



## How can I fill out a Course Evaluation for all my courses?

Instructions for Students to find and fill out Course Evaluations

### How do I fill out a Course Evaluation for all my courses?

Last edited on Tue, 11/17/2015 - 11:45

The following instructions will outline how to fill out a **Course Evaluation** for all your credit courses.

1. Login to **myCommNet** <http://my.commnet.edu/> [1]
2. Access **Banner Self-Service**.

The screenshot shows the myCommNet website interface. At the top, there is a dark blue header with the 'myCommNet' logo. Below the header is a navigation bar with three tabs: 'rams', 'Support and Training', and 'College Resources'. A mouse cursor is pointing at the 'College Resources' tab. Below the navigation bar is a main content area with a light purple background. On the left side, there are two service boxes. The top one is titled 'Access College Email' and contains links for Outlook Web Access (OWA) and a direct access link using NetID and password. The bottom one is titled 'myCommNet Emergency Alert System' and lists emergency notification services. On the right side, there is a larger box titled 'Access Banner Self-Service'. This box contains a red-bordered section titled 'Banner Student & Faculty Self-Service:' which lists various services such as course registration, degree requirements, transcripts, accounts/billing, financial aid, and course evaluation. Below this list is a link to 'Banner Student & Faculty Self-Service FAQs'. A blue graduation cap icon is positioned to the right of the red-bordered section.

3. Click on the appropriate College Name (*for students who attend more than one Community College*).
4. Select the **Registration/Schedule Tab**.



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The screenshot shows the myCommNet navigation menu. The 'REGISTRATION/SCHEDULE' tab is highlighted with a red box. Below the tabs, the 'REGISTRATION/SCHEDULE' section contains the following items:

- Register (add/drop) Classes
- Check Registration Status
- Access Student Schedules
- Perform a Degree Evaluation
- Evaluate your Course(s)

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

The screenshot shows the 'REGISTRATION/SCHEDULE' page. The 'Evaluate Your Course(s)' link is highlighted with a red box. The page contains the following sections:

- Items That May Prevent Registration**
  - Check Holds, Academic Standing, Placement Score Recommendations, Major
- Student Degree Evaluations**
  - Perform a Degree Evaluation to check courses you will need to **Graduate**
- Class Registration**
  - Register for Classes
  - Add/Drop Classes
  - View Tuition Payment Options
- Student Schedule**
  - View/print your complete concise course schedule
- Term Selection**
  - Select an additional term for Registration
- Evaluate Your Course(s)**
  - STUDENTS - Select this link to evaluate your courses (FALL and SPRING terms only).

A list of your courses will be displayed on the *Active Registration* page.

**Note:** The link to the course evaluation will only be present when your College has activated course evaluations for the term.

6. Click the **“Evaluate Course”** link to open the evaluation survey. *Please complete the evaluation for each course.*



**Active Enrollment:** This page will display all courses that you are currently actively enrolled in. Active enrollment means any course that has not yet been graded and has not yet become a part of your *Academic History*. Please contact the Registrar's Office at your college if there are any discrepancies.

**Clicking On CRN:** If you click on the CRN you will be able to access your *Detailed Schedule* and if you click on the title you will be able to access additional information concerning the course.

**Evaluate Your Courses:** To evaluate your courses, click [Evaluate Course](#) to display the form for that course.

**Please note:** 1) Each of the (12) colleges will enable the evaluation process at slightly different times. If the [Evaluate Course](#) link is not yet available, check back frequently. 2) Course evaluations are only enabled for **FALL** and **SPRING** terms.

### Basic Accounting - ACC\* F100 - 01

<b>Associated Term</b>	Fall 2015	<b>Credits</b>	3.000
<b>CRN</b>	<a href="#">3001</a>	<b>Grade Mode</b>	Normal
<b>Status</b>	**Registered** Nov 16, 2015	<b>Course Level</b>	MxCC Credit
<b>Schedule Type</b>	Lecture	<b>Midterm Grade</b>	
<b>Instructional Method</b>	Classroom	<b>Grade Detail</b>	
<b>Campus</b>	Main Student Body (CR & NonCR)	<b>Associated Instructor</b>	
<b>Course Evaluation</b>	<a href="#">Evaluate Course</a>	<b>Course URL</b>	

7. Select the appropriate **Radio Button** button for each question and type in responses where appropriate.

### Course Evaluation

Course: [ACC\\* F100 - 01 - Basic Accounting](#)

Instructor: 

**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 checked="" 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"/>

8. Click the **Submit Evaluation** link at the bottom of the survey once the form is complete.



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12. The instructor provides feedback as to how well I am doing in the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The instructor is available for office hours and/or individual conferences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The instructor treats students with courtesy and respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments</b>				
15. What have you especially liked about this course?	<div style="border: 1px solid gray; height: 100px;"></div>			
16. What suggestions could you make to improve this course?				
<b>Submit Evaluation</b>				

If you have any questions visit the [Contact Your College](#) [2] page for appropriate numbers.

**Campus Affiliation:** Community Colleges

**Audience:** Everyone

**Source URL (retrieved on 03/18/2016 - 23:24):**

<https://websupport.ct.edu/content/how-can-i-fill-out-course-evaluation-all-my-courses>

**Links:**

[1] <http://my.comnet.edu/>

[2] <https://websupport.ct.edu/contact-us>