Submitting Evaluations through E-mail

Alternate Submission Option: To submit your evaluations through MyUCSC rather than by e-mail, please see the document **Submitting Evaluations through MyUCSC** (http://registrar.ucsc.edu/nes/portal.pdf).

Step 1 – Sign in to MyUCSC (http://my.ucsc.edu, for login help contact ITS Support Center help@ucsc.edu or (831)459-4357 (M-F 8:00 – 5:00)

Step 2 – Click Main Menu, then click the Faculty Center folder

Step 3 – Click the Faculty Center page

Step 4 – Go to the Class Roster or Grade Roster

- On the Faculty Center page, click the class roster icon 👥 or grade roster icon 📑 next to the relevant class.
- If you do not see the class, verify the correct term (e.g., Spring 2011) is displayed above the Faculty Center, and use the Change Term button to change it if needed.

Step 5 – Retrieve the header file
- Click the **Savable Eval Data** button
- The header should appear in a comma-delimited format in a separate window in front of the MyUCSC window. If nothing happens, turn off your browser's pop-up blocker. For instructions on turning off pop-up blockers, go to https://ucsc.service-now.com/kb_view.do?sysparm_article=KB0015450. If you still do not see the new window, look for it in your browser's Window menu.
- When the eval data window appears, open the browser's Edit menu, and select **Select All**.
- From the browser's Edit menu, select **Copy**.
- Open Word or the word-processing program of your choice.
- Open a new document.
- From the Edit menu, select **Paste**.
- Save the document as file type Plain Text (.txt).

Step 6 – Enter evaluation data
- For instructions on how to properly format evaluations, go to http://registrar.ucsc.edu/nes/email-format.html.

Step 7 – Save the document

Step 8 – Send completed evaluations to nes@ucsc.edu.

Additional online information and help resources are available at **http://registrar.ucsc.edu/faqs/faculty/evaluations/index.html**.