Student Evaluations - Faculty access instructions:

1. Log into Hawkweb and go to the Faculty Center. (This may be your default landing page as faculty members (highlighted in yellow at the top of the page). In case it is not, follow: Main Menu ==> Self Service ==> Faculty Center.

2. Once in the Faculty Center, it will default to the current active term. That is the second highlighted item on the screenshot. If the term in is not correct, you can change it to the correct term using the Change Term button to the right of it.

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3. Under the My Teaching Schedule Grid, click on the "Faculty Evaluation" tab

4. Your courses for the Spring 2021 semester should be listed here. Click on the "View evaluation" listed in the rightmost column of the grid against each course to view the evaluation report for that class.

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Class Information	Rosters	Attendance	Faculty Evaluation	WEBCT						
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CSDP 351-5501 (2163)	CON	IPUTER ARCHITECTURE (Lecture)			15	View Evaluation				

5. This should display the evaluation report and the comments associated with it for the class. If there were any surveys submitted for the class for the semester, it will display a page with two tabs. The

"Evaluation Results" will display the questions and the summary of answers. The "Comments" will display any additional comments the students entered for the class.

