Faculty Feedback Quick Reference

Description: The faculty feedback tool is part of the CUWeb suite of Banner tools. It is available through a self-service Banner tab (SSB) to staff who have students registered in a course for the term in which feedback is requested.

Purpose: The tool provides an opportunity for faculty to provide feedback on academic issues that may be affecting student performance during a designated feedback period. The data are collected and reported to academic administration who advise students being monitored specifically through this application. As such it provides an avenue of communication between instructors and advisers.

Instructions:

Step 1. Logging in. Use your Clark credentials to log into the CUWeb portal and activate the “Faculty” tab. In the menu, choose ‘Faculty Feedback’

Step 2. Selecting a course on which to provide feedback. A list opens that provides information on feedback sessions that are available for your courses. Select the feedback sessions in the first column that corresponds to the first course for which you will provide feedback.

Step 3. Interacting with the feedback roster. Upon selecting the feedback session link, the class roster for the corresponding class opens. At the top of the roster is a set of instructions on how to provide feedback and how the feedback will be used. Below this text you will find a roster of the students in your class. It is this interface in which you will enter the feedback information.

Step 4. Entering feedback information. Students in the roster are identified either as ‘Monitored’ or ‘Optional’. Monitored students will show up first on the list, and these are the students for whom we are specifically requesting your feedback. Below these students are listed the students for whom information is optional.

Step 5. Providing feedback on individual students. Within the roster each row with a student’s name is preceded by a triangle. Clicking on this triangle opens the feedback checklist and comment box for that student. Note that each student has the same set of options provided and that these will become visible as you click the triangle for each student. None of these evaluations will be reported directly to students.

Different from last term: Unsatisfactory Grade Reporting. This part of the feedback form replaces the “U-report” of the past. We would like for you to enter a ‘Grade evaluation’ in the “Recommendation” column; do not use the “Estimated Grade” dropdown. The first four “Recommendation” options are qualitative grade descriptions of the student’s academic work to date in the class.

Note: This is an especially important part of the feedback and should be used for any student (not just those indicated as ‘Monitored’) who is not performing satisfactorily in the class.
Other important information.

- **Comments Section:** Below the check boxes you will find an “Enter Comments” box that can be used to enter narrative feedback for any student. This area is particularly useful to expand upon any of the check box information you provided or to enter additional information that is not captured in the check boxes.

- **Save often:** Banner has a 20 minute time-out. The save function is activated by clicking the “Submit” button, which is only available at the very bottom of the class roster, so you may need to scroll to reach that button.

- **Completing feedback:** Once you have saved your evaluation, students who are monitored will show their Faculty Feedback Status as changing from “Monitored” to “Completed”. Students who initially had an “Optional” status will have the “Optional” change to bold-face if you submit any information on them.

**User’s Guide Location:** A more detailed User's Guide can be found at the Faculty link on the Academic Advising page:

http://www.clarku.edu/offices/aac/facultysecure/