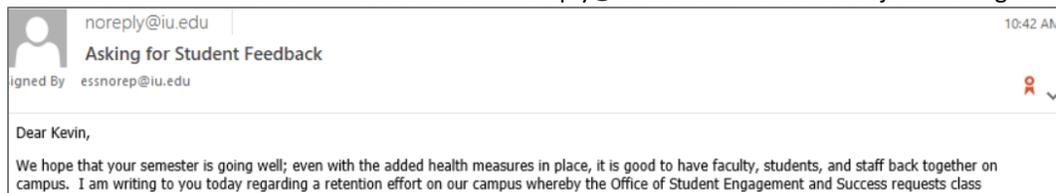
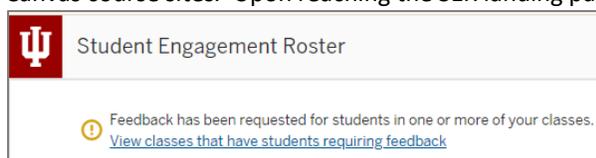


How to submit early evaluations via the Student Engagement Roster (SER) as requested via Progress Reports

1. Per Bloomington Faculty Council mandate, all students new to IU-Bloomington (including first-year beginners and transfer students) shall receive feedback on their progress in coursework during their first two semesters at IUB. The primary means of providing this feedback is the Student Engagement Roster.
2. If you are the instructor of record, you will be notified of students requiring feedback no later than the end of the fourth week of the term. The email will be sent from 'noreply@iu.edu' and have the subject "Asking for Student Feedback"



3. Upon receipt of email, you will be directed via link to the SER landing page. This same link is available via One.IU and Canvas course sites. Upon reaching the SER landing page, you will see the following message:

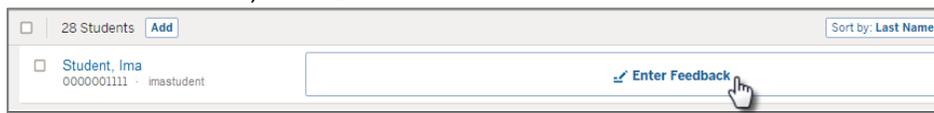


4. On the page that lists all the classes with students requiring progress reports, select the class to enter feedback

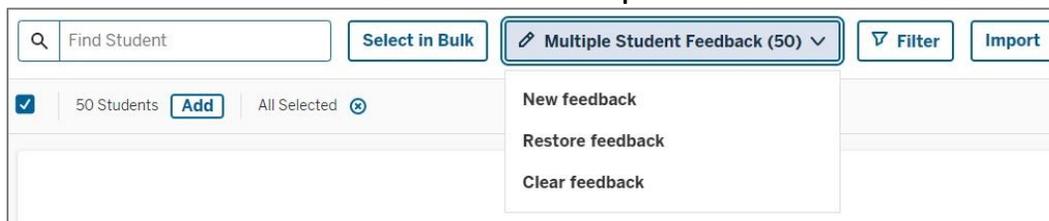


5. Students can be provided individual feedback or the same feedback values can be entered for multiple students at once.

- a. For individual students, select **Enter Feedback**.



- b. For multiple student feedback, click boxes left of the desired students or, to select all, click the box next to the total number of students in the course. Then select **Multiple Student Feedback** and **New Feedback**



- c. *Note, course grades can be added in bulk from Canvas. Please see [link here](#) for documentation regarding this process.

6. Select **View All** for Observations (early evaluations are defined as grades or other observations regarding performance in a class).

Entering feedback for selected student(s).

Presets [Manage Presets](#)

Select a preset... ▾

Observations [View All](#) **Recommendations** [View All](#)

None None

Notes

Shared with students 500 characters remaining

[Clear](#) [Apply](#) [Cancel](#)

- In the observations list, select observations and click **Add**.
- Click **Apply** to the observations. The observations will be ***saved*** but ***not yet submitted***.

Observations [View All](#) **Recommendations** [View All](#)

Early evaluation: A ▾  None

Notes

Shared with students 500 characters remaining

[Clear](#) [Apply](#) [Cancel](#)

- Click on the **Submit** button at the top-right of the roster, check **Students with pending changes** on the pop up, click **submit**.

[Find Student](#) [Select in Bulk](#) [Enter Feedback](#)

[Filter](#) [Submit](#) 6

6 Students [Add](#) 2 Selected  Sort by: Last Name ▾ A-Z

Last Saved: January 9, 2020

- Feedback can be submitted multiple times during the term.