Adding Rank and Tenure to your Permissions List

- First, log into the course survey site (https://apps.csbsju.edu/evaluations/faculty/)
- Then click on the Permissions tab on the left side toolbar. A list of all of your courses that have been surveyed online will appear.
- On the far right of the course list will be check boxes, click on the box for each course that you want to give permissions for. You can click Select All at the top if you want to include all of your courses. Once you have the courses selected, click Grant Permissions at the bottom of the page.
- Once you click on Grant Permissions, a pop-up box should appear with two options; Rank and Tenure or Faculty/Staff username. Click on Rank and Tenure then Grant Permissions on the pop-up box.
- The page with the course list will update to show in the Access List (second column from the right), Rank and Tenure for the courses you gave permissions for.

Removing Rank and Tenure from your Permissions

- First, log into the course survey site (https://apps.csbsju.edu/evaluations/faculty/)
- Then click on the Permissions tab on the left side toolbar. A list of all of your courses that have been surveyed online should appear. The Access List column will remind you who (Rank and Tenure Committee, faculty or staff) has access to your surveys and for which courses.
- Check the boxes in the far left column that you want to remove permissions for. There is also a Select All option at the top of the column. Click Delete Permissions at the bottom of the page.
- A pop-up box should appear asking you to confirm that you want to delete the permissions for the courses checked. Click on Delete Permissions in the pop-up box.
- The page with your course list will update to show that permissions for the courses you chose were removed.