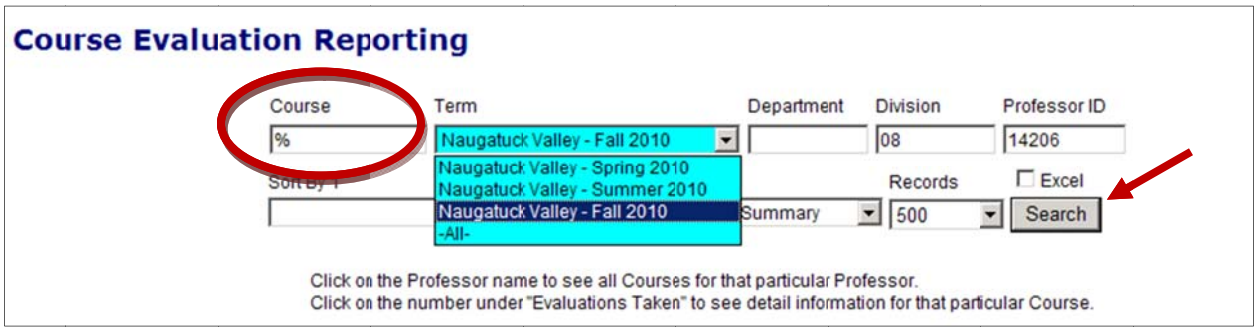
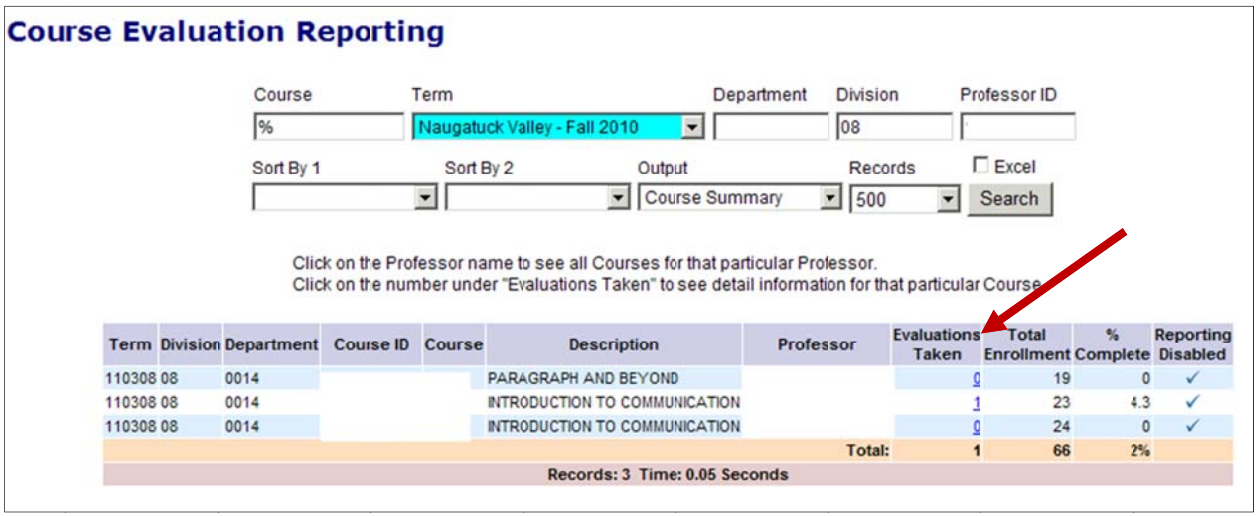
9. To see a **summary of results for all sections**, change the output to **Detail** as shown below and click on the Search button. Make sure that the **Course** field contains a %. The output will display all responses to the **Classroom Evaluation** section as well as the **Additional Comments** section.



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



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.