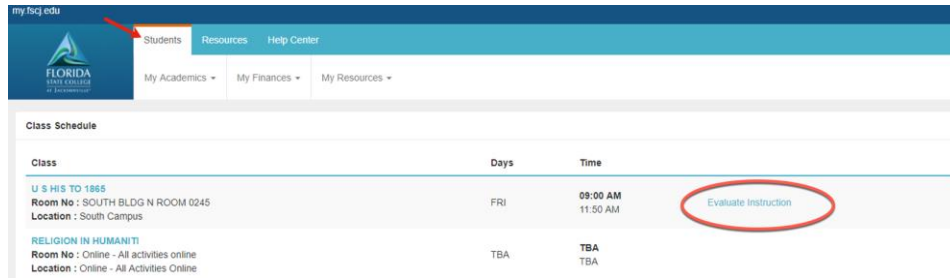


STEPS FOR STUDENTS

Students have the opportunity to evaluate their courses beginning the Friday before the last week of the class. In order to access the evaluation, students should follow the steps below:

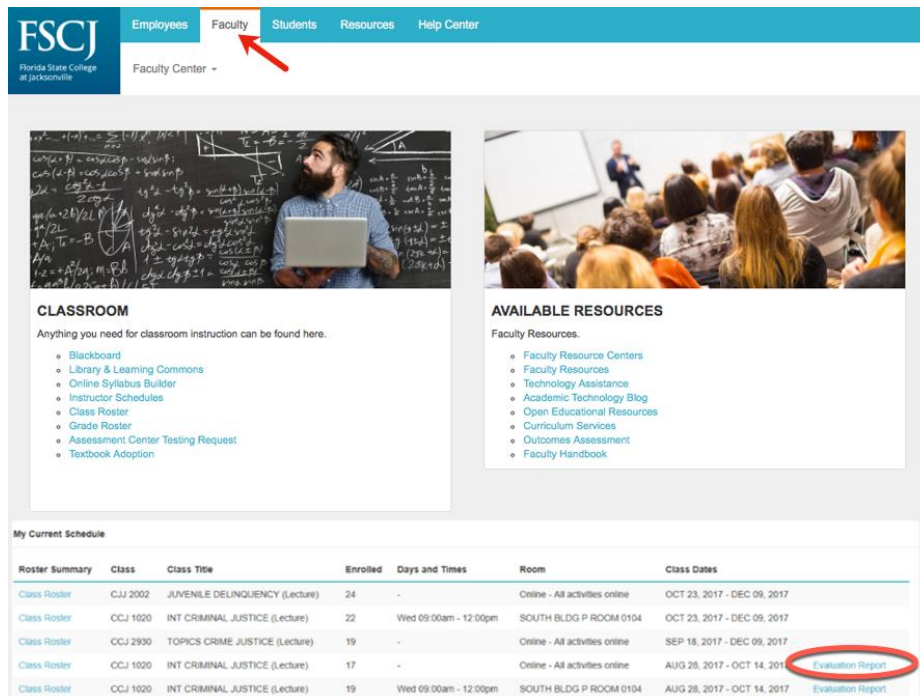
Step	Action
1.	Log in to my.fscj.edu.
2.	On the Students Tab click the Evaluate Instruction link next to the desired class.



STEPS FOR INSTRUCTORS

The evaluation reports will be made available to instructors 5 days after the last day of class. Instructors will be able to view the evaluation report by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the Faculty Tab scroll down to the “My Current Schedule” area and click the Evaluation Report link next to the desired class.



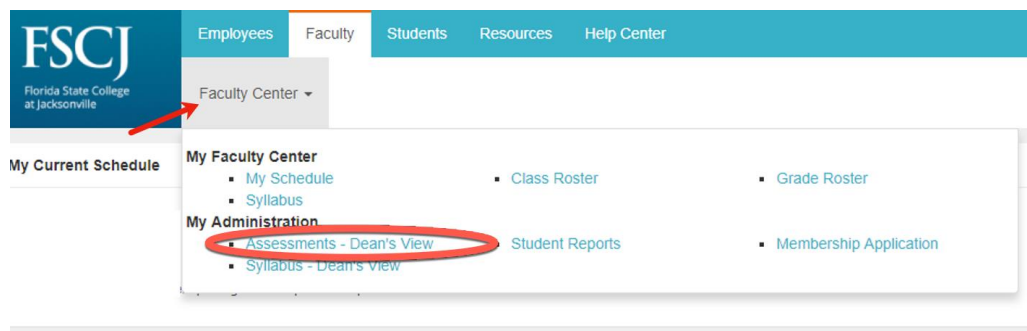
Instructor view of evaluation report:

Student Instructional Assessment Report							
Term/Session: 217B/A7							
Course: _____							
Class Number: _____							
Location: NORTH							
Instructor: _____							
Course Organization and Planning:							
	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor displayed enthusiasm when teaching.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor had a style of presentation that encouraged me to learn.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor taught his/her stated course objectives.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor was open to questions or comments when they were appropriate.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor was available to help me during POSTED office hours.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor explained what was expected of me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor provided written course policies	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor provided feedback on all my work quickly enough to benefit me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
I would recommend this professor to another student.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor clearly explained how I was going to be graded at the beginning of the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89
My professor used methods of evaluation that were clearly related to the objectives in the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67 0.89

STEPS FOR ADMINISTRATORS

The evaluation reports will be made available to administrators 5 days after the last day of class. Instructors will be able to view the evaluation reports of their instructors by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the Faculty Tab click on the Faculty Center drop down menu.
3.	Select the Assessments – Dean’s View link.



Step	Action
4.	Use the input form to search for instructors or courses.

Introducing Student Faculty Assessments for Deans

Track and review Faculty Assessments submitted by students.

Term:
 Session:
 Professors:
 Courses:

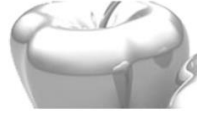
Administrator view of evaluation report:

Introducing Student Faculty Assessments for Deans

Track and review Faculty Assessments submitted by students.

Term:
Session:
Professors:
Courses:

Student Instructional Assessment Report



Term/Session: 2178/A7
Course:
Class Number:
Location: NORTH
Instructor:

Course Organization and Planning:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean	Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor displayed enthusiasm when teaching.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor had a style of presentation that encouraged me to learn.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor taught his/her stated course objectives.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was open to questions or comments when they were appropriate.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was available to help me during POSTED office hours.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor explained what was expected of me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided written course policies	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided feedback on all my work quickly enough to benefit me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89