

Accessing the System

The online system for course evaluations is available through your Banner Web for Faculty account. To access the course evaluations menu, follow these steps:

- Log in to Banner Web using your user name and PIN;
- Click on the “Faculty Services” link;
- Click on the “Course Evaluations Menu” link.

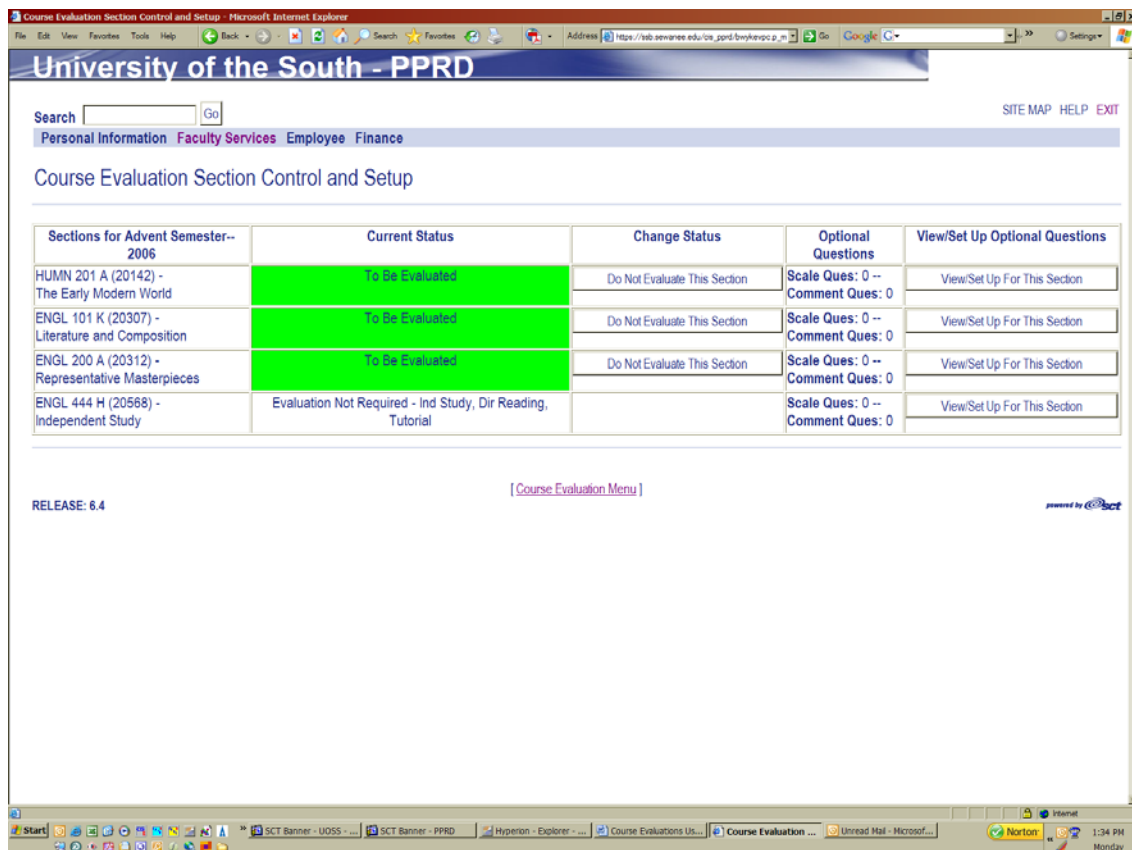
Course Evaluations Menu

The course evaluations menu contains the following three items:

- Section Control and Setup
- Optional Question Library
- Section Responses

Section Control and Setup

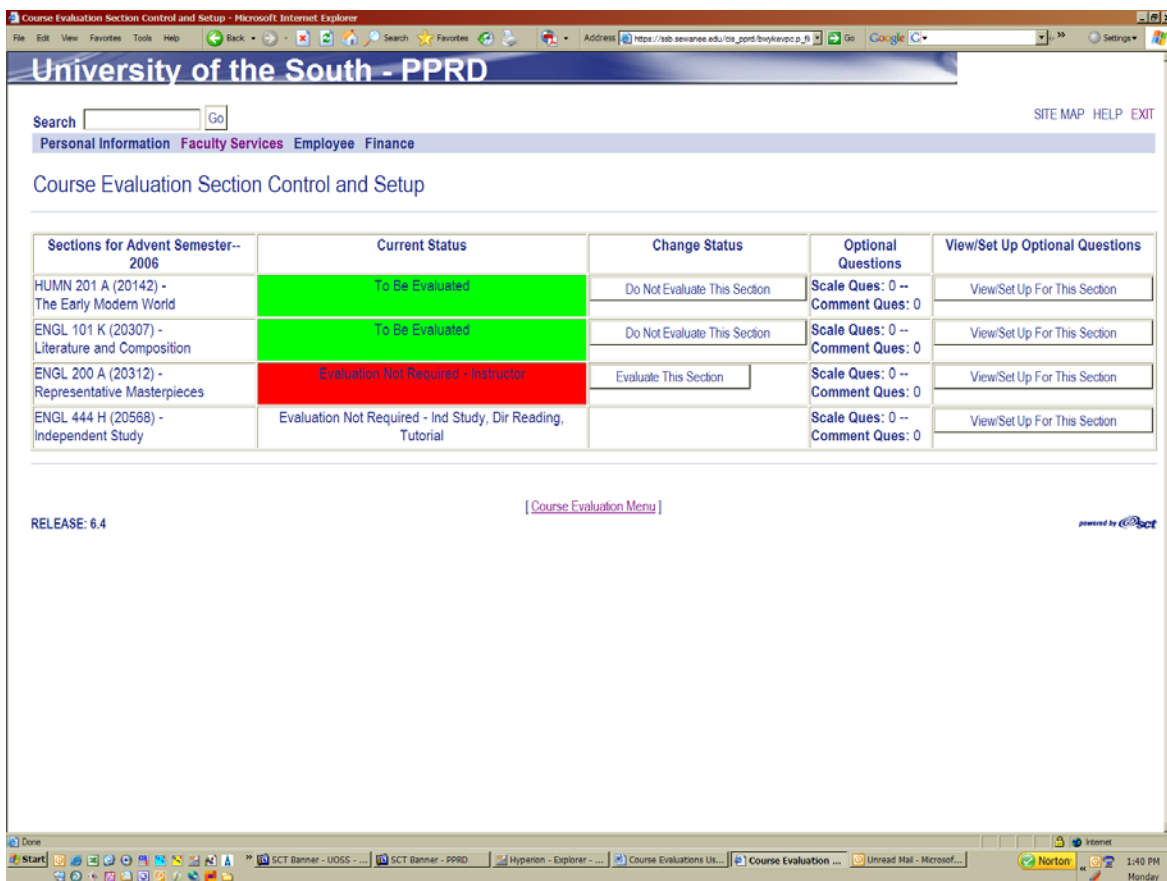
Follow this link to review and change the evaluation status of sections you are teaching and to add optional, instructor-designed questions for a section.



Most sections are defaulted to be evaluated each term. Independent studies, directed readings, tutorials, applied music lessons, and sections with fewer than five students enrolled are not evaluated.

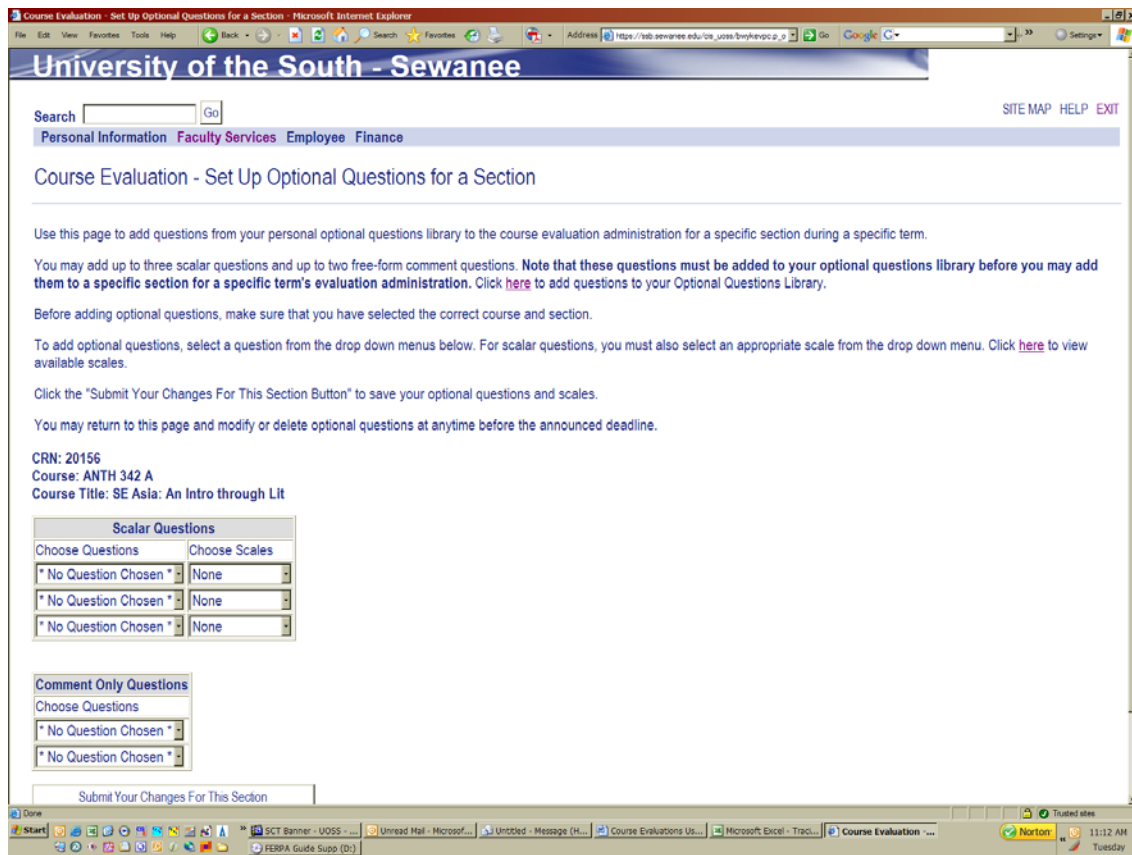
Faculty members may change the evaluation status for a section by clicking the appropriate button in the “Change Status” column. In the following example, the instructor has chosen to opt out of having ENGL 200 A evaluated. This status may be reversed by clicking the button in the “Change Status” column again.

You may not change the evaluation status after the announced deadline.



Click the button in the “View/Set Up Optional Questions” column to add or remove optional, instructor-designed questions for a section. Note that optional questions must be added to your optional questions library before you can add them to a section. For information on adding optional questions to your library, see “Optional Questions Library” below.

You may add up to three optional scalar questions and two optional comment-only questions to each section. To add optional questions, click the appropriate button in the “View/Set Up Optional Questions” column, after which the following page will appear:



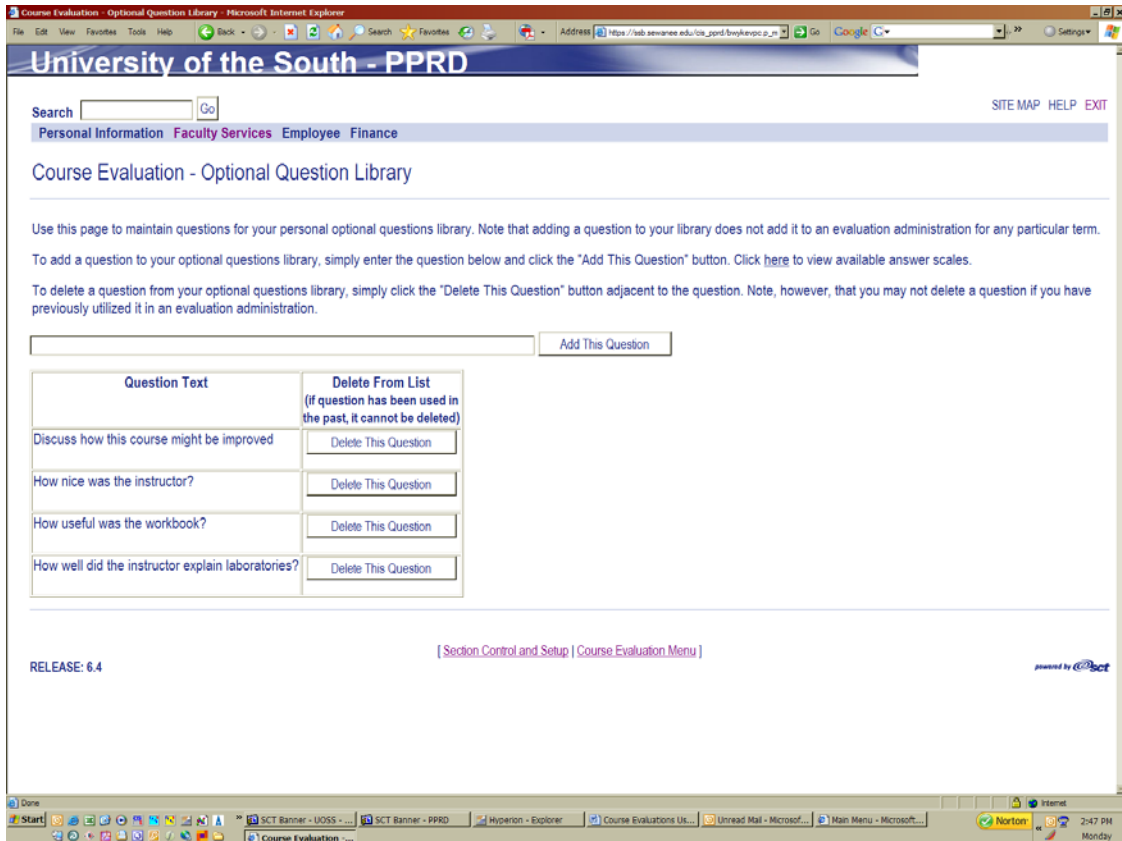
Remember that optional questions must be added to your optional questions library before you can add them to a section. Links to the optional questions library are provided on this page.

For scalar questions, click the drop down boxes to select both questions and scales. Note that all scalar questions also allow for additional free-form comments from students. For comment only questions, click the drop down box to choose the question. When you have finished selecting optional questions and scales, click the “Submit” button at the bottom of the page to record your choices. Repeat for each section as necessary.

You may not add or change optional questions after the announced deadline. See the course evaluation calendar for more details.

Optional Question Library

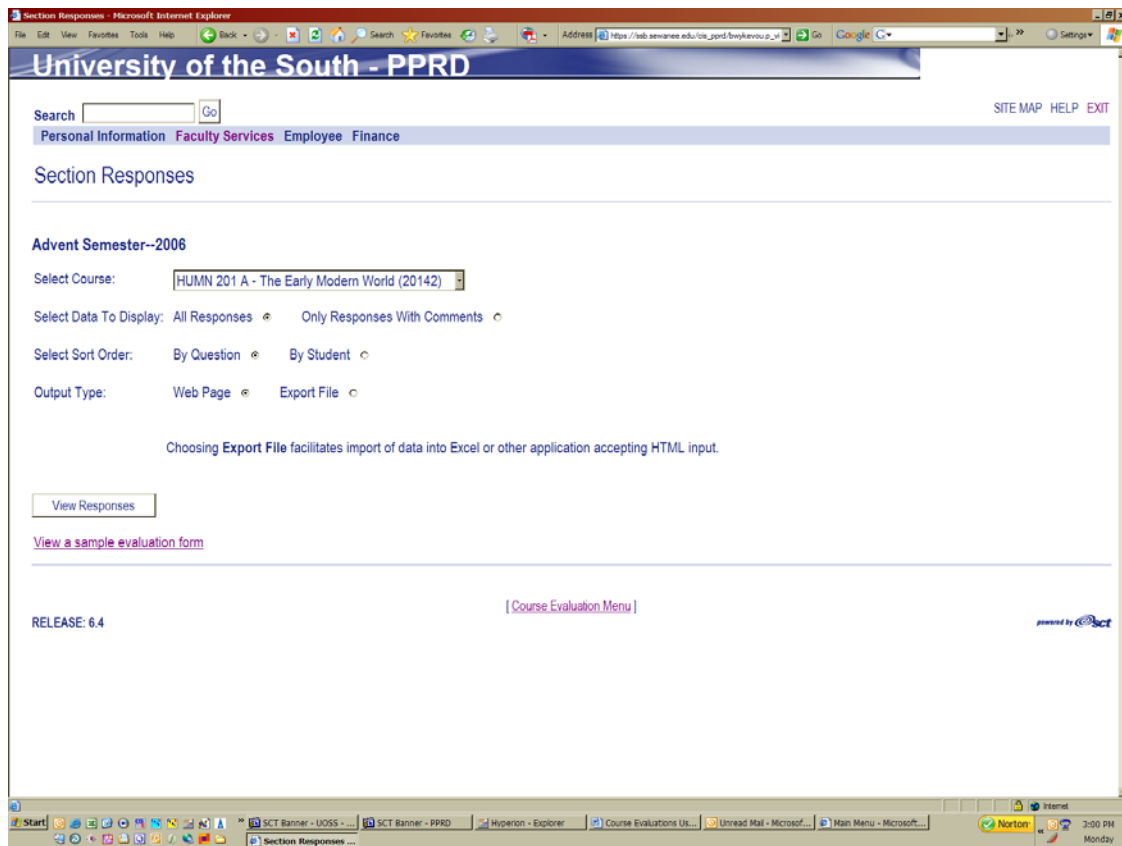
Optional questions must be added to your optional questions library before they may be added to the evaluation for a particular section. Follow the “Optional Question Library” to the following page:



Add a question by typing it in the blank line (include punctuation) and the click the “Add This Question Button.” You may also delete optional questions from your library if they have never been used by clicking the “Delete this Question” button.

Section Responses

This link on the Course Evaluation Menu is available only after all final grades for the semester have been submitted.



This page allows faculty members to view evaluation results and to export those results to Excel or other applications accepting HTML-formatted data.