



Faculty Self-Eval: Viewing & Commenting on Reports (Chair)

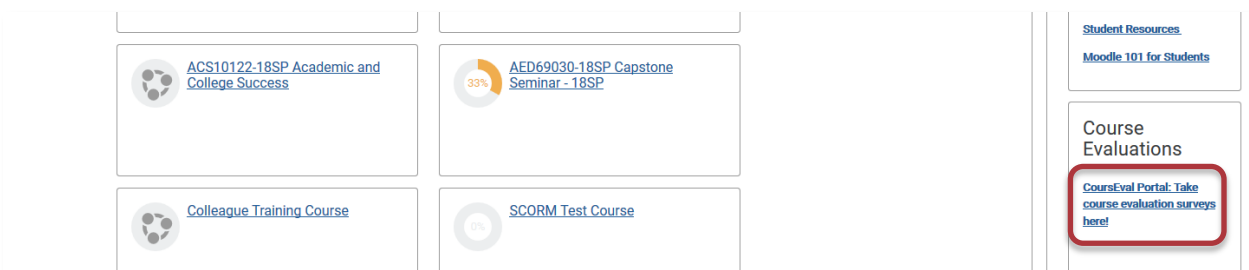
For additional questions or support, please contact [Laura Putnam](mailto:lputnam4@naz.edu) at lputnam4@naz.edu or 585-389-2011.

Faculty Self-Evaluation Reports are available to Chairs as soon as they are submitted by faculty. Reports for all department members are accessible under the *Reports* tab in the CoursEval portal.

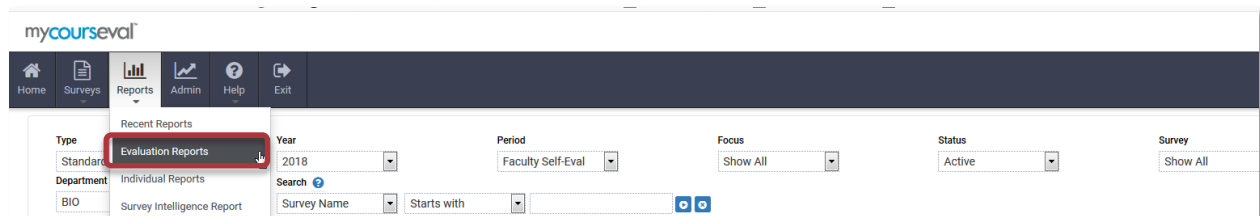
Viewing Faculty Self- Evaluation Reports

Step 1: Login to Moodle using your MyNaz Username and Password.

Step 2: Locate the *Course Evaluation* block on the Dashboard and click the **CoursEval Portal** link



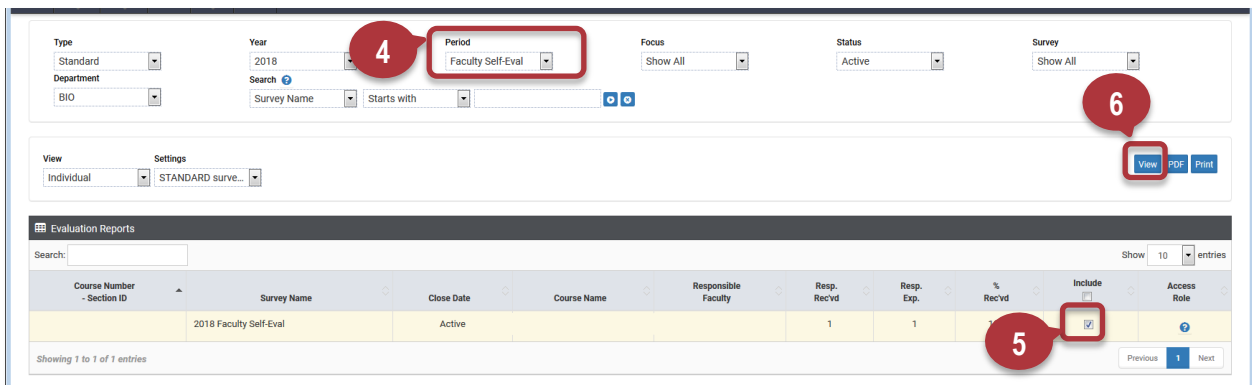
Step 3: Click the **Reports** tab and select **Evaluation Reports** from the menu.



Step 4: A list of reports will appear, click the **Period** field and select **Faculty Self-Eval** from the menu.

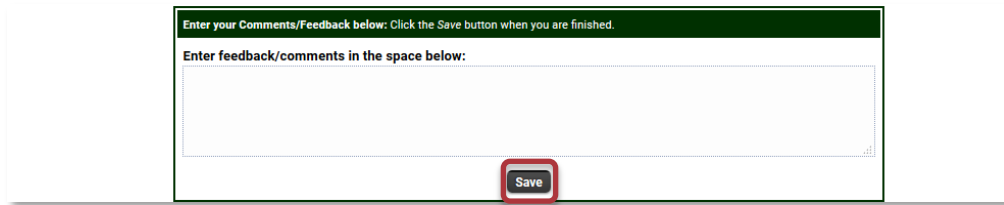
Step 5: Click the **Include** checkbox for the appropriate evaluation.

Step 6: Click **View** to access the report.



The Evaluation Report will appear in a pop-up window, scroll within the report to view the data. **Note:** If the report does not appear in a new window, verify your internet browser is NOT blocking pop-ups.

Step 7: Scroll down to the bottom of the report, enter feedback in the textbox and then click **Save**.



The screenshot shows a feedback form with a dark green header containing the text "Enter your Comments/Feedback below: Click the Save button when you are finished." Below the header is a white text area with the prompt "Enter feedback/comments in the space below:" and a large empty text box. At the bottom center of the form is a "Save" button, which is highlighted with a red square border.