



# Revising a Submitted Faculty Self-Evaluation

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

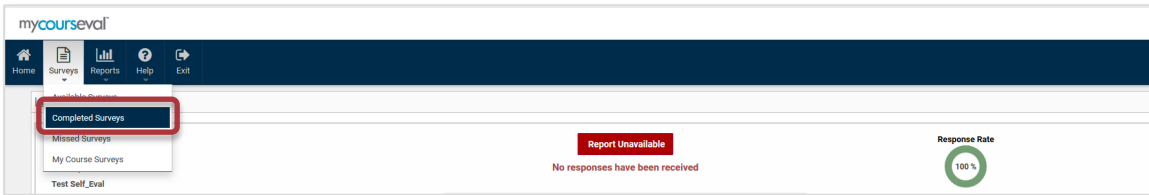
Faculty can revise previously submitted self-evaluations until the survey window is closed.

**Step 1:** Log in to the Moodle using your *MyNaz* username and password

**Step 2:** Go to the *Course Evaluations* block on your user Dashboard and click the **CoursEval Portal** link.

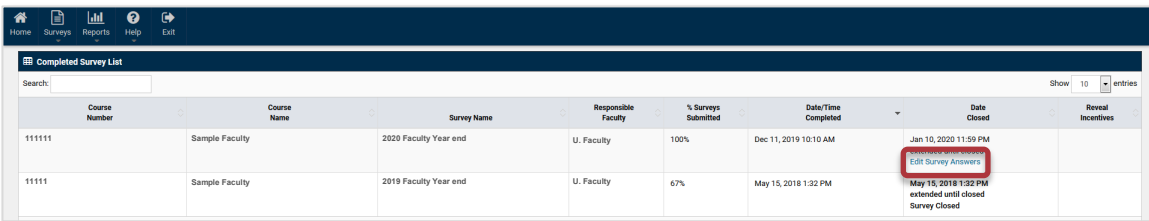


**Step 3:** Click the **Surveys** tab and select **Completed Surveys** from the drop-down menu.



**Step 4:** Located the appropriate self-evaluation and click **Edit Survey Answers**.

**Note:** If you are unable to edit your submitted survey, please contact Laura Putnam.



**Step 5:** Update your survey responses as needed. When finished scroll to the bottom of the survey and click **Save and Continue**.



**Step 6:** On the next page, click **Submit Survey** to finalize your changes.

