Navigating Your *MyClassEvaluation* Faculty Account

**STEP 1:** Go to the Results website at [http://jjc.mce.cc/results](http://jjc.mce.cc/results)

This is what you’ll see:

![Login Screen](https://example.com/login)

**STEP 2:** Log in as indicated.

- Your **username** is your full John Jay e-mail address.
- Your **password** is your CUNYfirst EMPLID. If you do not know your EMPLID, it can be found using the lookup tool on Inside John Jay: [https://doitapps.jjay.cuny.edu/cunyfirst/emplid/index.php](https://doitapps.jjay.cuny.edu/cunyfirst/emplid/index.php)

**STEP 3:** Familiarize yourself with your *MyClassEvaluation* account options.

At the top of the page you will see a gray bar with the following tabs. Click on a tab to open that page or hover over it with your cursor to see the drop down menu.

- **Active Evaluations Tab** - Shows evaluations currently in progress.
- **Recent Evaluations Tab** - Shows results for evaluations within the past year.
- **Historical Evaluations Tab** - Shows results for evaluations that are over one year old.
- **Legacy Evaluations Tab** - Opens a new window with your prior course evaluation results/reports from the original *MyClassEvaluation* system.
- **Select Course** - Lists the courses that were evaluated this session. (This tab only appears after selecting a course or a Viewing/Printing Option)
- **Viewing/Printing Options Tab** - Displays a drop down menu that gives the following options:
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- Benchmark
- View Graphs/Comments
- Course Comparison
- Browse Results
- Search Comments
- Print Page
- Download Raw Data
- Custom Reports

**Below the gray bar, you will also see Evaluation Sessions for the past year.**
Click on the arrow ▶ to the left of a session name to expand it and see your individual courses and a graph of your response rates by date.

![Table of Courses](image)

**Step 4: View your Evaluation results*.**
Just below the session information is a list of your evaluated courses with additional statistics. At the bottom of the page is a graph of the number of responses received for your courses by date.

Click on each blue Course Code to open a Benchmark report for that course and then select options from the Viewing/Printing Options drop down for additional views.

*If you are viewing your results for a semester for the first time, you must confirm receipt of results to continue beyond this point.*
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**Using the Viewing/Printing Options Tab**
Use the Viewing/Printing Option tab to select an item from the drop down menu.

**Benchmark**
This report shows the selected course in comparison to all other evaluated courses on an Institutional or Departmental Level by choosing from the drop down menu under the report title.
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**View Graphs/Comments**

This option displays the evaluation for a course by question, providing statistics for each question beside a corresponding graph. Hover over the category name for a more detailed description. This view also includes student comments, if any, at the bottom of the report. You can click **View Comments** to jump directly to your comments. There is an **Instructor Comments** section available just below the student comments. This provides an opportunity for instructors to give their feedback regarding the results of an evaluation. Any comments entered are visible to your Department Chairperson, Program Directors, and current Committee Members permitted to review your personnel files (Fall & Spring Regular Academic Sessions Only).
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**Course Comparison**

This view displays the evaluation by question to directly compare the results from other courses taught by this instructor. Click on the arrow ▶ beside the instructor to view these comparisons. Hover over scores to view the question text.

**Browse Results**

This will allow you to view results from individual evaluations. Click the icon beside the course number to view student responses for this evaluation.
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**Search Comments**

This will allow you to search for a specific word in the student comments. Also, if you click on Tag Cloud, you will be presented with the most widely used words within student comments for the entire evaluation. The font size represents each word’s frequency.
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Print Report
This will send a copy of the report on your screen to the printer of your choice (or to PDF if that is one of your “printer” options).

Download Raw Data
This feature will download all your data from the selected evaluation session into an Excel spreadsheet. Responses to scored questions are represented numerically.

Custom Reports
This feature will open a scatter plot comparing each of your courses. Hovering over each dot will synchronize any student comments with their overall average evaluation score.