

CSB/SJU Course Evaluations Adding Removing Permissions: Step by Step Instructions

Adding Rank and Tenure to your Permissions List

- First, log into the course evaluation 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 evaluated 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 evaluation 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 evaluated online should appear. The *Access List* column will remind you who (Rank and Tenure Committee, faculty or staff) has access to your evaluations 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.