Faculty Self-Service: View Student Evaluations

On-ground Courses
The link for the Evaluation of an On-Ground Course at MxCC is active three weeks prior to the final grades due date and will be deactivated right after final grades are due. If you teach an on-ground course, please encourage your students to fill out the Course Evaluation in Student Self-Service via MyCommNet.

Online/Hybrid Courses
To evaluate a fully online or hybrid course, MxCC students will be filling out Online Learning Evaluation. The evaluation results will be sent to online/hybrid instructors by Distance Learning Office within two months after the end of a semester.

1. Logon to my.commnet.edu.
2. Login using your **NetID**.

**NetID**: Faculty/staff: BannerID@mxcc.commnet.edu  
Example:  
00689764@mxcc.commnet.edu

**Password**: The same password to log on to a campus computer at any of 12 community colleges.

**Never logged on? Use the initial password!**

First 3 letters of birth month (capitalize the first letter), & & last four digits of your social security number.

*For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).*

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After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case
- Numbers
- Special characters
One example of a new password is Flower07 (case sensitive). Remember; do not use your name or birthday in the new password.

Click here for more information about NetID and password.

3. Click the Faculty Tab. Click on Faculty Self - Service System link under Faculty and Advisor Self-Service.

4. Click on Middlesex Community College link.
5. Click on Faculty Services.

6. Click on Faculty Detail Schedule.
7. Select a desired term from the drop-down box and click **Submit**.

8. Click on **Course Evaluation Report**.

In the evaluation report, you will see number of students who have done the evaluation.

After the evaluation link is inactive, you are able to view the survey results.

**Course Evaluation Reporting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Department</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2010</td>
<td></td>
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</tbody>
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By choosing any setting with the above check boxes, please hit the search button to save the changes.

If nothing is selected, hit the search button to see all courses.

Click on the professor name to see all courses for that particular professor.

Click on the number under “Evaluations Taken” to see details for that particular course.