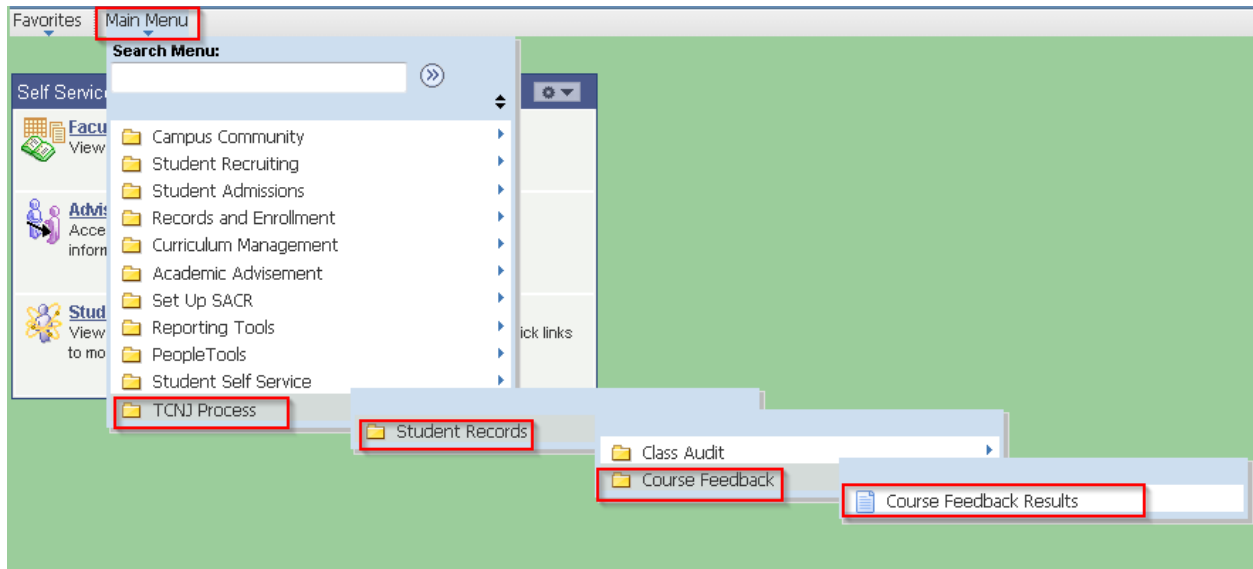# Deans - Student Feedback on Teaching
Class Summaries and
Individual Student Response Reports *(only for deans teaching a class)*

1. Please log into PAWS.

Use the following toolbar path (<u>not</u> 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.

2. 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 summaries.

The School Course Feedback tab lists all the classes for the term in your school. 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 school or use the "View All" link to display all the classes in your school for the term.

My Course Feedback	School Course Feedback	Feedback Shared With Me	Manage Your Shares

Your School Course Feedback:

Personalize | Find | View 100 | | First ◀ 1-12 of 515 ▶ Last

	Term	Subject Area	Catalog Nbr	Class Section	Name	View Class
1	1134	ECO	102	05	Naples,Michele I	View Class
2	1134	ECO	102	H1	Naples,Michele I	View Class
3	1134	ECO	210	01	Naples,Michele I	View Class
4	1148	ACC	201	01	Hughes,Peggy Ann	View Class
5	1148	ACC	201	02	Breckwoldt,Mark A	View Class
6	1148	ACC	201	03	Breckwoldt,Mark A	View Class
7	1148	ACC	201	04	Katsoupas,Dean	View Class
8	1148	ACC	201	05	Reilly,Dennis Patrick	View Class
9	1148	ACC	201	06	Hughes,Peggy Ann	View Class
10	1148	ACC	202	01	Gulati,Devendra	View Class
11	1148	ACC	202	02	Gulati,Devendra	View Class
12	1148	ACC	202	03	Lombardi,Ronald	View Class

3. The "Class Summary" tab shows the summary data for the class. The "completed feedback" ratio notes the number of students who responded compared to the number of students who were enrolled in the class. You may use the "View Individual Results" button to return to the individual student responses.

> **The Class Summary header includes:**
>
> **Instructor Name**
>
> **Class Subject/Number; Class Title; Number of Student Responses/Number of Students Enrolled and the Term**

22/28 completed feedback

2013 Spring

Question Text	Liberal Learning	Major/Minor Requirement	Major/Minor Option	General Interest	Graduate Course	Other	Blank
A.) Please indicate your reason for taking this course:							

Question Text	0-1	1-4	5-8	9-12	12+	Blank
B.) Please note the average number of hours per week doing work for this course outside of class:(e.g.,reading, group work, studying, research, assignment, etc.)						

Question Text	A	A-	B+	B	B-	C+	C	C-	D+	D	F	Blank
C.) What do you think your grade for this course will be?												

Question Text	Very High	High	Medium	Low	Very Low	Blank
D.) Level of interest in the subject matter prior to the course:						
E.) Level of interest in the subject matter after taking the course:						

4. You will see the average of the Course Questions along with the average response for each course question.

Course Question Summary

Question Number	Question Text.	5	4	3	2	1	N/A	AVG
22	1.) The course materials were well prepared and carefully explained.							
23	2.) Assignments added to my understanding of the course.							
24	3.) Where relevant, collaborative work with classmates added to my understanding of the course.							
25	4.) Required readings were valuable and enriched my learning experience.							
26	5.) The examinations or written work in the course reflected the content and emphasis of the course.							
27	6.) Methods utilized for evaluating student work were fair and appropriate.							
28	7.) I acquired valuable skills and knowledge in this course.							
29	8.) I found the course intellectually challenging.							
30	9.) I increased my ability to analyze and critically evaluate ideas, arguments, and points of view.							

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

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.

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.

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.

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.

Personalize | Find | 🗗 | ⊞ First ◄ 1 of 1 ► Last

Display Name	Email Address	Remove Access
1		☐

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.

Personalize | Find | 🗗 | ⊞ First ◄ 1 of 1 ► Last

Employee	Display Name	Email Address	
1	🔍		➕ ➖

Submit Changes

4. 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					View Class
2	1148					View Class
3	1148					View Class
4	1148					View Class
5	1148					View Class
6	1152					View Class
7	1154					View Class
8	1154					View Class
9	1154					View Class
10	1154					View Class
11	1156					View Class
12	1158					View Class