

## Instructors - Student Feedback on Teaching

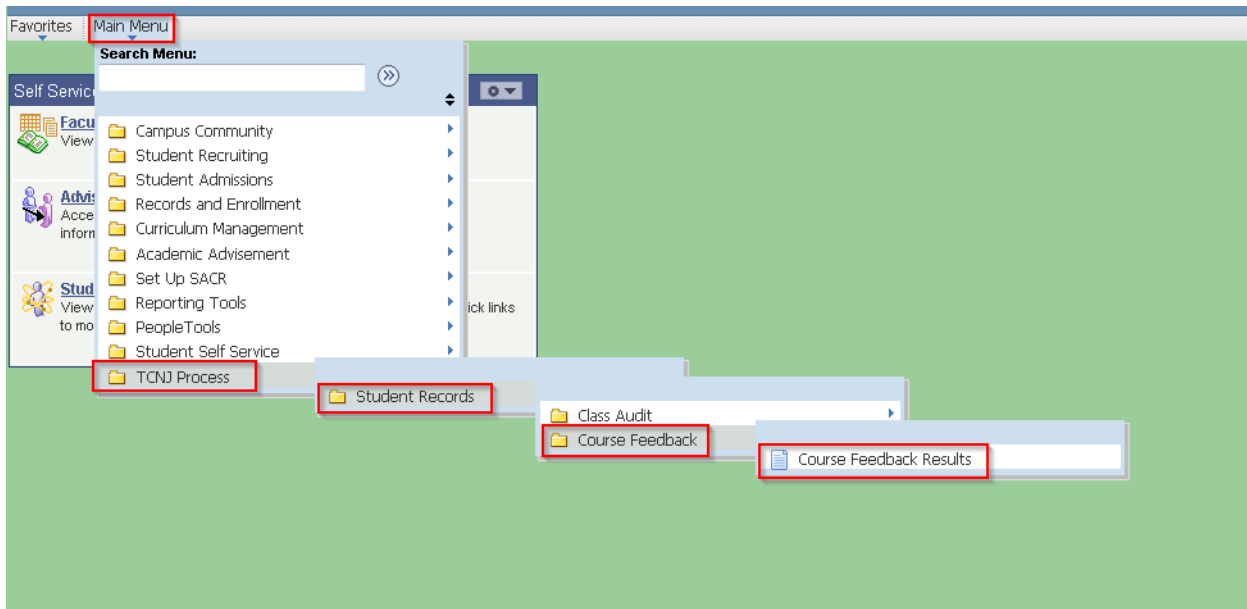
- A. Individual Student Response Reports and Class Summaries
- B. Sharing Course Feedback

### A. Individual Student Response Reports and Class Summaries

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.***

- On the “My Course Feedback” tab: Click on the “View Class” button to see the individual student response reports.

My Course Feedback:

	Term	Subject Area	Catalog Mbr	Class Section	Name	View Class
1	1134					View Class
2	1134					View Class
3	1148					View Class
4	1154					View Class
5	1154					View Class
6	1158					View Class

- Scroll down the page to view the student responses to questions (each student feedback form has questions #1-33). Student responses are bolded.

**6/14 completed feedback**

**2015 Fall**

**Individual Course Feedback Forms** 1-198 of 198

**Question Number: 1**  
A.) Please indicate your reason for taking this course:  
**Major/Minor Option**

**Question Number: 2**  
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.)  
**5-8**

**Question Number: 3**  
C.) What do you think your grade for this course will be?  
**A**

**Question Number: 4**  
D.) Level of interest in the subject matter prior to the course:  
**High**

4. Questions #1-30 are multiple choice and questions #31-33 are essay comment questions. The student comments are bolded and if a student did not enter a comment then “No Comment” is displayed.

**Question Number: 31**  
1.) Please indicate aspects of the instructor's teaching or of the course that have been most valuable to you.  
**Very responsive to questions, but never gave the answer directly, always pushed the student to think and get the answer on their own**

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**Question Number: 32**  
2.) Please indicate aspects of the instructor's teaching or of the course that you feel most need improvement.  
**participate a little more actively with lab assignments, but not too big of a deal**

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**Question Number: 33**  
3.) Please use additional space to clarify any of your responses on your overall impressions of the course.  
**Hands down one of the best professors I've had here at TCU! glad to graduate in a high note**

5. Click the “View Class Summary” button to view the summary sheet for the class.

**View Class Summary** **2015 Fall**

**Individual Course Feedback Forms** First 1-198 of 198 Last

**Question Number: 1**  
A.) Please indicate your reason for taking this course:  
**Major/Minor Option**

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**Question Number: 2**  
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.)  
**5-8**

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**Question Number: 3**  
C.) What do you think your grade for this course will be?  
**A**

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**Question Number: 4**  
D.) Level of interest in the subject matter prior to the course:  
**High**

6. 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**

To return to the individual student results, use the “View Individual Results” button.

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

**6/14 completed feedback**

[View Individual Results](#) 

**2015 Fall**

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:	0	5	1	0	0	0	0					
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.)	0	1	2	2	1	0						
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?	3	1	2	0	0	0	0	0	0	0	0	0
Question Text	Very High	High	Medium	Low	Very Low	Blank						
D.) Level of interest in the subject matter prior to the course:		2	1	3	0	0						
E.) Level of interest in the subject matter after taking the course:		5	1	0	0	0						

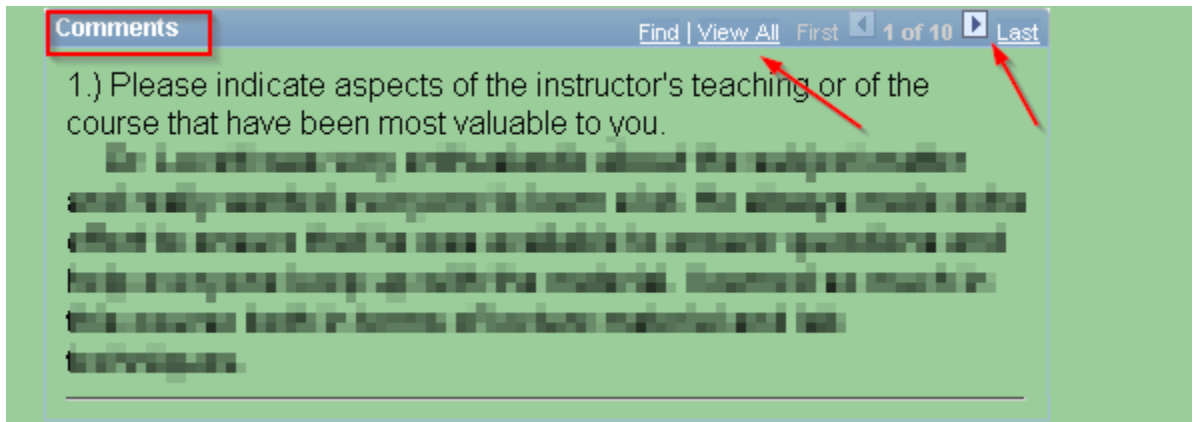
7. You will see the average of the Course Questions along with the average response for each course question.

Course Question Summary		4.87						
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.							

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

Instructor Question Summary <span style="border: 1px solid red; padding: 2px;">4.81</span>								
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.	4	3	2	1	0	0	4.00
7	2.) The instructor's teaching style contributed to learning material covered in the course.	4	3	2	1	0	0	4.00
8	3.) The instructor clearly explained the goals and requirements of this course.	4	3	2	1	0	0	4.00
9	4.) The instructor presented background for concepts or skills developed in class.	4	3	2	1	0	0	4.00
10	5.) Where relevant, the instructor presented contrasting points of view on topics.	4	3	2	1	0	0	4.00
11	6.) The instructor provided valuable feedback on assignments.	4	3	2	1	0	0	4.00
12	7.) The instructor returned assignments in a timely manner.	4	3	2	1	0	0	4.00
13	8.) The instructor was accessible to students outside of class time.	4	3	2	1	0	0	4.00
14	9.) The instructor promoted an atmosphere that was conducive to students sharing ideas and knowledge.	4	3	2	1	0	0	4.00
15	10.) The instructor used student questions and comments to help students understand course material.	4	3	2	1	0	0	4.00
16	11.) The instructor was well organized and prepared for class.	4	3	2	1	0	0	4.00
17	12.) The instructor communicated enthusiasm for the subject matter.	4	3	2	1	0	0	4.00
18	13.) The instructor was respectful of differing viewpoints expressed by students.	4	3	2	1	0	0	4.00
19	14.) The instructor was responsive to student needs and concerns.	4	3	2	1	0	0	4.00
20	15.) The instructor treated students with respect.	4	3	2	1	0	0	4.00
21	16.) The instructor challenged me to think.	4	3	2	1	0	0	4.00

9. 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 display all student comments.



## B. 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.

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="checkbox"/> <input type="checkbox"/>

Submit Changes



- 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.

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="checkbox"/> <input type="checkbox"/>

- 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="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="checkbox"/> <input type="checkbox"/>

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