

# Faculty Feedback User Guide

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## Faculty Feedback Location

The Faculty Feedback tool lives in OSU's Online Services. You may access it through MyOSU under the 'Faculty/Advisor' tab in MyOSU (myosu.oregonstate.edu).

The screenshot shows the MyOSU Faculty Dashboard. At the top, there is a navigation bar with tabs: Welcome, Graduate Student, Student, Paying for College, **Faculty/Advisor** (circled in red), and Enroll. The main content area is divided into several sections:

- Faculty Dashboard**
  - My Classes**

<a href="#">COLLEGE READING</a>		ALS	102	Fall 2019			
<a href="#">*ENGLISH COMPOSITION</a>		WR	121	Fall 2019			
  - Learn@OregonState**
    - [Canvas / Learn@OregonState](#)
    - [Canvas / Learn@OregonState Support Info](#)
  - Faculty Grade Assignment**
    - Grade Status** Final Grades ▼

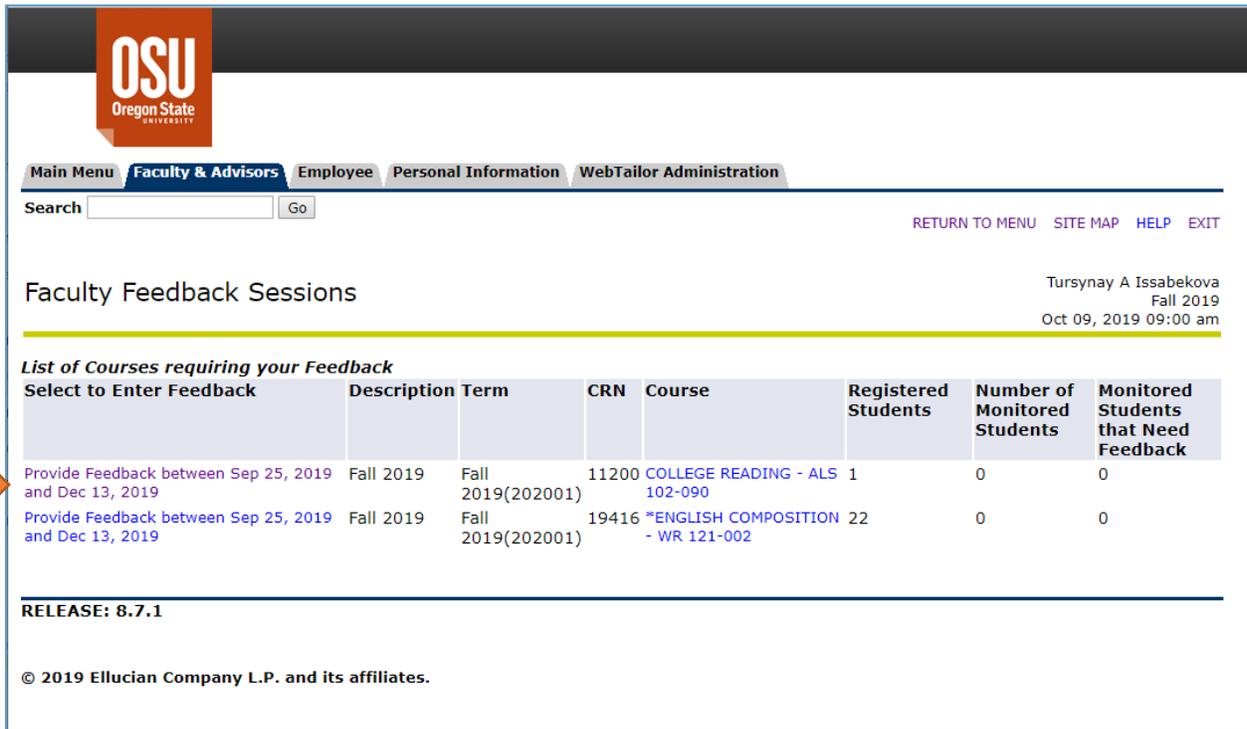
Status	Course Title	Dept	CSN	Term
No Final Grades are required at this time.				
- Faculty Tool Kit** (circled in red)
  - [Faculty Feedback](#)
  - [Mid-Term Grade Worksheet](#)
  - [Final Grades Menu](#)
  - [Faculty Grade Entry - New](#)

- Important Dates**
- [Academic Calendar](#)
  - Oct 11 [Last Day to Audit a Fall Term Course](#)
  - Oct 13 [Last Day to Add a Fall Term Course Online with Dept. Approval](#)
  - Oct 13 [Super Term Deadline to Add a Course](#)
  - Oct 17 [Fall Term 5A Module Deadline to Withdraw from a Course](#)
  - Oct 17 [Fall Term 5A Module Grading Basis Change Deadline](#)
- Quick Links**
- [Expand All](#) | [Collapse All](#)
- [Graduate School](#)
- [Policies & Procedures](#)
- [Research](#)
- [Services](#)
- [Teaching & Curriculum](#)

Once you click on 'Faculty Feedback,' you will arrive at a screen that looks like this:

## Providing Feedback

Here you will see all courses for which you serve as the instructor. Click on 'Provide Feedback' link for the course serving those students you wish to address with this additional intervention. Clicking 'Provide Feedback' will display your entire class roster.



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**Faculty Feedback Sessions** Tursynay A Issabekova  
Fall 2019  
Oct 09, 2019 09:00 am

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*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 Sep 25, 2019 and Dec 13, 2019</a>	Fall 2019	Fall 2019(202001)	11200	<a href="#">COLLEGE READING - ALS 102-090</a>	1	0	0
<a href="#">Provide Feedback between Sep 25, 2019 and Dec 13, 2019</a>	Fall 2019	Fall 2019(202001)	19416	<a href="#">*ENGLISH COMPOSITION - WR 121-002</a>	22	0	0

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## Faculty Feedback Roster

Tursynay A Issabekova  
Fall 2019  
Oct 09, 2019 09:05 am

**?** This form is to be used when your concern for a student has elevated. The assumption is that you have already communicated initial concerns to the student via Canvas, or in person, with little or no change to the situation. To provide feedback for a student:

- Click on the caret arrow to expand the feedback options
- Select the appropriate issue(s)
- Select the appropriate additional contexts(s)
- If applicable, select an estimated grade
- Click Submit.

For additional details on how to use Faculty Feedback tool, [click here](#). To learn more about Faculty Feedback Early Alert Initiative, [click here](#).

**Course Information**  
**COLLEGE READING - ALS 102 090**  
CRN: 11200  
Students Registered: 1

**⚠ Please submit your feedback often. There is a 60 minute time limit starting at 09:05 am on Oct 09, 2019 for this page.**

**Faculty Feedback Period from Sep 25, 2019 To Dec 13, 2019**

Show/Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1	Test Person REGISTRAR, Eileen	933012345	Optional	None ▼

Submit Reset

**⚠ Please submit your feedback often. There is a 60 minute time limit on this page.**

[\[ Provide Feedback for another Course \]](#)

You will address students individually. Once you see a student you wish to address for additional intervention, click the caret in the 'Show/Hide' column. Upon clicking the caret, the form will display a dropdown menu with Issues that apply to the student and 'Additional Context' statements.

Once you see this dropdown menu, select at least one issue from the left column and at least one additional context statement from the right side. If you wish, please offer additional comments in the open text box at the bottom. Once complete, click submit.

**Course Information**  
**COLLEGE READING - ALS 102 090**  
 CRN: 11200  
 Students Registered: 1

⚠ Please submit your feedback often. There is a 60 minute time limit starting at 04:36 pm on Nov 05, 2019 for this page.

**Faculty Feedback Period from Sep 25, 2019 To Dec 13, 2019**

Show/Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▼	1	Test Person REGISTRAR, Eileen	933012345	Optional	None ▼

**Select the description of the situation and the corresponding outreach office:**

Are you aware of unexpected life events or personal crises that this student is experiencing? Please connect with Student Care to support this student's ongoing success via [link](#) or phone 541-737-8748.

Student is not responding to my repeated attempts at outreach; therefore, I'm requesting the student's college student success team, or advising office, contact the student.

Student would benefit from academic support, in addition to the course resources already provided; therefore, I'm requesting the Academic Success Center contact the student.

**Check any of the follow that apply to this situation**

Early assignment deadlines have been missed

Excessive absences/tardiness

Graded work is not meeting standard to be successful in the course

Inadequate engagement during class (face-to-face or online)

Other (open ended)

Optional: Additional information or comments for the office conducting outreach. Please limit the comment to 30 characters.  
 Does not engage.

Submit Reset

⚠ Please submit your feedback often. There is a 60 minute time limit on this page.

[ [Provide Feedback for another Course](#) ]

After clicking 'Submit,' your feedback will enter a queue where it will be sent to the corresponding office, the student, and to yourself within 24 hours. Samples of the communications that each party will receive are as follows, UNLESS you clicked the first option. If you clicked the first option, we ask that you click on the **Student Care team link** and fill out their form for supporting the student (see the red box on the image above).

**NOTE:** Responses that indicate only the first situation regarding an unexpected life event or personal crisis will not be sent to any office. The provided link must be used to communicate with Student Care Team about these cases.

### Sample Communication to Corresponding Office

Dear College Success Office,

A 'Faculty Feedback' report has been submitted to your office. The details of this submission are below.

<i>Student Name</i>	<b>Test Person REGISTRAR, Eileen</b>
<i>Student email address</i>	<a href="mailto:testpere@oregonstate.edu">testpere@oregonstate.edu</a>
<i>Student College and Major</i>	<b>College of Public Health and Human Science, Kinesiology</b>
<i>Instructor Name</i>	<b>John Snow</b>
<i>Course, Section, Meeting Time</i>	<b>MTH 112, 010, M/W/F – 12:00 pm to 1:50 pm</b>

The faculty member who submitted the form selected these options for outreach:  
 Issues:

- ***The student is not responding to my email outreach, that is why I'm requesting support from the College student success office.***

The Faculty member who submitted this form indicated the following details apply to this student situation:

- ***Early assignment deadlines have been missed***

- **Excessive absences/tardiness**

At the time of submission, the student received notification of the submission and was informed that they'd be hearing from someone in your office.

As you prepare to reach out to the student, please consider:

- Tracking your outreach efforts as end-of-term assessment will ask for a summary of your outreach and interactions with the student.
- You do not need to follow up with the faculty member who submitted the report; but, if it would inform your outreach, you are certainly welcome to do so.
- If you have any questions about the Faculty Feedback initiative, please contact me by phone (7-2070) or email ([jesse.nelson@oregonstate.edu](mailto:jesse.nelson@oregonstate.edu)).

Sincerely,  
Jesse Nelson, Ph.D.  
Associate Vice-Provost, Office of Academic Achievement

## Sample Communication to Student

Dear *Benny*,

My name is [*instructor name*], and I am your instructor for [*course name, day and time*]. Because I want you to be successful in this course and at OSU, I am writing to let you know that I am connecting you with additional university resources.

*[Customized portion based on what checkbox the instructor checked]*  
*[This text is used if issue 2 is selected]*

*While I have previously attempted to reach out to you, we have had difficulty connecting; therefore, I have asked our college student success team to reach out to you. They are an excellent resource for connecting you with other university resources and ensuring you have what you need to be successful on your academic path.*

*[This text is used if issue 3 is selected]*

*In addition to the course resources we have previously discussed, I've asked the Academic Success Center (ASC) to also reach out to you. They have a variety of resources (from time management to study skills to tutoring) to further support your academic work. The ASC meets with students from all majors.*

As always, I am happy to meet with and support you. Let me also add, if you are experiencing difficulty in other classes, or in navigating a life situation, I encourage you to visit this informational website: <https://counseling.oregonstate.edu/reach-out-success>.

Please treat this message with attention. I am trying to help you connect with resources because I am concerned and would like to see you be successful.

*Instructor Name*  
*Instructor Email*  
*Course Name*  
*Course Time*

## Communication to Faculty Member who Submitted Feedback

Dear [Faculty Name],

We received the following feedback from you and appropriate services on campus have been notified. Thank you for putting the time in to communicate with us. We're grateful that you care about the students. Although you will likely not hear back directly by way of follow up, please know the [referral office(s)] will reach out to the student. If you have any further questions about the Faculty Feedback initiative, please contact Jesse Nelson, Associate Vice-Provost, Office of Academic Achievement, by phone (7-2070) or email ([jesse.nelson@oregonstate.edu](mailto:jesse.nelson@oregonstate.edu)).

You may access the sample emails that were sent to [the student](#) and to [the services](#) on campus.

<b>Student Name</b>	<b>Term</b>	<b>CRN</b>	<b>Subject and Course</b>	<b>Selected Issues of Concern:</b>	<b>OSU Service Notified</b>
Test Person, Eileen	Fall 2019	12345	WR 121	Student is not responding to my repeated attempts at outreach; therefore, I'm requesting the student's college student success team, or advising office, contact the student.	College Advising

## FAQs on How to Use Faculty Feedback

- 1. How is the communication about my feedback delivered to appropriate services?**  
There are automated processes that look for the feedback submitted through a day by faculty members. The process informs the Academic Success Center, and/or College Advisors based on the issues that faculty selects in their feedback.
- 2. Does the student get any notification about the feedback I submitted?**  
Yes, student will receive a customized email that looks like it came from you. We include custom text that describes your concern based on the issues selected. See the Sample Communication to Student section of this document.
- 3. Will get any notification about the feedback I submitted?**  
Yes, you will receive an email once a day that summarizes the feedback you submitted, names of students, course information, and the offices that receive your feedback.
- 4. What is the Faculty Feedback Status column for?**

This column is currently not used at OSU. Faculty Feedback has an ability to mark certain students as mandatory for feedback. Currently all students are marked as optional. We apologize for the inconvenience and confusion this column may cause.

**5. How do I contact the Student Care Team about a student of concern?**

Please contact the Student Care Team by filling out this [link](#) or calling them at 541-737-8748.