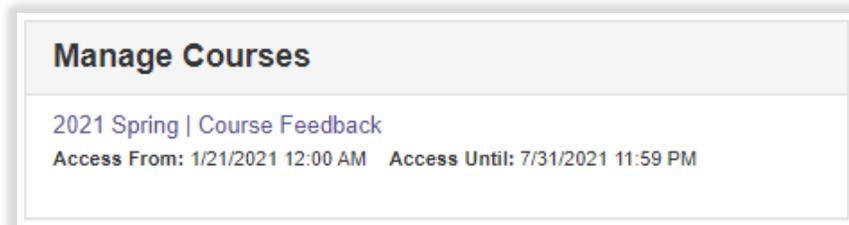
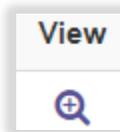


The following checklist will assist administrators to ensure all steps have been followed in the course confirmation process.

All steps occur within the Manage Courses widget located in the lower left side of the course feedback system's dashboard:



First, click a semester project hyperlink within the widget. On the next page, click the icon in the “View” column to see the list of courses included in the current project.



- Validate that all courses that will be receiving a course feedback form are listed for your school/college or department.**

HELPFUL TIPS:

- ✓ You can filter to bring up a specific course(s) or instructor by using the Search Courses feature at the top of page.
- ✓ You can sort the Project Courses table in different ways by clicking on table headings.
- ✓ The following types of courses are excluded: experience credit, internships, international courses (offered through Syracuse Abroad by educational institutions outside the U.S.), independent study, individualized study, thesis, field placement, and dissertation.
- ✓ For courses that need to be added or removed, please contact IEA (coursefeedback@syr.edu) with the list of courses.

- Validate that the instructors associated with each course are accurate.**

HELPFUL TIPS:

- ✓ Administrators can remove an instructor from a course. Click on the hyperlinked number in the “Instructors” column to view assigned instructors. The number indicates how many instructors are

assigned to that course. In the “Enrolled Instructors” popup window, choose the checkbox next to the instructor you want to remove, then click the *Unenroll Selected Instructors* hyperlink.

- ✓ If no instructor is listed for a course, the course feedback form will only include the common questions unless the course has a TA listed instead (see more below).
- ✓ If any instructors are missing, please contact IEA (coursefeedback@syr.edu) with the list of missing instructors and associated courses.

Validate that the TAs associated with each course are accurate.

HELPFUL TIPS:

- ✓ TAs can be assessed either in a separate form that the school/college or department designates or included as part of the school/college or department’s course feedback form. If a question is specific to TAs only, it will be enabled as a “Teaching Assistant” question and displayed only if a TA is assigned to a course.
- ✓ If any TAs are missing or assigned incorrectly, please contact IEA (coursefeedback@syr.edu) with the list of TAs and associated courses.

Communicate to the IEA team (coursefeedback@syr.edu) any courses that need to be merged or are crosslisted.

HELPFUL TIPS:

- ✓ Once courses are merged, only the assigned parent course will hold and display the results in the system.
- ✓ Merged and crosslisted courses will be displayed separately in your view within Manage Courses even after the merge or cross-listing occurs.

Preview the feedback form for courses to confirm it is accurate.

HELPFUL TIPS:

- ✓ If there are any discrepancies in the feedback form assigned to a course, please contact IEA (coursefeedback@syr.edu) with this information.

Other items that can be confirmed in the Manage Courses widget:

- ✓ **Enrolled Students:** by clicking on the hyperlinked number in the “Students” column, you can view a list of students who are currently enrolled in that course.
- ✓ **Survey start and end dates:** the start and end dates on the table indicate the start and end of the course feedback survey. These dates can be reviewed to ensure they coincide with the University’s expected course feedback timeframe.