



Faculty Feedback

Submitting Faculty Feedback

1. Go to **my.purchase.edu**.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Faculty Feedback**.

This will bring up a list of your classes. Click on **Provide Feedback** on the left side of the screen to begin.

Personal Information Faculty Services

Midterm Warnings

Home > Faculty and Advisors > Midterm Warnings > Provide Feedback for another Course

Select to Enter Feedback	Description	Term	CRN	Course	Registered
Provide Feedback between Aug 23, 2014 and Oct 31, 2014	Fall Midterm Warning	Fall 2014(201440)	40059	Intro to Soc & Cult Anthro - ANT 1500-0	36
Provide Feedback between Aug 23, 2014 and Oct 31, 2014	Fall Midterm Warning	Fall 2014(201440)	40135	Chemistry Senior Seminar I - CHE 4880-0	7
Provide Feedback between Aug 23, 2014 and Oct 31, 2014	Fall Midterm Warning	Fall 2014(201440)	40369	Western Civilization I - HIS 1010-0	33

A list of your students will appear on the next screen.

Course Information

Introduction to Social and Cultural Anthropology - ANT 1500-0

CRN: 40059

Students Registered: 36

Please submit your feedback often. There is a 15 minute time limit starting at 03:06 p

Faculty Feedback Period from Aug 23, 2014 To Oct 31, 2014

Show/Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1	[Redacted]	[Redacted]	Monitored	None
▶	2	[Redacted]	[Redacted]	Optional	None
▶	3	[Redacted]	[Redacted]	Optional	None
▶	4	[Redacted]	[Redacted]	Optional	None
▶	5	[Redacted]	[Redacted]	Optional	None
▶	6	[Redacted]	[Redacted]	Optional	None
▶	7	[Redacted]	[Redacted]	Optional	None
▶	8	[Redacted]	[Redacted]	Optional	None
▶	9	[Redacted]	[Redacted]	Optional	None

Under the column **Faculty Feedback Status**, it will say either **Monitored** or **Optional**. If the status is **Monitored**, you must fill out the questionnaire as fully as possible, even if the student is doing well and not in danger of failing. Open the questionnaire by clicking the arrow to the left of the student's name.



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	5	 Olivia R.	 Optional	None ▾
	6	 Frandy A.	 Optional	None ▾
	7	 Kenneth	 Optional	None ▾

If **Optional** is listed in the Status column, you can skip the student *unless you need to report that the student is not doing well (i.e. in danger of receiving a D or F)*. If that is the case, please check the box that says “Student is in danger of failing.” There is no need to make any other notations.

Please hit the SUBMIT button often, as the screen will time out after 15 minutes. Once you hit submit, previous notations will be saved for those students you have completed.

