

# Annual Graduate Student Evaluation

Instructions to complete the i) student and ii-iii) faculty parts of the evaluation

Questions: [ansc-gradprog@Illinois.edu](mailto:ansc-gradprog@Illinois.edu)

- The graduate student evaluation includes:
- i) the student self-evaluation (past accomplishments and proposed work),
- ii) evaluation by the thesis/project advisor
- iii) evaluation by a second Animal Sciences faculty (selected by the student),
- iv) opportunity to discuss the evaluation
- The first three components must be completed by May 05 of each year
- The evaluation is not required if the student is defending a thesis or completing the MANSC requirements by May.

# Instructions to complete the student self-evaluation


- Students must use the evaluation entry system in **my.aces.illinois.edu**
- After log in to my.aces.illinois.edu, students must scroll to the bottom of the page and in the drop down menu Add “ACES Grad Student Toolbox”
- The toolbox adds
  1. a “degree audit” link for students to check that completed credit hours are accounted
  2. link to enter self-evaluation accomplishments (required)
  3. link to enter shared evaluation (not required)

# Instructions to complete the student self-evaluation

1. Log in to my.aces.illinois.edu, scroll down and add “ACES Grad Student Toolbox”

The screenshot shows the my.aces.illinois.edu website interface. At the top left is the logo for ILLINOIS ACES. To the right is a navigation menu with links for MY.ACES, ACADEMIC TOOLS, ADMINISTRATIVE TOOLS, FINANCE TOOLS, and FACILITIES TOOLS. Below the navigation is a breadcrumb trail: Pages: Main | Add/Edit Pages. The main content area is divided into several sections: LEAVE REPORTING (with a message about login status), WEATHER (showing current conditions for Urbana, IL), ACES UGRAD TOOLBOX (a list of links including Degree Audit, Student Forms, Scholarships, Academic Calendars, Career Services, Internship, ACE Course Information, and Tutoring and Study Resources), CLASS ADMINISTRATION, and SEARCH RESOURCES (with search boxes for Illinois, Campus Phonebook, and Google). At the bottom, there are two content management widgets. The left one shows 'ACES Grad Student' selected in a dropdown menu with an 'Add' button. The right one shows 'ACES Grad Student Toolbox' selected in a dropdown menu with an 'Add' button.

# Instructions to complete the student self-evaluation

- ACES Grad Student Toolbox additions
  - Click in “Degree Audit” to check that completed credit hours are accounted
  - Click on “Self-evaluation” to enter courses, research, abstracts/manuscripts, teaching, service, awards and other accomplishments
  - Remember to click “Complete & Submit” button 
  - Faculty advisors can view the self-evaluation and submit their evaluations that can be viewed by student



Add content to above column

ACES Student Advisi ▾ Add

Add content to above column

ACES Student Advisors ▾ Add

# Instructions to complete the faculty evaluation

- Faculty members can i) review the student's self-evaluation and academic records, and ii) enter their evaluation in

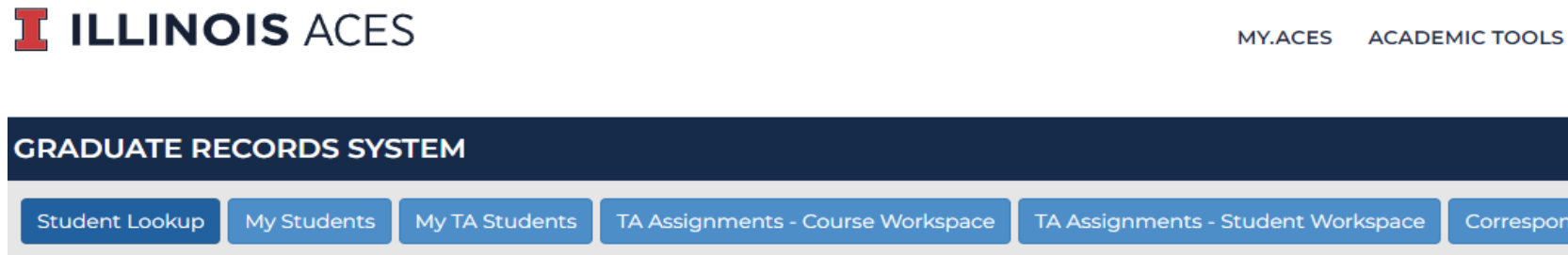
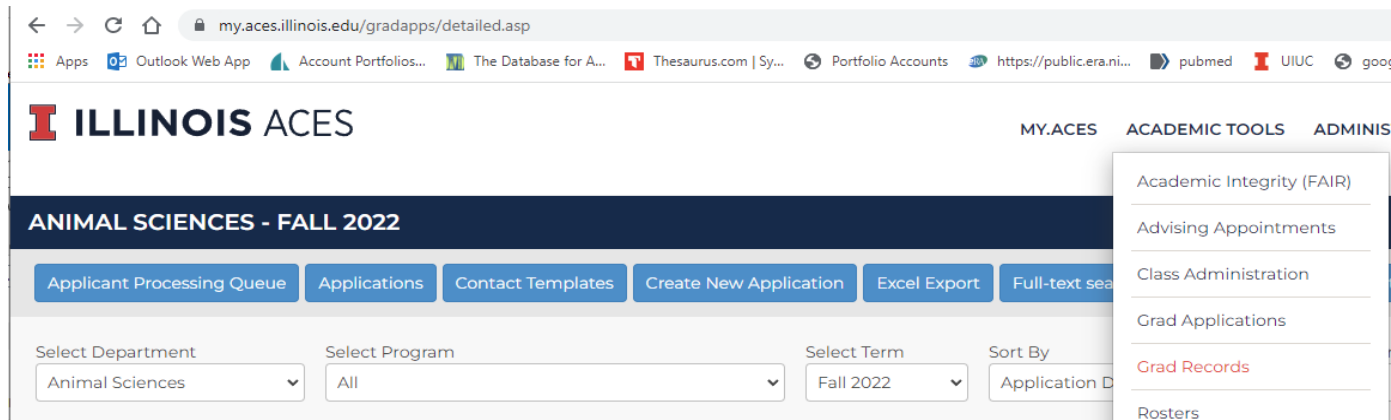
**[my.aces.illinois.edu](https://my.aces.illinois.edu)**

- The thesis advisor and second faculty evaluator will enter their respective evaluations in one common evaluation page corresponding to the Spring semester
- The order of evaluations does not matter.
- Evaluator statements should be preceded by the name of the evaluator

# Instructions to complete the student self-evaluation

- Steps

1. Log in to the my.aces.illinois.edu system



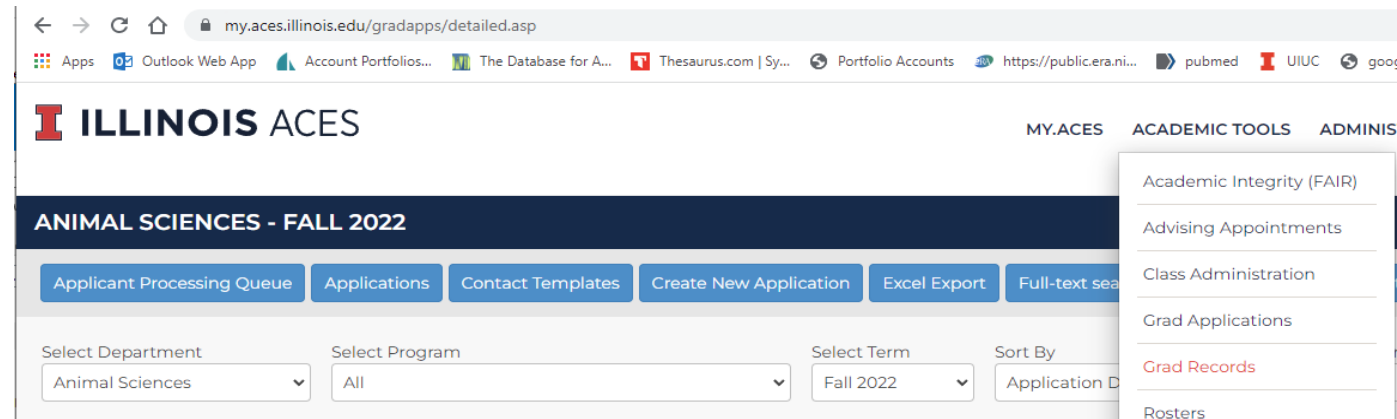
# Instructions to complete the faculty evaluation

- Steps

- .Log in to the my.aces.illinois.edu system

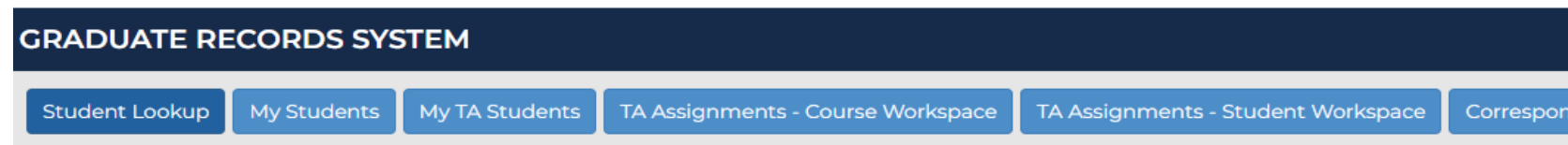
- .Under Academic Tools, select Grad Records

- .Select “My students”



**I ILLINOIS ACES**

MY.ACES ACADEMIC TOOLS



# Instructions to complete the faculty evaluation

- Note the semester indicated in the tab. Default is the current semester (select Spring of the present year)
- In Pending Thesis (or project) advising requests (new students), select Accept

**GRADUATE RECORDS SYSTEM** APTRACK RETURN

Student Lookup My Students My TA Students TA Assignments - Course Workspace TA Assignments - Student Workspace Correspondence Templates Setup

Select Department: Animal Sciences

Select Term: Spring 2022 (dropdown menu open showing Summer 2021, Fall 2021, Spring 2022, Summer 2022)

### Pending thesis advising requests

This agreement may be terminated at any time by either party, by written notification to the other party and to the [dept\_short\_name] Graduate Advising Office.

You must complete a thesis advisor agreement before beginning your graduate research. Below, you will select a faculty advisor that will guide you throughout your research project. The advisor must be a [dept\_short\_name] faculty member or affiliate in [dept\_name]. If you do not see your desired advisor in the form below, please contact the [dept\_short\_name] Graduate Advising Office.

n	Name	Program	Advisor Type	Topic	Status	Action
1					New	<a href="#">Accept</a> <a href="#">Discuss</a> <a href="#">Reject</a>
2					New	<a href="#">Accept</a> <a href="#">Discuss</a> <a href="#">Reject</a>



# Instructions to complete the faculty evaluation

.Options to view the student's information and for evaluation are available for each student.

.Green boxes denote the completion of the students' self-evaluation, and the completion of both faculty evaluations


.Yellow My Evaluation box denote 1 (out of 2) faculty evaluation

My graduate students ( Spring 2022 )

n	Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Advisor Date	Self Eval	My Evaluation	Action
1											Incomplete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>
2											Incomplete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>
3											Incomplete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>
4											Incomplete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>
5											Incomplete	Complete	<a href="#">View</a> <a href="#">Evaluate</a>

# Instructions to complete the faculty evaluation

The View action will show the student's academic record. Scroll down to find the link to enter the faculty evaluation "MS/MS-Bio/PHD Student Eval"

	Person Info		Pay level checklist		Last Recorded Academic Program Information	
	Name		MS		Effective Term	
	Preferred First Name		Quals		Status	
	Legal First Name		Prelims		Student Type	
	Middle Name		MS Other		Curr 1 Program Code	
	Last Name		Current GPA		Curr 1 Major 1	
	Suffix		No records found		Curr 1 Major 2	
	Permanent Address		Registration Terms <a href="#">Expand</a>		Curr 1 Major 1 Concentration	
	Status					

...

Graduate Evaluations			
<a href="#">MS/MS-Bio/PHD Self Eval</a>	<a href="#">MS/MS-Bio/PHD Shared Eval</a>	<a href="#">MS/MS-Bio/PHD Student Eval</a>	
Advisor Eval Summary			
Term	Progressing	Progress Comments	General Comments

# Student self-evaluation page

## Milestone Checklist (Please Check All that Apply)

<input type="checkbox"/>	MS coursework completed (22 hours of lecture or laboratory courses including 2 hours at 500 level)
<input type="checkbox"/>	MS Thesis hours requirement fulfilled (at least 8 hours required)
<input type="checkbox"/>	ANSC 590 credit hours completed (2 hours)
<input type="checkbox"/>	Final exam passed
<input type="checkbox"/>	Thesis check complete
<input type="checkbox"/>	Submit intent to Graduate

## Coursework

Courses Completed	
Planned Courses	

## Research

How often do you meet with your advisor?	
Proposed Thesis Title	
Summarize your research progress in the last year	
What is your plan for research in the next year?	

## Teaching (in the last year)

Summarize your involvement in teaching during the last year.	
What teaching experiences do you have planned for the next year?	

## Accomplishments

# Faculty evaluation page

- The student can only view comments in the “Overall Research Area’s Evaluation Comments To Share with Student”
- Both faculty must enter their evaluations in the same webpage
- Remember to select “Complete & Submit Evaluation”

Overall Student's Progress in Program

Research Progress:

Should student continue to receive funding? (if No, Explain)  Yes  No

Overall Research Area's Evaluation Comments to Share with Student

Research Area Comments to share in student's evaluation letter:

Student is making overall satisfactory progress? (if No, Explain)  Yes  No

Comments

**IMPORTANT NOTE:** You are defined as a Manager of the Evaluation System, if you are modifying what a previous evaluator has input, **DO NOT CLICK COMPLETE & SUBMIT EVALUATION**. Clicking COMPLETE & SUBMIT EVALUATION will complete the evaluation as YOU and count against the total number of evaluators. If you wish to change information already saved, simply change the information desired and click the Save Evaluation button.

Save Evaluation

COMPLETE & SUBMIT EVALUATION

# Faculty evaluation page

- In this example, two evaluators entered evaluations in the same page (Test jre and Test 3 Sandra)
- Only entries in the “Share with Student” box will be visible to the student.

Overall Student's Progress in Program	
Research Progress:	Test jre  Test 3 sandra
Should student continue to receive funding? (if No, Explain)	Yes

Overall Research Area's Evaluation Comments to Share with Student	
Research Area Comments to share in student's evaluation letter:	Test 3 sandra
Student is making overall satisfactory progress? (if No, Explain)	Yes

Comments
test jre
test 3 sandra

If you wish to remove the completion status for any individual in this list below, simply uncheck the box in front of their name and click the Save Evaluation button.

Currently, 2 of 2 evaluators have completed this evaluation.

- Jamie Evans Completed the evaluation f
- Sandra L. Rodriguez-Zas Completed the e  
9:0

[Save Changes](#)

# FYI. Shared section of the evaluation

Spring 2022 ▾

MS Bio/Ph.D. Shared Evaluation

Photo Not Available

You will be able to answer questions once the advisor(s) have completed your evaluation.

Please take a moment to answer the following questions:

Do you agree with your advisor's evaluations? (If you do not agree, please explain why you disagree)

The evaluation has not been marked Complete at this time.

- Not required if agreement in evaluation
- Student should contact [ansc-gradprog@illinois.edu](mailto:ansc-gradprog@illinois.edu) or evaluators to discuss disagreement

## Summary

- Graduate students are encouraged to complete their self-evaluation, giving time for 2 faculty to complete their evaluations by May 05
- ANSC will encourage graduate students to aim for a Spring break deadline
- Questions: [ansc-gradprog@illinois.edu](mailto:ansc-gradprog@illinois.edu)