

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.

Faculty Center | Advisor Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster | Class Assignments

Faculty Center

UMES CUSTOM LINKS

View My Advisees | Academic Referral Form | My UMES | HawkWeb Help
 Advisee Attendance | Degree Audit Help | My Webmail
 Advisee Enrollment Grid | View Faculty eForms

Spring 2021 | Univ of Maryland Eastern Shore

Change Term

View Personal Data Summary
My Exam Schedule

Select display option
 Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2021 > Univ of Maryland Eastern Shore

Class Information	Rosters	Attendance	Faculty Evaluation	WEBCT
Class	Class Title	Enrolled	Days & Times	Room
CSDP 305-5501 (2207)	SOFTWARE ENGINEERING I (Lecture)	11	TuTh 2:00PM - 3:15PM	EACM Lab Room 2090
CSDP 351-5501 (2163)	COMPUTER ARCHITECTURE (Lecture)	15	TuTh 3:30PM - 4:45PM	EACM Room 1072

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.

My Teaching Schedule > Spring 2021 > Univ of Maryland Eastern Shore

Personalize | View All | First 1-7 of 7 Last

Class Information | Rosters | Attendance | Faculty Evaluation | WEBCT

Class	Class Title	Enrolled	View Evaluation
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CSDP 351-5501 (2163)	COMPUTER 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.

