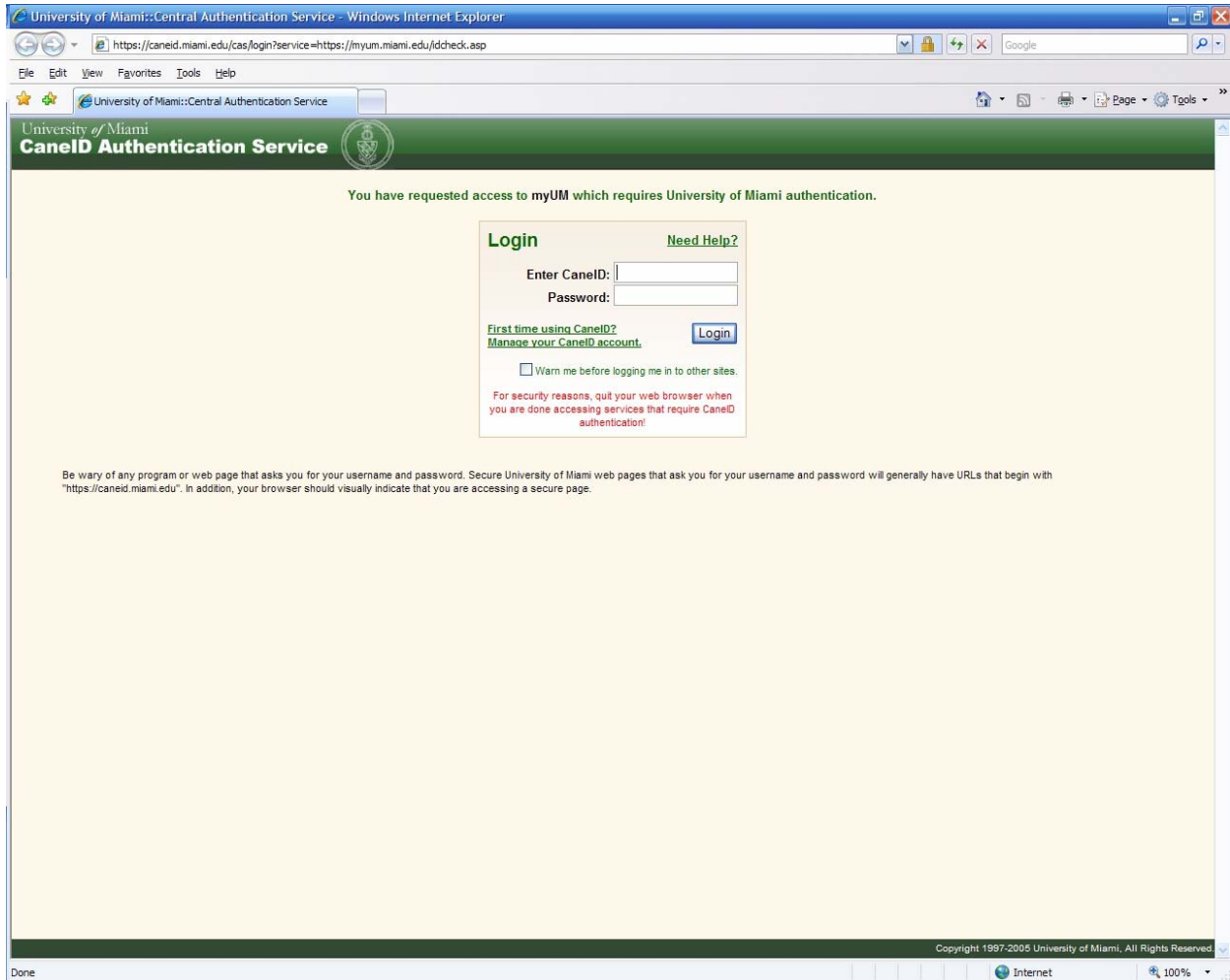


Online Faculty Evaluation Tutorial for Students

Completing the online faculty evaluation is an easy process. First, you must log on to the MyUM site at <http://www.myum.miami.edu>



Once you have entered in your login credentials, you will be directed to the MyUM main page. Click on the Student tab on the MyUM toolbar and choose Academic from the sub-menu as shown below.

The screenshot shows the myUM website interface. At the top, there is a navigation bar with tabs for Home, Employee, Student, and Logout. The 'Student' tab is active, and a sub-menu is visible with 'Academic' highlighted by an orange arrow. Below the navigation bar, the page is divided into several sections:

- Personal Messages:** A message stating "Your preferred mailing address has expired. If you do not put in a preferred mailing address, your mail will be sent to either your permanent or local address. (update your preferred mailing address)".
- General Messages:** A message stating "No messages to display at this time."
- Bookmarks:** A section stating "You currently have no bookmarks." with an "edit" button.
- Email Information:** A section titled "Welcome to myUM" with the date "Monday, April 06, 2009 11:55:51 AM". It includes fields for "Your UM e-mail alias is:" and "Preferred e-mail address:", and a note that "All mail sent to your UM e-mail alias will be delivered to your preferred e-mail address."
- Administrative System Links:** A section stating "You can have links to your UM Administrative Systems appear on your myUM home page. Select the systems you would like to appear here by using the link provided:" with a link "Add/Remove Administrative Applications".
- Delegate Access - Manage Access to My Information:** A section explaining that users can allow others to view their Student Information online via Delegate Access. It notes that "At this time, no one has requested delegate access to your account."
- Course Schedule:** A table with columns for Course, Crd, Days, Time, Bldg/Rm, and Instructor. The table is currently empty, with the text "Spring Semester, 2009" below the header.
- Online Resources:** A list of links including UM Homepage, Blackboard, Emergency Preparedness, Green U, UM Police Department, Purchase UM License Plate, Academic Calendar, University of Miami Libraries, Student Organization Database, Get your Yearbook Photo taken, and Register to Vote.
- General Information:** A section with a link "View UM Course Offerings".
- Personal & Biographical Info:** A section with links for "View UM ID Number", "View Biographical Data", "Update Personal & Address Information", and "Update Voicemail Information".
- Weather:** A section for the "UM Rosenstiel School of Marine & Atmospheric Science" in "Miami, FL". It displays "Temp 84°F/29°C", "Winds S 13mph", and "Overcast". It also includes the text "Last updated: Apr 6 10:53" and a "Click for Forecast" link.

At the bottom of the page, there is a footer with the text "View Privacy Statement" and "Copyright 1997-2009 University of Miami. All Rights Reserved." and the University of Miami logo.

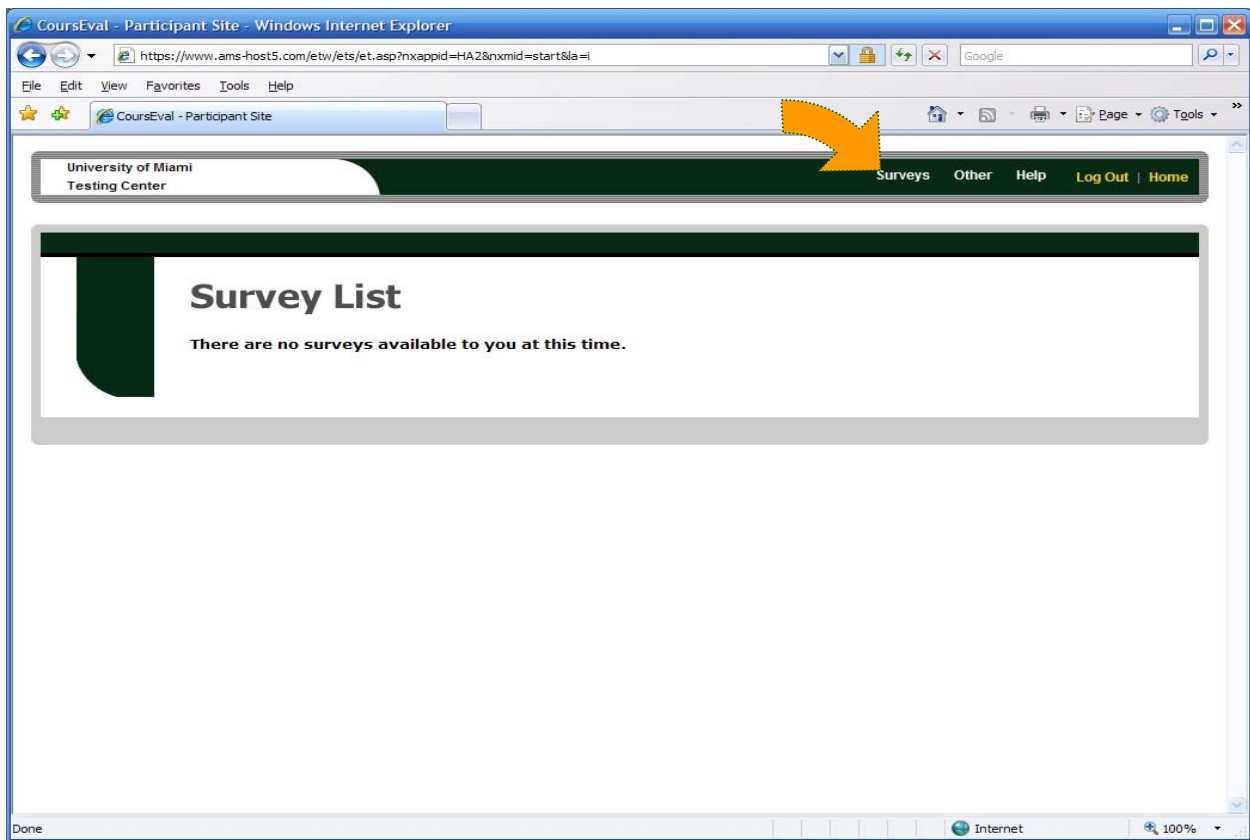
After clicking on the Academic link, you will be directed to the Student Academic page. Under **Course Registration Information** on the top center orange banner, click on the “**Submit an Instructor Evaluation Online**” link. This will open a new browser window that takes you to the Faculty Evaluation site.

The screenshot shows the myUM Student Academic Menu interface. At the top, there is a navigation bar with links for Home, Employee, Student, Life at UM, and Logout. Below this is a green banner with the myUM logo and the text 'UNIVERSITY OF MIAMI'. The main content area is divided into several sections:

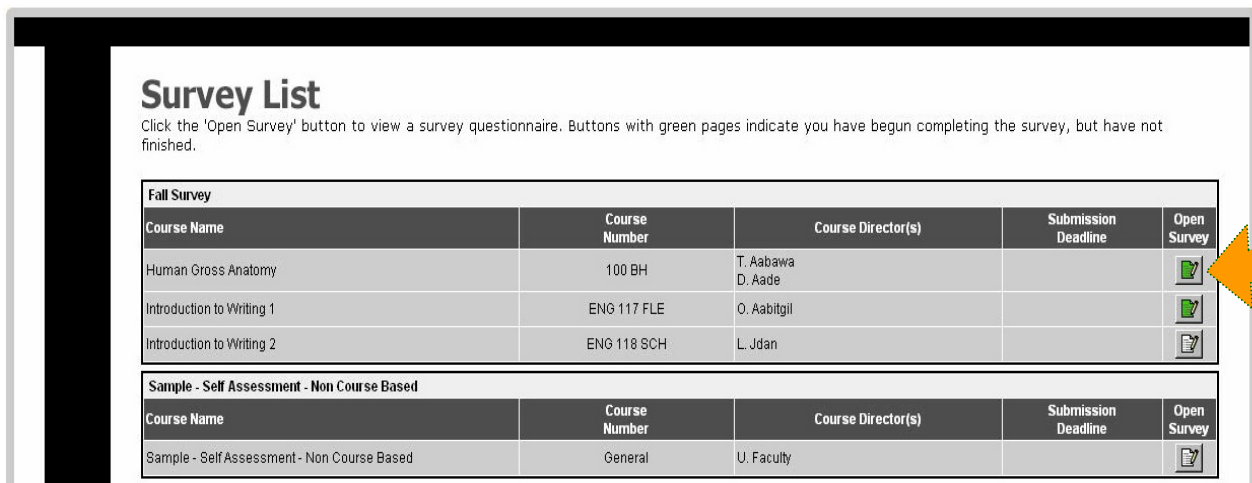
- Personal Messages:** No messages to display at this time.
- General Messages:** Last date to drop for SPRING SEMESTER, 2009 is 04/06/2009. No classes may be dropped after this date. Classes for FALL SEMESTER, 2009 will begin on 08/26/2009. Classes for 1ST SUMMER SESSION, 2009 will begin on 05/20/2009. Classes for 2ND SUMMER SESSION, 2009 will begin on 07/01/2009.
- Course Registration Information:** My Registration Appointment Time, Degree Audit (ACE), Course Offerings, View Summaries of Prior Faculty Evaluations, **Submit an Instructor Evaluation Online** (highlighted with a red arrow), Register For Courses, Class Schedule, Current Enrollment Certification, Renew Inactive Status.
- Online Resources:** Academic Bulletin, Toggle Career Services, Blackboard, Academic Calendar, Final Exam Schedule, Office of the Registrar, University of Miami Libraries, Dictionary, Thesaurus, Writing Style Guide.
- Grade Information:** Exam Scores, Academic Alerts, Semester Grade Report, Update Grade Report Mail Preferences.
- Graduation Information:** Degree Information, Apply to Graduate, Address Where Diploma is Mailed.
- Transcript Information:** Order Transcripts, View Transcript Requests, Academic Record Unofficial Transcript.
- Other Functions:** Important Dates, Student Stops, Math Placement Scores, Degree Major Exploration, Faculty Office Hours, Family Educational Rights and Privacy Act (FERPA) Student Tutorial.

At the bottom of the page, there is a footer with the text 'View Privacy Statement' and 'Copyright 1997-2009 University of Miami. All Rights Reserved.' The myUM logo and website URL 'www.miami.edu' are also present.

Once evaluations are made available, click on the surveys text link in the upper right corner and select available surveys.



Click on the Open Survey button next to the evaluation you wish to complete and take the survey.



You can save an evaluation and return to it at a later time by clicking the Save Progress button. When you have completed your survey(s), you will see a window similar to this one

Completed Survey List					Lori Deal
Survey Type: Standard		Year: 2007	Period: Fall		
Survey Name	Course Number	Course Name	Responsible Faculty	Date Time Completed	
Course and Teacher Survey	ENG 117 FLE	Introduction to Writing 1	J. Peters	04/17/2004 10:55:01 AM	
Course and Teacher Survey	HIS 460 BON	Modern Political Theory	Z. Yia	04/17/2004 10:58:48 AM	
<i>2 records found.</i>					

If you should require assistance while filling out the evaluation, click on the Help link in the upper right corner and choose Site Features.