View Course Evaluation

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), &, and 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).

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 Banner Self-Service icon at upper right corner of the page.
4. Click on Middlesex Community College.

![Middlesex Community College]

Connecticut Community Colleges

Welcome, Yi Guan-Raczkowski, to the Connecticut Community Colleges' Self Service Information System! Select the appropriate college link to access your academic data.

**Middlesex Community College**
- Quinebaug Valley Community College
- Three Rivers Community College
- Tunxis Community College

RELEASE: 8.0

5. Click on Faculty Services.

![Faculty Services]

Middlesex Community College

**Evaluate your Course(s)**

STUDENTS - Select this link to evaluate your courses (FALL and SPRING terms only).

**Account Summary**
- View your account summary, payment history and information related to your T1086.

**Faculty Services**
- Use this link to access Faculty Services.

**Financial Aid**
- Review the status of your application. Accept/Decline and review your Financial Aid awards. Review and process your student loan application(s).

**Personal Information**
- View personal information such as your contact information and the status of your application(s).

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

8. Select a desired course (CRN) from the drop-down box and click **Submit**.
9. **Faculty Detail Schedule** will provide you with a list of information including the registration period for the course, the course information, enrollment status, location of the course, and can link you to your course roster.

**Faculty Detail Schedule**

<table>
<thead>
<tr>
<th>Course Evaluations:</th>
<th>Course Evaluation Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Available for Registration:</td>
<td>Apr 07, 2014 - Aug 26, 2014</td>
</tr>
<tr>
<td>College:</td>
<td>Middlesex CC (7706)</td>
</tr>
<tr>
<td>Department:</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Part of Term:</td>
<td>1</td>
</tr>
<tr>
<td>Course Credits:</td>
<td>3.000</td>
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<tr>
<td>Course Levels:</td>
<td>MxCC Credit</td>
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<tr>
<td>Campus:</td>
<td>On-Line</td>
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<tr>
<td>Override:</td>
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<td>Syllabus:</td>
<td>Add</td>
</tr>
<tr>
<td>Rosters:</td>
<td>Classlist</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Add</td>
</tr>
</tbody>
</table>
10. Click on **Course Evaluation Report**.

In the evaluation report, you will see the number of students who have completed the evaluation. After the evaluation link has become inactive and academic dean has turned on the evaluation result, you will see more detailed results such as ratings in all questions and comments from students.