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 feed back. Click on "Provide Feedback"

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	Monitored	
Provide Feedback between Feb 23, 2015 and Jun 14, 2015	Spring 2015	Spring 2015(201440)		Career-Life Planning - COUN 5-	36	8	8

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

A 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

Faculty Feedback Period from Feb 23, 2015 To Jun 14, 2015							
	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade		
•	1	Ball, Jhaylen M.	1	Monitored	None ▼		
▶	2	Brenner, Jordan M.		Monitored	None ▼		
>	3	Cisneros, Allegra M.		Monitored	None ▼		
>	4	Gillespie, Cravon T.		Monitored	None ▼		
>	5	McLean, Chris	i	Monitored	None ▼		
>	6	Rehrer, Jacob P.		Monitored	None ▼		
>	7	Aldana, Tara M.	ı	Optional	None ▼		
•	8	Alonzo, Jorge I.		Optional	None ▼		
•	9	Brown, Zachary D.		Optional	None ▼		

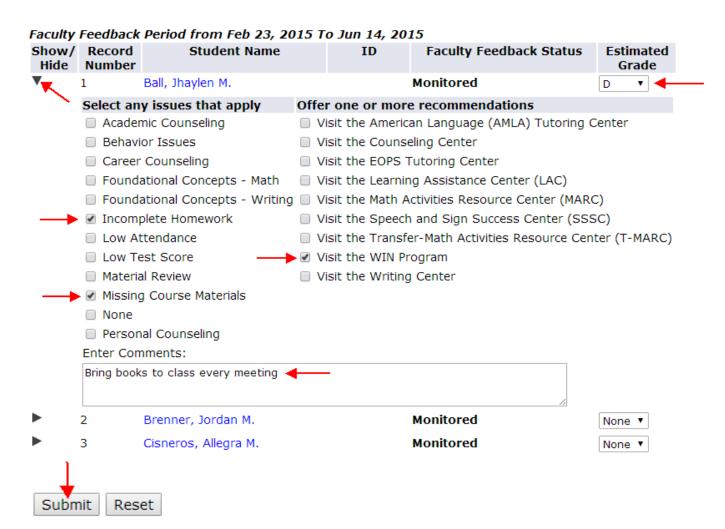
- 6. Click the "▶" on "Show/Hide" column to display the Feedback content.
- 7. Enter the Estimated Grade and Feedback for each "monitored" student athletes and click "Submit" at the bottom of the page.

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



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

Faculty Feedback Period from Feb 23, 2015 To Jun 14, 2015							
Show/ Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade		
•	1	Ball, Jhaylen M.		Completed 	D ▼		
•	2	Brenner, Jordan M.		Completed	A ▼		
	Select an	y issues that apply	Offer one or more recommendations				
	Acade	an Language (AMLA) Tutoring	Center				
	Behav	ior Issues	☐ Visit the Counseling Center				
	Career	r Counseling	☐ Visit the EOPS	Tutoring Center			
	☐ Foundational Concepts - Math ☐ Visit the Learning Assistance Center (LAC)						
	☐ Foundational Concepts - Writing ☐ Visit the Math Activities Resource Center (MARC)						
	☐ Incomplete Homework ☐ Visit the Speech and Sign Success Center (SSSC)						
	■ Low Attendance ■ Visit the Transfer-Math Activities Resource Center (T-MAR						
	□ Low Test Score □ Visit the WIN Program						
	■ Materi	al Review	☐ Visit the Writing Center				
	Missin	g Course Materials					
	✓ None						
	Personal Counseling						
	Enter Comments:						
	Jordan is doing great!						
•	3	Cisneros, Allegra M.		Completed	C •		
•	4	Gillespie, Cravon T.		Completed	C •		
•	5	McLean, Chris		Completed	B ▼		
•	6	Rehrer, Jacob P.		Completed	A ▼		
•	7	Aldana, Tara M.		Optional	None ▼		