Submitting Evaluations through MyUCSC

Alternate Submission Option: To submit your evaluations through e-mail rather than through MyUCSC, please see the document **Submitting Evaluations through E-Mail** (http://registrar.ucsc.edu/nes/email.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 Evaluations page

Step 4 – Find the term, class, and student you want
- To sort by term (e.g., to find the current term), click the heading of the **Term** column.
- To select a class, click the **Class ID** link.
- To sort by completed versus blank, click the **Status** column heading.
- Choose a student and click the **Eval** link by the student's ID number.

Step 5 – Enter the evaluation
- Type your evaluation in the text box or paste your evaluation in from another location (e.g., a Word document or an e-mail message).

Step 6 – Submit the evaluation
- Click **Save** to submit the evaluation, making it instantly viewable by the student. Note: You can always edit your evaluations by clicking **Edit Evaluation** when viewing a completed evaluation.

Step 7 – Enter another evaluation
- Use the left or right arrows (in the blue bar above the evaluation text) to go to the next evaluation, or click **Return to Class Enrollment** to select another student.

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