**Student Comments on the Course Evaluation**

Students have an option to write any **anonymous** comments on the "Electronic Course Evaluations" after they have answered the standard items online. These comments are usually **not** signed by the students, since the course evaluation software is not set-up for an electronic signature. Students are told and reassured that their log-in name is not attached to any of their responses, including their comments.

Faculty members will receive any student comments when they receive their course evaluation report; in addition, the Department Chair has access to all the anonymous student comments in their Department by logging into the course evaluation software. See procedures below.

Click on the Administrative link: [https://usm.campuslabs.com/ce](https://usm.campuslabs.com/ce) Then...log-in using Mainestreet ID and password.
Click on Faculty Summary Reports on the top of the screen, a list of faculty under the Department will be shown.
Click on Quantitative Report (for the means on each of the standard items) or click the Qualitative Report for the student comments and responses from open-ended questions.

If your Department encourages students to make **"signed" comments** about a course/instructor, students can either write their comments on paper and sign them or write an email. These signed comments are handled only by the individual Departments (not the Academic Assessment office, at this time). Each Department has a slightly different process on how they process the "signed" comments. However, most signed comments are usually given to the Department Chair and the individual faculty member.