# MxCC Distance Learning Documentation

## 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:
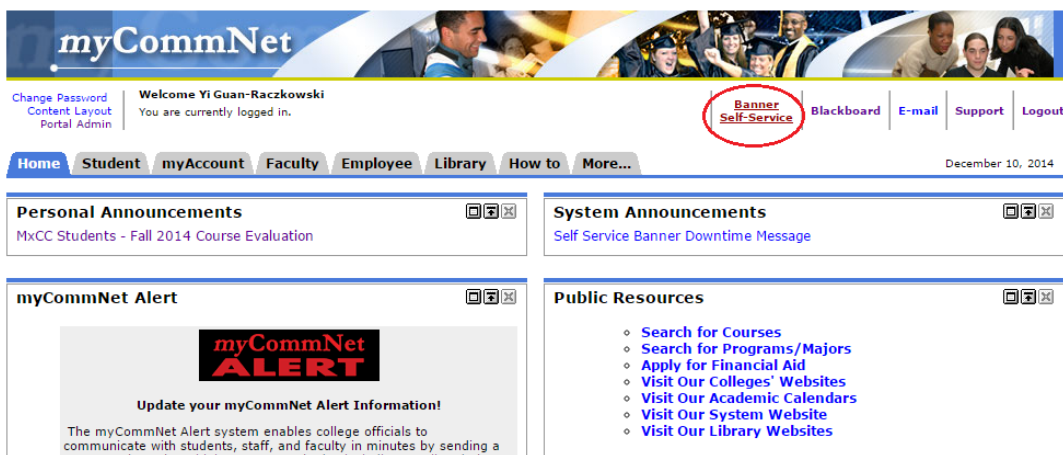
- Upper case
- Lower case
- Numbers
- Special characters

*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.**



5. Click on **Faculty Services.**



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.

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.

## Course Evaluation Reporting

| Course | Term | Department | Division | Professor ID |
|---|---|---|---|---|
| % | Middlesex - Fall 2014 ▼ | | | 701027 |

| Sort By 1 | Sort By 2 | Output | Records | ☐ Excel |
|---|---|---|---|---|
| ▼ | ▼ | Course Summary ▼ | 500 ▼ | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 114306 | 06 | 0170 | PSY* F111 30 | 3298 | General Psychology I | ▓▓▓▓▓▓ | 16 | 27 | 59.3 | ✓ |
| | | | | | | Total: | 16 | 27 | 59% | |
| | | | | Records: 1  Time: 0.02 Seconds | | | | | | |