Faculty Instructions for Viewing Course Evaluation Results

Faculty

1. Login to MySanDiego Portal.

2. Click on Teach/Advise tab
   In the lower left column you will see the Banner Self-Service area.

3. Click on Banner Self-Service folder

4. Click on Faculty and Advisors folder. You will see the list below.

   ![Banner Self-Service]

5. Click on Faculty Detail Schedule.

6. Use the dropdown menu at the top to select the term to view course evaluation results and click on Search.
   This will take you to a page that will list all your courses for that semester.

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7. On the right, click “Course Evaluation Report” link (see below in purple).

A new screen opens. You can only see this screen two weeks following the last day of class and after the registrar has posted your grades. Otherwise you cannot see the results.

8. After the above criteria have been met, click on the number in the Evaluations Taken column to see your current course evaluation results. See Below.

To ensure higher response rates:
- faculty may consider providing students with a specified date to complete the evaluations, or
- faculty may consider taking students to the computer lab for 10 minutes (after booking the computer lab in advance).