

Accessing Course Evaluations – Instructions for Students

1. Log into my.CommNet.edu
2. Access Banner Self-Service

The screenshot shows two main sections. On the left, 'Access Your BlackBoard Courses' includes a 'Blackboard' section with a list of bullet points: 'Course syllabi, lectures, homework, etc.', 'Bb opens in a new tab or window', 'Close myCommNet window to avoid time-out messages', and 'Click Support & Training tab for Bb resources.' Below this is a 'Blackboard FAQs' link and a 'Bb' logo. On the right, 'Access Banner Self-Service' features a 'Banner Student & Faculty Self-Service:' section with a list of bullet points: 'Course registration, add/drop classes', 'Degree requirements', 'Transcripts', 'Accounts/billing', 'Financial aid', 'Course evaluation, and more!', and 'FACULTY: Enter grades, check course rosters, etc.' Below this is a 'Banner Student & Faculty Self-Service FAQs' link and a graduation cap icon. Two purple arrows point from the graduation cap icon to the 'Banner Student & Faculty Self-Service:' section and the 'Course evaluation, and more!' bullet point.

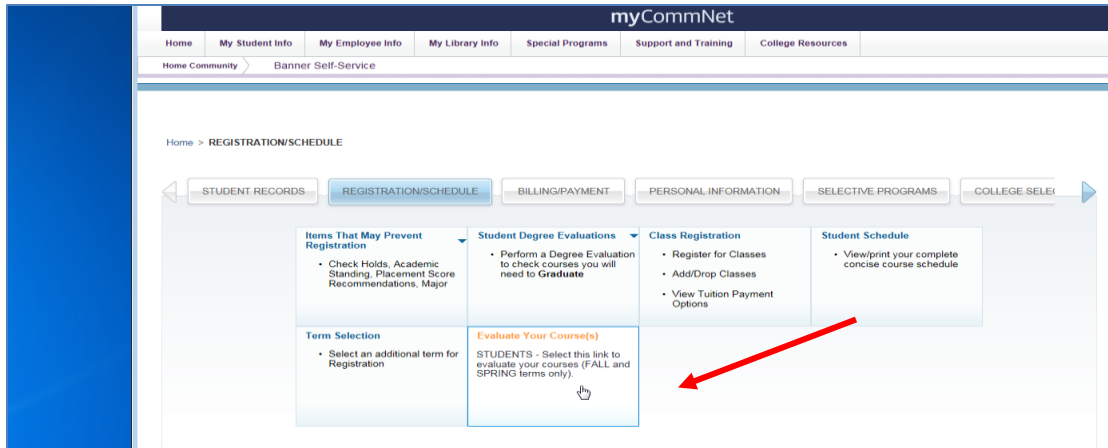
3. Click on the appropriate College Name (you will only see this screen if you have attended another community college)

The screenshot shows a 'College Selection Page' with a breadcrumb 'Home > College Selection Page'. Below the breadcrumb is a text box: 'Select the appropriate college link to access your academic data.' Below this text box is a list of college names: 'Gateway Community College', 'Naugatuck Valley Community College', 'Norwalk Community College', 'Three Rivers Community College', and 'Tunxis Community College'. A purple arrow points to 'Norwalk Community College'.

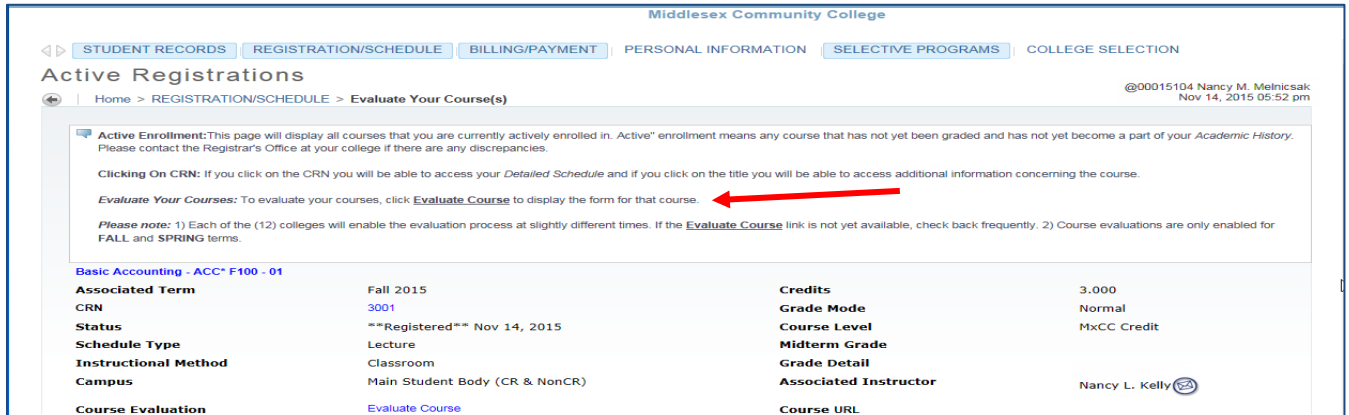
4. Select the **Registration/Schedule** Tab

The screenshot shows the 'myCommNet' Banner Self-Service interface. At the top is a navigation bar with 'myCommNet' and several tabs: 'Home', 'My Student Info', 'My Employee Info', 'My Library Info', 'Special Programs', 'Support and Training', and 'College Resources'. Below this is a sub-navigation bar with 'Home Community' and 'Banner Self-Service'. The main content area shows a row of tabs: 'STUDENT RECORDS', 'REGISTRATION/SCHEDULE', 'BILLING/PAYMENT', 'PERSONAL INFORMATION', 'SELECTIVE PROGRAMS', and 'COLLEGE SELEC'. The 'REGISTRATION/SCHEDULE' tab is selected and highlighted. Below the tabs is a list of menu items for each category. A red arrow points to the 'REGISTRATION/SCHEDULE' tab.

5. Select the **Evaluate Your Course(s)** menu item



6. A list of your courses will be displayed on the Active Registration page. Click the “Evaluate Course” link to open the evaluation survey. Please complete the evaluation for each course.



7. Select the appropriate radio button for each question and type in responses where appropriate.

Course Evaluation

Course: **ACC* F100 01 - 115306 - Basic Accounting**
Instructor: **Nancy L. Kelly**

INSTRUCTIONS: Please complete the following course evaluation thoughtfully and constructively. Your input is very valuable for planning future learning experiences. Please know that your instructor will not have access to your individual responses. Once you click **SUBMIT** you will not be able to edit your answers.

Classroom Evaluation	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The instructor presents course objectives in a clear and understandable way.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor conducts a well-organized class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor encourages me to think about the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor encourages students to participate in class discussions and to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor creates an atmosphere in class which promotes learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The instructor provides assignments which help me to learn the subject matter of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The instructor presents the subject clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructor demonstrates enthusiasm for and interest in the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Once the form is complete, click the “Submit Evaluation” link at the bottom of the survey.