

**Faculty Self Service**

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## HOW TO ENTER FEEDBACK FOR STUDENTS

- ⇒ Log onto your portal
- ⇒ Click on the Faculty Tab
- ⇒ Under “Faculty Self Service” section select “Refer Students to Tutoring or Counseling”
- ⇒ OR you can click under Early Progress Report “Send Early Progress Report”

### Early Progress Report

- [Send Early Progress Report](#) ←
- [View Early Progress Status/Lab attendance](#)

## Refer Students to Tutoring or Counseling

 [See instructions on how to "refer students to tutoring"](#)

### List of Courses requiring your Feedback

Select to Enter Feedback	Description	Term	CRN	Course	Registered Students	Number of Monitored Students	Monitored Students that Need Feedback
Provide Feedback between Aug 26, 2016 and Dec 18, 2016	Fall 2016	Fall 2016 (201620)	22523	Intro to Psychology - PSYC 1A-11	46	5	5
Provide Feedback between Aug 26, 2016 and Dec 18, 2016	Fall 2016	Fall 2016 (201620)	22526	Intro to Psychology - PSYC 1A-15	45	1	1

- ⇒ You will see a list of your courses that require feed back. Click on “Provide Feedback”

**\*\*If the number of students differs from the number shown on your roster it is because students that should have been Monitored may have dropped the course.\*\***

⇒ All student athletes will be at the top of your roster marked as “Monitored”

## Faculty Feedback Roster

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### Course Information

#### Introduction to Psychology - PSYC 1A 11

CRN: 22523

Students Registered: 46

⚠ Please submit your feedback often. There is a 30 minute time limit starting at 11:09 am on Sep 23, 2016 for this page.

Record Sets: [1 - 25](#) [26 - 46](#)

### Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	<b>Monitored</b>	None ▾
	2	Jaime, Jesse R.	A02718994	<b>Monitored</b>	None ▾
	3	Kelly, Kevin T.	A02822074	<b>Monitored</b>	None ▾
	4	Limon, David	A01601620	<b>Monitored</b>	None ▾
	5	Sandoval, Nicolas A.	A02898736	<b>Monitored</b>	None ▾
	6	Abney, Carson G.	A02925819	Optional	None ▾
	7	Arciniega, Domonique	A02839573	Optional	None ▾
	8	Arriaga, Lucila	A01553745	Optional	None ▾

- ⇒ Click the green “+” under the “Expand” column to display the Feedback content. It will change to a “-”.
- ⇒ Enter the Estimated Grade and Feedback for each “monitored” student athlete.

**Course Information**

**Introduction to Psychology - PSYC 1A 11**

CRN: 22523  
 Students Registered: 46

⚠ Please submit your feedback often. There is a 30 minute time limit starting at 11:09 am on Sep 23, 2016 for this page.

Record Sets: [1 - 25](#) [26 - 46](#)

**Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016**

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	Monitored	D
		<b>Select any issues that apply</b>			
		<b>Offer one or more recommendations</b>			
		<input type="checkbox"/> Academic Counseling <input type="checkbox"/> Behavior Issues <input type="checkbox"/> Career Counseling <input type="checkbox"/> Foundational Concepts - Math <input type="checkbox"/> Foundational Concepts - Writing <input checked="" type="checkbox"/> Incomplete Homework <input checked="" type="checkbox"/> Low Attendance <input type="checkbox"/> Low Test Score <input type="checkbox"/> Material Review <input checked="" type="checkbox"/> Missing Course Materials <input type="checkbox"/> None <input type="checkbox"/> Personal Counseling			
		<input type="checkbox"/> Visit the American Language (AMLA) Tutoring Center <input type="checkbox"/> Visit the Counseling Center <input type="checkbox"/> Visit the EOPS Tutoring Center <input type="checkbox"/> Visit the Learning Assistance Center (LAC) <input checked="" type="checkbox"/> Visit the Math Activities Resource Center (MARC) <input type="checkbox"/> Visit the Speech and Sign Success Center (SSSC) <input type="checkbox"/> Visit the Transfer-Math Activities Resource Center (T-MARC) <input checked="" type="checkbox"/> Visit the WIN Program <input type="checkbox"/> Visit the Writing Center			
		Enter Comments for Student:			
		<input type="text" value="Student needs to purchase book required for course."/>			
	2	Jaime, Jesse R.	A02718994	Monitored	None
	3	Kelly, Kevin T.	A02822074	Monitored	None

⇒ When you have completed all feedback click “Submit” at the bottom of the list. You should notice the status changed to “Completed”

	20	Fernandez, Ruthie S.	A02822788 Optional	None ▾
	21	Galvan, Beatriz G.	A02758123 Optional	None ▾
	22	Garay, Jeeltzel E.	A01458842 Optional	None ▾
	23	Gopar, Luis	A02677631 Optional	None ▾
	24	Goss, Xavier R.	A01782042 Optional	None ▾
	25	Gutierrez, Filiberto	A01459029 Optional	None ▾

## Faculty Feedback Roster

**The changes have been made successfully!**

### Course Information

**Introduction to Psychology - PSYC 1A 11**

**CRN:** 22523

**Students Registered:** 46

Please submit your feedback often. There is a 30 minute time limit starting at 11:25 am on Sep 23, 2016 for this page.

Record Sets: [1 - 25](#) [26 - 46](#)

**Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016**

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	Completed	D ▾
	2	Jaime, Jesse R.	A02718994	Completed	A ▾
	3	Kelly, Kevin T.	A02822074	Completed	C ▾
	4	Limon, David	A01601620	Completed	C ▾
	5	Sandoval, Nicolas A.	A02898736	Completed	B ▾

⇒ If you have only entered an “estimated grade”, the status will not change to “Completed”. You must click on an issue/recommendation and/or enter comments in order for status to update.