## **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. If you wish to share your course feedback with a committee member, use the "Manage Your Shares" tab.

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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.

Favorites Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results					
My Course Feedback Feedback Shared With Me Class Summary Manage Your Shares					
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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.

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

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