## **Academic Affairs**



## **Revising a Submitted Faculty Self-Evaluation**

For additional questions or support, please contact Laura Putnam at 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.

ate Finance - 19FA gement Ethics - 19FA	Lower right-hand side of the Dashboard	M0741001-19FA Management Ethics-19FA Add submission Show 5 +
jerial Uses Acct Info - 19FA cal System III - 19FA y - 19FA		Moodle Help Resources Faculty Resources. Student Resources.
aining	Click the logo to log in with your MyNaz username & password!	Video Overview for Students Course Evaluations
		CoursEval Portal: Take course evaluation surveys here!

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

mycourseval		
Horne Surveys Reports Help Exit		
Completed Surveys		
Missed Surveys My Course Surveys	Report Unavailable No responses have been received	Response Rate
Test Self_Eval		

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.

Surveys Reports Help Exit							
Completed Survey List							
arch:							Show 10 -
Course Number	Course Name	Survey Name	Responsible Faculty	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal
11111	Sample Faculty	2020 Faculty Year end	U. Faculty	100%	Dec 11, 2019 10:10 AM	Jan 10, 2020 11:59 PM Edit Survey Answers	
1111	Sample Faculty	2019 Faculty Year end	U. Faculty	67%	May 15, 2018 1:32 PM	May 15, 2018 1:32 PM extended until closed Survey Closed	

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

Scroll to the bottom		
of the survey!	Save And Continue	Abandon Changes

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

Survey Complete	
Previous Page	
Submit Survey	Abandon Changes