SIR Evaluation Access Instructions

To access your SIR evaluations:

• Go to your My Millikin account and log in.

• On the right side bar, click on Course Evaluation Report (Individual Courses).

• Click on Choose Term and submit.

This will list your courses. To get your overall report do the following.

• Info to enter in the boxes as follows:
  Course – %
  Term – Fall 2010 (or any term in the past)
  Department – leave blank
  Division – leave blank (for chairs place F for Fine Arts)
  Sort By 1 – leave blank
  Sort By 2 – leave blank
  Output – Detail
  Records – Unlimited

• Now go to the column to the right of form you just completed. The boxes to check are:
  Show Number Response Counts
  Include 95% Confidence Interval
  Hide Comments

• Now click on the Search key.

• When the information appears, this will be an overall report for the courses you taught in the requested semester.

• To see each course individually, go back to the original list of courses. Click on each one to see the specific information for each course. Be sure to allow the comments to show for each of the courses. Repeat for all courses.