

## 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

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**

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

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	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 Psychology	View Class
2	1148	PSY	101	02	Public Psychology	View Class
3	1148	PSY	101	03	Public Psychology	View Class
4	1148	PSY	101	04	Public Psychology	View Class
5	1148	PSY	101	05	Public Psychology	View Class
6	1152	PSY	101	01	Public Psychology	View Class
7	1154	PSY	101	01	Public Psychology	View Class
8	1154	PSY	101	02	Public Psychology	View Class
9	1154	PSY	101	03	Public Psychology	View Class
10	1154	PSY	101	04	Public Psychology	View Class
11	1156	PSY	101	01	Public Psychology	View Class
12	1158	PSY	101	01	Public Psychology	View Class