HOW TO ENTER FEEDBACK FOR STUDENTS

1. Log onto your portal https://myportal.mtsac.edu/cp/home/displaylogin
2. Click on the Faculty Tab
3. Under “Faculty Self Service” section select “Refer Students to Tutoring or Counseling”
4. You will see a list of your courses that require feedback. Click on “Provide Feedback”

Refer Students to Tutoring or Counseling

See instructions on how to “refer students to tutoring”

<table>
<thead>
<tr>
<th>List of Courses requiring your Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select to Enter Feedback</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
</tbody>
</table>

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

**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.**

Faculty Feedback Roster

Mar 13, 2015 04:05 pm

Course Information
Career/Life Planning - COUN 5-01
CRN: 43241
Students Registered: 36

⚠️ Please submit your feedback often. There is a 30 minute time limit starting at 04:05 pm on Mar 13, 2015 for this page.

Record Sets: 1 - 25 26 - 36

<table>
<thead>
<tr>
<th>Faculty Feedback Period from Feb 23, 2015 To Jun 14, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show/Hide Record Number</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>▶ 1</td>
</tr>
<tr>
<td>▶ 2</td>
</tr>
<tr>
<td>▶ 3</td>
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<tr>
<td>▶ 4</td>
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<td>▶ 5</td>
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<td>▶ 6</td>
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<td>▶ 7</td>
</tr>
<tr>
<td>▶ 8</td>
</tr>
<tr>
<td>▶ 9</td>
</tr>
</tbody>
</table>
6. Click the “▶” on “Show/Hide” column to display the Feedback content.

7. Enter the Estimated Grade and Feedback for each “monitored” student athletes and click “Submit” at the bottom of the page.

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**Course Information**

**Career/Life Planning - COUN 5 01**

CRN: 43241
Students Registered: 36

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⚠ Please submit your feedback often. There is a 30 minute time limit starting at 04:05 pm on Mar 13, 2015 for this page.

Record Sets: 1 - 25 26 - 36

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**Faculty Feedback Period from Feb 23, 2015 To Jun 14, 2015**

<table>
<thead>
<tr>
<th>Show/Hide</th>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Faculty Feedback Status</th>
<th>Estimated Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼</td>
<td></td>
<td>Ball, Jhaylen M.</td>
<td></td>
<td>Monitored</td>
<td>D ▼</td>
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<tr>
<td>▼</td>
<td></td>
<td>Brenner, Jordan M.</td>
<td></td>
<td>Monitored</td>
<td>None ▼</td>
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<tr>
<td>▼</td>
<td></td>
<td>Cisneros, Allegra M.</td>
<td></td>
<td>Monitored</td>
<td>None ▼</td>
</tr>
</tbody>
</table>

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Select any issues that apply

- Incomplete Homework
- Low Attendance
- Low Test Score
- Material Review
- Missing Course Materials
- None
- Personal Counseling

Offer one or more recommendations

- Visit the American Language (AMLA) Tutoring Center
- Visit the Counseling Center
- Visit the EOPS Tutoring Center
- Visit the Learning Assistance Center (LAC)
- Visit the Math Activities Resource Center (MARC)
- Visit the Speech and Sign Success Center (SSSC)
- Visit the Transfer-Math Activities Resource Center (T-MARC)
- Visit the WIN Program
- Visit the Writing Center

Enter Comments:

Bring books to class every meeting

---

Submit  Reset
8. You should notice the status changed to “Completed”

**Course Information**

**Career/Life Planning - COUN 5 01**  
CRN: 43241  
Students Registered: 36

△ Please submit your feedback often. There is a 30 minute time limit starting at 04:16 pm on Mar 13, 2015 for this page.

Record Sets: 1 - 25  26 - 36

**Faculty Feedback Period from Feb 23, 2015 To Jun 14, 2015**

<table>
<thead>
<tr>
<th>Show/ Hide</th>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Faculty Feedback Status</th>
<th>Estimated Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Ball, Jhaylen M.</td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td>Brenner, Jordan M.</td>
<td></td>
<td>Completed</td>
<td>A ▼</td>
</tr>
</tbody>
</table>

Select any issues that apply

- [ ] Academic Counseling
- [ ] Behavior Issues
- [ ] Career Counseling
- [ ] Foundational Concepts - Math
- [ ] Foundational Concepts - Writing
- [ ] Incomplete Homework
- [ ] Low Attendance
- [ ] Low Test Score
- [ ] Material Review
- [ ] Missing Course Materials

**Offer one or more recommendations**

- [ ] Visit the American Language (AMLA) Tutoring Center
- [ ] Visit the Counseling Center
- [ ] Visit the EOPS Tutoring Center
- [ ] Visit the Learning Assistance Center (LAC)
- [ ] Visit the Math Activities Resource Center (MARC)
- [ ] Visit the Speech and Sign Success Center (SSSC)
- [ ] Visit the Transfer-Math Activities Resource Center (T-MARC)
- [ ] Visit the WIN Program
- [ ] Visit the Writing Center

Enter Comments:

Jordan is doing great!

<table>
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<th>ID</th>
<th>Faculty Feedback Status</th>
<th>Estimated Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>Cisneros, Allegra M.</td>
<td></td>
<td>Completed</td>
<td>C ▼</td>
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<tr>
<td></td>
<td>4</td>
<td>Gillespie, Crayon T.</td>
<td></td>
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<tr>
<td></td>
<td>5</td>
<td>McLean, Chris</td>
<td></td>
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<td>B ▼</td>
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<tr>
<td></td>
<td>6</td>
<td>Rehrer, Jacob P.</td>
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<td>A ▼</td>
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<tr>
<td></td>
<td>7</td>
<td>Aldana, Tara M.</td>
<td></td>
<td>Optional</td>
<td>None ▼</td>
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</tbody>
</table>