Manage a Course in Course Feedback

Melissa Kane - 2022-01-07 - Comments (0) - Course Feedback

In the Course Feedback system, instructors and administrators have the ability to manage their own courses and make key decisions on how the surveys will be implemented.

To Manage a Course:

1. Log in to Course Feedback
2. From the home page, click on **Manage Courses**
3. Use the **Search Projects** field to find a project, or find a project from the list that appears on the **Manage Courses** page. Once you have located the desired project, click the **View icon** 

Instructors are encouraged to check the enrollment of their courses within the Course Feedback system. If an instructor recognizes an error in user enrollment, department managers with administrator access to open projects can manage users in the Course Feedback system.

To Unenroll an Instructor or TA (Instructor & Administrator Roles):

- Click on the number associated with the user group (e.g., instructor; TA) and a pop-up window with the list of users within that group will appear
- Select the checkbox next to the user's name and click **Unenroll Selected Users**
- Click **Close**

To Enroll an Instructor or TA (Administrator Roles Only):

- If not already known, look up the individual's Brown username at https://myaccount.brown.edu/person/search. If you encounter any problems finding someone's username, please email course_feedback@brown.edu.
- Follow the above instructions "To Manage a Course" and find the correct course section.
- For that course, click on the **+ icon** under **Enrollments**

- Select the proper role of the user under **Enroll TAs**
- Enter the "**BrownUsername@brown.edu**" as the **Course Feedback username**. For example, Professor Josiah Carberry's username is jcarberr. Josiah's username would be entered in Course Feedback as jcarberr@brown.edu. While this might look like Josiah's email (josiah_carberry@brown.edu), it is not the same.
- Enter the user's **First Name**, **Last Name** and **official Brown Email** in the proper fields

For **technical assistance** with the Course Feedback system, email help@brown.edu
For **non-technical** questions or a consultation, please email course_feedback@brown.edu