

Course Evaluation Instructions for Faculty

Your college has the responsibility for set up the course instruction evaluation process. The set up process will be completed by your college administration before the process is scheduled to start. If you have any questions regarding the evaluation process or if you wish to have your course(s) evaluated please contact your college. Adjunct faculty are automatically evaluated every semester. Full time faculty members will have their course evaluated according to the process outlined in the Faculty Handbook.

General Process

- The evaluations are made available for student completion 3 weeks before the end of the class as determined by the Registrar.
- The students are notified they have an evaluation to complete through the MyUSF portal pop up box notification. Once they have completed the evaluation, this box will disappear when they log in.
- The students can only submit the evaluation once.
- The evaluations are locked once the end of the course date has past or the faculty has submitted the course grades to the Banner administrative system.
- Faculty cannot view the results of the evaluations until they have submitted their grades to Banner.
- **Faculty are strongly encouraged to repeatedly emphasize the importance of completing the course instructor evaluation.**

How to Access the Evaluations

Faculty can access the evaluation information by logging in to the MyUSF portal and then clicking on the course in the faculty's semester schedule portlet (see figure below).

Schedule for Fall Semester 2009						
Course	Title	Days	Time	Building • Room	Students	eClass
MBAD-501Z	Survey of Management			ONLINE • TBA	6	
Total Number of Courses: 1						

The class roster will now appear and if you look in the information blue box you will see the Course Evaluation Information area will be activated. In the example, below you can see that the evaluation will be made available to your students from 09/09/2009 through 09/30/2009. You can also see that none (0/6) of the six students have completed the evaluations. Instructors can see the number submissions but cannot see which students have submitted evaluations.

Class Roster

This page allows you to see all of the students enrolled in a course.

 Attendance Roster  Enter Final Grades  E-Mail Entire Class  Export Class Roster to Excel

[MBAD 501Z - Survey of Management](#)

Fall Semester 2009

CRN: 10075

Credit Hours: 2

Seats Filled / Available: 6 / 10

Status: Active

Instructor: [Davidson, Jennifer](#); [Kickul, Gerard](#)

Effective Dates: 08/24/09 - 09/30/09

Date(s):	Day(s):	Time(s):	Location(s) (Building - Room):
08/24/09 - 09/30/09			ONLINE - TBA

Attendance and Academic Alert Dates:

Initial Attendance and Early Alerts: 08/24/09 - 09/06/2009

Midterm Attendance and Midterm Warnings: 09/07/2009 - 09/30/09

Grading Information:

0 / 6 completed

Course Evaluation Information:

Evaluation Available: 09/09/2009 - 09/30/2009 0 / 6 completed

[View Evaluation Summary](#)

(The View Evaluation Summary only appears once the course grades have been submitted.)

Below the Evaluation Available information is the View Evaluation Summary link which will become available once you have submitted your grades into the Banner administrative system. Once the link appears you will be able to view your course/instructor evaluations.