

Submitting Evaluations through MyUCSC

TIP

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

TIP

Each column can be sorted by clicking its title heading.

1 Sign in to MyUCSC — Enter your User ID and Password and click Sign In.

2 Select **Faculty Center**.

3 Select **Evaluations**.

The Student Evaluations screen appears.

4 To sort by term (e.g., to find current term), click the heading of the **Term** column.

5 To enter evaluations for a course, click the **Class ID** link.

6 Choose a student and click the **Eval** link by the student's ID number.

If you already have completed some evaluations for a course, click the **Status** link to find blank evaluations that need entry.

7 Type your evaluation in the text box OR paste your evaluation in from another location.

You can copy and paste from a Word document or from e-mail.

8 To submit the evaluation and make it viewable by the student, click **Save**.

9 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.

Previous Evaluations:
You can always edit your evaluations by clicking **Edit Evaluation** when viewing a completed evaluation.

10 To return to the main menu, click **Return To Class Enrollment**.

HELP RESOURCES

For assistance entering evaluations, 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.

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 e-mail rather than through MyUCSC, please download the document **Submitting Evaluations through E-Mail** (http://reg.ucsc.edu/staff/ais_info/pdf/NES_Email.pdf).

Recommended Browsers

Macintosh
Firefox, Netscape 7.2, or Mozilla

PC
Internet Explorer version 6.02.8 or above, Mozilla, Firefox

Sun/ Solaris
Mozilla