## **View Course Evaluation**

1. Logon to my.commnet.edu.

| → C ( my.commnet.edu   |                                      |                             |  |  |  |  |  |
|--|--------------------------------------|-----------------------------|--|--|--|--|--|
| CONNECTICUT COMMUNITY COLLEGES<br>myCommNet  |                                      |                             |  |  |  |  |  |
| myCommNet Status   | Log In to myCommNet                  | Other Resources             |  |  |  |  |  |
| <u>Click here</u> for information  | to access Banner, Blackboard & Email | myCommNet portal videos     |  |  |  |  |  |
| Self-Service outage.   | NetID See faculty/staff NetID format | Search for Course Offerings |  |  |  |  |  |
| We recommend that the <b>Chrome</b><br><b>browser NOT</b> be used<br>in myCommNet.               | Password                             | Search for Programs/Majors  |  |  |  |  |  |
| Resetting the NetID password<br>using the Security O&A feature                                   |                                      | m Apply for Admission       |  |  |  |  |  |
| will not be available between June<br>30, 2015 and August 16,<br>2015. Click here for more info. | Forgot your password? LOG IN         | 🏦 Apply for Financial Aid   |  |  |  |  |  |
|  |                                      | Sign Up for myCommNet Alert |  |  |  |  |  |

### 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

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- Numbers
- Special characters

One example of a new password is "Flower14" (case sensitive). Remember; do not use your name or birthday in the new password.

<u>Click here</u> for more information about NetID and password.

| CONNECTICUT COMMUNITY COLLEGES<br><b>myCommNet</b> |                             |  |  |
|--|-----------------------------|--|--|
| Log In to myCommNet                                | Other Resources             |  |  |
| to access Banner, Blackboard & Email               | myCommNet portal videos     |  |  |
| NetID See faculty/staff NetID format               | Search for Course Offerings |  |  |
| 00795867@mxcc.commnet.edu                          |                             |  |  |
| Password   | Search for Programs/Majors  |  |  |
|  | m Apply for Admission       |  |  |
| Forgot your password? LOG IN                       | Apply for Financial Aid     |  |  |
|  | Sign Up for myCommNet Alert |  |  |

3. Click on the **Banner Self-Service** icon at upper right corner of the screen. Or click on the **Faculty Self - Service System** link **under Faculty and Advisor Self-Service** channel.

# **MxCC Distance Learning Documentation**

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|-------------------------|-------------------|---------|-----------------|---|-------------|-----------------------------------|---|----------------------|-----------|
|                         | <b>my</b> CommNet |         |                 |   |             |                                   |   |                      |           |
| Home                    | My Stude          | nt Info | My Faculty Info | My Em   | ployee Info | My Library Info                   | Special Programs  | Support and Training |           |
| Colleg                  | e Resources       |         |                 |   |             |                                   |   |                      |           |
| Home C                  | community         | Home    | 1               |   |             |                                   |   |                      |           |
|                         |                   |         |                 |   |             |                                   |   |                      |           |
| myCommNet Announcements |                   |         |                 | Access College Email  |             | Necess B                          | Para Access Banner Self-Service                                     |                      |           |
| Announcements All T     |                   |         |                 | Access Your Faculty/Staff Email:<br>Outlook Web Access (OWA)<br>Launch Outlook Web Access<br>You can also access your college email |             | Banner St<br>Faculty St<br>Course | Banner Student &<br>Faculty Self-Service:<br>• Course registration, |                      |           |

4. Click on Middlesex Community College.

Home > COLLEGE SELECTION



5. Click on FACULTY/ADVISOR SERVICES.

#### STUDENT RECORDS FACULTY/ADVISOR SERVICES REGISTRATION/SCHEDULE Check Grades Enter Grades Register (add/drop) Classes Check Advisor Enter Registration Overrides Check Registration Status Request Transcripts View Class Lists and Student Access Student Schedules Information Request Official Perform a Degree Evaluation Enrollment Access Course Evaluation Verifications Information

**MxCC Distance Learning Documentation** 

6. Click on Term Selection. Select the term such as "Summer 2015" and click on Submit.



7. Click on CRN Selection, select the CRN of your course and click on Submit.



### 8. Click on Faculty Detail Schedule tab.

Home > FACULTY/ADVISOR SERVICES



Updated on 7/23/2015

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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.

| Middlesex Community College   |                                       |                          |                           |  |  |  |  |  |
|---|---------------------------------------|--------------------------|---------------------------|--|--|--|--|--|
| STUDENT RECORDS FACUL   | TY/ADVISOR SERVICES                   | REGISTRATION/SCHEDULE    | TUITION/PAYI              |  |  |  |  |  |
| Faculty Detail Sche   | dule<br>RMCES > Faculty Detail Sch    | @00701015 Yi Guan-       | Raczkowski<br>Spring 2015 |  |  |  |  |  |
|   | , , , , , , , , , , , , , , , , , , , | Jul 23, 201              | 15 11:20 am               |  |  |  |  |  |
| Listed below is your Faculty Detail Schedule for the selected term. |                                       |                          |                           |  |  |  |  |  |
| Child & Adolescent Dev - 1932 - PSY*                                | F204 - 30                             |                          |                           |  |  |  |  |  |
| Course Evaluations:   | Course E                              | Course Evaluation Report |                           |  |  |  |  |  |
| Status: Active  |                                       |                          |                           |  |  |  |  |  |
| Available for Registration: Nov 03, 2014 - Jan 20, 2015             |                                       |                          |                           |  |  |  |  |  |
| College:  | Middlese                              | Middlesex CC (7706)      |                           |  |  |  |  |  |
| Department:   | Social So                             | Social Sciences          |                           |  |  |  |  |  |
| Part of Term:   | 1                                     |                          |                           |  |  |  |  |  |

### 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               |  |
|-----------|-----------------|------------------------------------|----------|----------------------------|--|
| 8         | Middlesex - Fal | 1 2014 🔻                           |          | 701027                     |  |
| Sort By 1 | Sort By 2       | Output                             | Records  | Excel                      |  |
|           | T               | <ul> <li>Course Summary</li> </ul> | ▼ 500    | <ul> <li>Search</li> </ul> |  |

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<br>Taken | Total<br>Enroliment | %<br>Complete | Reporting<br>Disabled |
|-------------------------------|----------|------------|--------------|--------|----------------------|-----------|----------------------|---------------------|---------------|-----------------------|
| 114306                        | 06       | 0170       | PSY* F111 30 | 3298   | General Psychology I |           | 16                   | 27                  | 59.3          | 1                     |
|                               |          |            |              |        |                      | Total:    | 16                   | 27                  | 59%           |                       |
| Records: 1 Time: 0.02 Seconds |          |            |              |        |                      |           |                      |                     |               |                       |