Sharing Course Feedback

As noted in MOA # 98, faculty who as part of the reappointment and promotions guidelines are allowed access to share their course evaluation data with relevant committee members. As such, instructions and PAWS screen shots for this new "sharing" feature are included below.

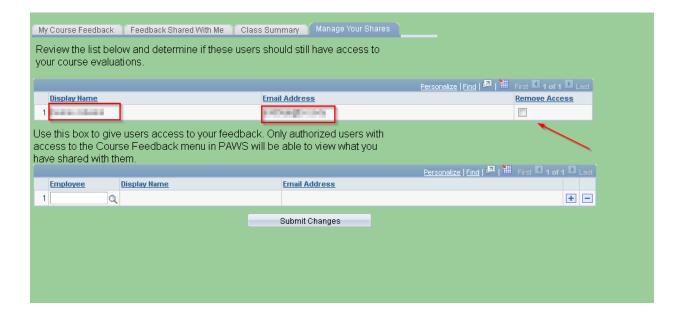
1. To share your course feedback with a committee member, use the "Manage Your Shares" tab.



2. Use the magnifying lens to look up the ID of the committee member with whom you wish to share your feedback. Once you check that the name of the committee member is correct, click the "Summit Changes" button.



3. Once you click the "Submit Changes" button, the committee member's name and email address will move to the top portion of the page. If you wish to remove the shared access, check the box below "Remove Access" and click the "Submit Changes" button.



4. The "Feedback Shared With Me" tab displays course feedback data that has been shared with you.

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	<u>Term</u>	Subject Area	Catalog Nbr	Class Section	<u>Name</u>	View Class
1	1148	196	830	10	PROCESSOR	View Class
2	1148	196	100	E3	Patrick Discounts	View Class
3	1148	79	600	1	Park Character	View Class
4	1148	PR .	No.	NI.	NUMBER	View Class
5	1148	100	and the	100	Dates Deliver	View Class
6	1152	19	19		Patrick Transacts	View Class
7	1154	19	600	0.0	Paint Chemical	View Class
8	1154	79	600	(C)	Park Character	View Class
9	1154	PR .	100	e .	NUMBER	View Class
10	1154	110	and the	10	Colors Control of	View Class
11	1156	19	535		Patrick Theoretical	View Class
12	1158	79	636	10	Patric Character	View Class