

# HOW TO ENTER FEEDBACK FOR STUDENTS

- ⇒ Log onto your portal
- ⇒ Click on the Faculty Tab
- ⇒ Under “Affiliate Program” section select the first option “Send Early Progress Report”

## Affiliate Program

- Send Early Progress Report
- View Early Progress Status/Lab attendance
- Recommend Students to the Honors Program
- Refer Students to Behavior & Wellness Team
- Refer Students for Student Misconduct
- Refer Students to Academic, Financial, or Personal Support Services (Student Hub)
- Refer Students to Tutoring, Counseling, or Special Programs such as EOPS, CalWORKs, etc.

## 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
<a href="#">Provide Feedback between Aug 26, 2016 and Dec 18, 2016</a>	Fall 2016	Fall 2016 (201620)	22523	Intro to Psychology - PSYC 1A-11	46	5	5
<a href="#">Provide Feedback between Aug 26, 2016 and Dec 18, 2016</a>	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

---

### 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.