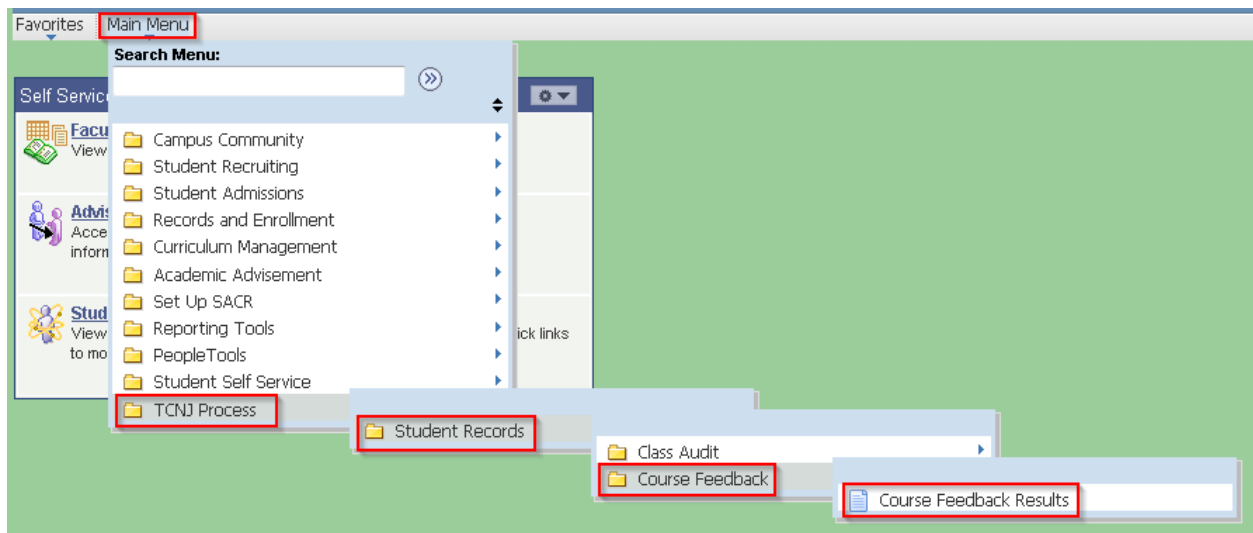


Chairs - Student Feedback on Teaching Class Summaries and Individual Student Response Reports (*only for chairs teaching a class*) Sharing Course Feedback

1. Please log into PAWS.

Use the following toolbar path (not in the Faculty Center).

Navigation: Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results



Please note: Classes with fewer than 7 enrolled students did not have student feedback forms generated (Memorandum of Agreement #98). Summaries are not generated for classes with no student responses.

- The “My Course Feedback” tab is available if you are teaching a class for the term so you may view your individual student response reports and class summaries.

The Department Course Feedback tab lists all the classes for the term in your department.

Click on the “View Class” button to view the class summary for a particular class.

You may use the right and left arrow buttons to page through the other classes in your department or use the “View All/View 100” link to display all the classes in your department for the term.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: "My Course Feedback", "Department Course Feedback", "Feedback Shared With Me", and "Manage Your Shares". The "Department Course Feedback" tab is selected and highlighted with a red arrow. Below the tabs, the text "Your Department Course Feedback:" is displayed. A table lists 12 classes, each with columns for Term, Subject Area, Catalog Nbr, Class Section, Name, and View Class. The "View Class" column contains buttons for each class. The first button is highlighted with a red box, and a red arrow points to the "View Class" button in the first row. The table also includes a "Personalize" link, a "Find" search box, a "View 100" link, and pagination controls showing "1-12 of 175" items.

Term	Subject Area	Catalog Nbr	Class Section	Name	View Class
1 1134	ECN	40	00	Introduction to Economics	View Class
2 1134	ECN	40	00	Introduction to Economics	View Class
3 1134	ECN	40	00	Introduction to Economics	View Class
4 1148	ECN	40	00	Introduction to Economics	View Class
5 1148	ECN	40	00	Introduction to Economics	View Class
6 1148	ECN	40	00	Introduction to Economics	View Class
7 1148	ECN	40	00	Introduction to Economics	View Class
8 1148	ECN	40	00	Introduction to Economics	View Class
9 1148	ECN	40	00	Introduction to Economics	View Class
10 1148	ECN	40	00	Introduction to Economics	View Class
11 1148	ECN	40	00	Introduction to Economics	View Class
12 1148	ECN	40	00	Introduction to Economics	View Class

- Continue to scroll to view the average of the Instructor Questions along with the average response for each instructor question.

Instructor Question Summary

Question Number	Question Text.	5	4	3	2	1	N/A	AVG
6	1.) The instructor encouraged and motivated me to do my best in this course.	5	4	3	2	1	0	3.40
7	2.) The instructor's teaching style contributed to learning material covered in the course.	5	4	3	2	1	0	3.33
8	3.) The instructor clearly explained the goals and requirements of this course.	5	3	2	1	0	0	3.00
9	4.) The instructor presented background for concepts or skills developed in class.	5	4	3	2	1	0	3.50
10	5.) Where relevant, the instructor presented contrasting points of view on topics.	5	3	2	1	0	0	4.00
11	6.) The instructor provided valuable feedback on assignments.	5	4	3	2	1	0	3.60
12	7.) The instructor returned assignments in a timely manner.	5	3	2	1	0	0	4.00
13	8.) The instructor was accessible to students outside of class time.	5	4	3	2	1	0	3.60
14	9.) The instructor promoted an atmosphere that was conducive to students sharing ideas and knowledge.	5	4	3	2	1	0	3.60
15	10.) The instructor used student questions and comments to help students understand course material.	5	4	3	2	1	0	3.70
16	11.) The instructor was well organized and prepared for class.	5	4	3	2	1	0	3.70
17	12.) The instructor communicated enthusiasm for the subject matter.	5	4	3	2	1	0	3.60
18	13.) The instructor was respectful of differing viewpoints expressed by students.	5	4	3	2	1	0	3.50
19	14.) The instructor was responsive to student needs and concerns.	5	4	3	2	1	0	3.60
20	15.) The instructor treated students with respect.	5	4	3	2	1	0	3.70
21	16.) The instructor challenged me to think.	5	4	3	2	1	0	3.70

6. Lastly, you will see the Comments section. Student comments are bolded. You may scroll through the student comments using the right and left arrow buttons or you may use the “View All” link to see all student comments.

Comments Find | [View All](#) First 1 of 18 Last

1.) Please indicate aspects of the instructor's teaching or of the course that have been most valuable to you.

The instructor of this course kept and continued with students to help them understand the material and do the best work that they could.

A. Sharing Course Feedback

As noted in MOA # 98, faculty are allowed access to share their course evaluation data with relevant reappointment and promotions committee members. As such, instructions and PAWS screen shots for this new “sharing” feature are below.

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

My Course Feedback Feedback Shared With Me Class Summary **Manage Your Shares**

Review the list below and determine if these users should still have access to your course evaluations.

Display Name	Email Address	Remove Access
1		<input type="checkbox"/>

Use this box to give users access to your feedback. Only authorized users with access to the Course Feedback menu in PAWS will be able to view what you have shared with them.

Employee	Display Name	Email Address
1	<input type="text"/>	

Submit Changes

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.

Navigation: Favorites | Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results

My Course Feedback | Feedback Shared With Me | Class Summary | **Manage Your Shares**

Review the list below and determine if these users should still have access to your course evaluations.

Display Name	Email Address	Remove Access
1		<input type="checkbox"/>

Use this box to give users access to your feedback. Only authorized users with access to the Course Feedback menu in PAWS will be able to view what you have shared with them.

Employee	Display Name	Email Address	
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- 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.

My Course Feedback | Feedback Shared With Me | Class Summary | **Manage Your Shares**

Review the list below and determine if these users should still have access to your course evaluations.

	Display Name	Email Address	Remove Access
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Use this box to give users access to your feedback. Only authorized users with access to the Course Feedback menu in PAWS will be able to view what you have shared with them.

	Employee	Display Name	Email Address		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The “Feedback Shared With Me” tab displays course feedback data that has been shared with you.

My Course Feedback **Feedback Shared With Me** Class Summary Manage Your Shares

Feedback Shared With Me: Personalize | Find | View All | First 1-12 of 14 Last

	Term	Subject Area	Catalog Nbr	Class Section	Name	View Class
1	1148	PSY	101	01	Public Feedback	View Class
2	1148	PSY	101	02	Public Feedback	View Class
3	1148	PSY	101	03	Public Feedback	View Class
4	1148	PSY	101	04	Public Feedback	View Class
5	1148	PSY	101	05	Public Feedback	View Class
6	1152	PSY	101	01	Public Feedback	View Class
7	1154	PSY	101	01	Public Feedback	View Class
8	1154	PSY	101	02	Public Feedback	View Class
9	1154	PSY	101	03	Public Feedback	View Class
10	1154	PSY	101	04	Public Feedback	View Class
11	1156	PSY	101	01	Public Feedback	View Class
12	1158	PSY	101	01	Public Feedback	View Class