

Submitting Evaluations through E-mail

TIP

If you forget your **User ID** or **Password**, contact the ITS Support Center at help@ucsc.edu or 459-4357.

TIP

For instructions on turning off Pop-Up Blockers go to <http://ais.ucsc.edu/help/Faculty.html> **Question 10**.

TIP

To learn how to see if you have any outstanding evaluations go to http://reg.ucsc.edu/NES/nes_missing.html.


Recommended Browsers

Macintosh
Firefox, Netscape 7.2, or Mozilla

PC
Internet Explorer version 6.02.8 or above, Mozilla, Firefox

Sun/ Solaris
Mozilla

Downloading Evaluation Headers

- 1 **Sign in to MyUCSC** — Enter your **User ID** and **Password** and click **Sign In**.
- 2 Select **Faculty Center**.
- 3 Click the **Class Roster** icon  next to the class you want.
- 4 Click the **Savable Eval Data** button.

The header should appear in comma-delimited format in a separate window in front of the MyUCSC window. If nothing happens, turn off your browser's pop-up blocker. If you still do not see the new window, look for it in your browser's Window menu.

- 5 When the eval data window appears, open the browser's Edit menu, and select **Select All**.
- 6 From the browser's Edit menu, select **Copy**.
- 7 Open Word or the word-processing program of your choice.
- 8 Open a new document.
- 9 From the Edit menu, select **Paste**.
- 10 **Save the document as file type Plain Text (.txt)**.
- 11 Enter evaluation data.
For instructions on how to properly format evaluations, go to http://reg.ucsc.edu/NES/nes_instructions.html.
- 12 **Save the document**.
- 13 Send completed evaluations to nes@ucsc.edu.

HELP RESOURCES

For assistance with saving the header file to your computer please contact your computer coordinator, or contact the ITS Support Center at help@ucsc.edu or 459-4357.

If you would like help writing evaluations using Excel and Word (the EvalsWare method), contact Rebecca Peet at 459-1573 or by e-mail to evals@ucsc.edu.

For instructions on formatting evaluations go to http://reg.ucsc.edu/NES/nes_instructions.html.

Additional online information and help resources are available at http://reg.ucsc.edu/fac_staff.html#NES.

ALTERNATE SUBMISSION OPTION

To submit your evaluations through MyUCSC rather than by e-mail, please download the document **Submitting Evaluations through MyUCSC** (http://reg.ucsc.edu/staff/ais_info/pdf/NES_Portal.pdf).