

How to Upload Student Feedback Collected through EvaluationKit

(for courses taught from Summer 2020 Session 2 onward)

EvaluationKit differs from PAWS in that you will not grant access to the results of student feedback to reappointment and promotions committee members but **you will instead upload to Faculty Process pdf files of student feedback results** downloaded from EvaluationKit.

- To share results, *including any custom questions* (if applicable):
 - Login into the “Student Feedback” application available in the today.tcnj.edu application ribbon.
 - Create and download a standard report (choose Detailed Report + Comments), which will produce a pdf file of the report.
 - Upload the pdf file to your packet in Faculty Process, following the naming instructions specified there.
- To share results, *without including your custom questions*:
 - Per MOA #120, faculty members are not required to share the results of custom questions with anyone. If you did add such questions to the survey but do not want to share the results with reappointment and promotions committee members:
 - Login into the “Student Feedback” application available in the today.tcnj.edu application ribbon.
 - Create and download a standard report (choose Detailed Report + Comments), which will produce a pdf file of the report.
 - Redact the results for custom questions by removing the results or covering them with an opaque box.
 - To redact the results yourself:
 - Use pdf-editing software (e.g., Adobe Acrobat Pro or Preview on a Mac), or
 - If you are unable to redact the results yourself, because you do not have access to software to redact the questions, or have difficulty doing so, you may send the pdf file(s) to studentfeedback@tcnj.edu at least one week before you need to upload them, and Academic Affairs will redact the results of custom questions and return to you a pdf file with the redacted results.
 - Upload the redacted pdf file to your packet in Faculty Process, following the file naming instructions specified there.