

my Heliotrope User Guide

Faculty Feedback

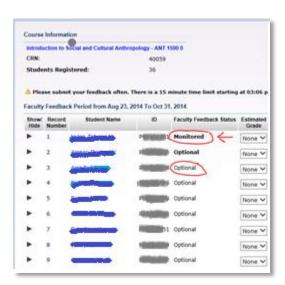
Submitting Faculty Feedback

- 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.



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



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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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.