Faculty: Accessing the Course Evaluation Summary in Banner Self-Service

For courses that the department chair has selected to use the SurveyDIG online evaluation form, a new link for the Course Evaluation Summary page will display on the Faculty Detail Schedule page in Banner Self-Service. On this new page, the instructor can view the evaluation period, the date when the evaluation report will be available to the instructor, and the percentage of students who have completed the course evaluation.

Access the Course Evaluation Summary page in Banner Self-Service

1. Log in to the mySLU portal by opening a browser window and typing http://myslu.slu.edu in the address field. Press the <Enter> key.

2. Enter your SLU Net ID and Password in the appropriate fields. Click the Login button to log in to the mySLU portal.

3. After logging in to the mySLU portal, click on the Tools tab, shown in Figure 1.

4. Click on the Banner Self-Service link, shown in Figure 1.

5. Click the Faculty Services tab, circled below.

The Faculty/Advisors Services page will display.

6. Click the Faculty Detail Schedule link, circled below.

The Select Term page will display.

7. In the Select a Term drop-down menu, select the current term, shown in Figure 2.

8. Click the Submit button.

The Faculty Detail Schedule page will display.

9. Scroll to the listing of the course that you want to see the evaluation summary for and click the Course Evaluation Summary link, circled in Figure 3.

The Course Evaluation Summary page will display, shown in Figure 4.

Note: If the Course Evaluation Summary link does not appear for a course on the Faculty Detail Schedule page, the course has not yet been selected to use the online course evaluation form.

10. The Course Evaluation Summary page displays:

   • Student Evaluation Period: The start and end dates of the evaluation period. During this period, students will see the evaluation link for the course in Banner Self-Service.
   
   • Evaluation Report Available: The date when the Course Evaluation Report will be available for the instructor (for applicable courses only).
   
   • Number of Evaluations Taken: The number of students who have completed the evaluation at this time.
   
   • Total Enrollment: The number of students enrolled who have access to the online evaluation form.
   
   • % Complete: The percentage of students who have completed the online evaluation form at this time.