

PROCEDURE GIVING EVALUATORS ACCESS

The following procedure explains how to give access to a Seaport course for the purpose of faculty evaluation.

1. The **Area Site Facilitator, discipline dean, or faculty member being evaluated** submits a Help Request stating that _____ (name of evaluator) be given student level access to the course. We assume that prior to submitting the Help Request, the Area Site Facilitator, discipline dean, or faculty member has completed the proper notification and permissions.
 - a. The request will include the course name, CRN, and term, the evaluator's first and last name, their Coastline email address, and the range of dates they wish to have access to the course.
 - b. It is the responsibility of the evaluator or Area Site Facilitator to notify the faculty member that they are being evaluated and will be given access to their course website.
2. The person submitting the Help Request will receive an email response from the help ticket system indicating that the request has been completed. **It is their responsibility to notify the evaluator and explain how to access the course** (see "How Evaluators Access the Course" below).
3. **A Help Request will need to be submitted at the end of the evaluation or before the end of the term** asking that the evaluator be "dropped" from the course. The Area Site Facilitator, evaluator, or faculty member being evaluated should submit this request.
 - a. If the evaluator is not removed from the course **their grades (or lack of grades) will be included in the SLO reports for the course.**

COURSE ACCESS LEVEL

STUDENT LEVEL

Evaluators will be given student level access which means they will be able to see all parts of the course website, the same as the enrolled student in the course. With student level access evaluators can also take quizzes.

QUESTIONS OR COMMENTS

If there are any questions about this procedure or if changes are needed, please email the Instructional Design Team at: ID-Team@coastline.edu.

EMAIL TEMPLATE FOR THE EVALUATOR

To: Faculty Evaluator

Subject: Instructions to access course for faculty evaluation

You have been granted student level access to the following course in order to conduct faculty evaluation.

Course Name and CRN:

Name of Instructor:

Dates that Student Level Access will be open to you:

Follow the steps below to access the course.

1. Login to Seaport 3
2. Click **Change Role** (top left between “edit profile” and “logout”)
3. Click **Coastline Community College – Student**
4. Click **Online Courses** (on the left)
5. Make sure the **current term** is selected
6. Click on the course name

If you have problems accessing the course or need further assistance, please submit a Help Request. Using this system will be the quickest and most effective way for us to serve you. You can submit a Help Request by:

1. Going to the Coastline College home page at <http://coastline.edu>
2. Click on the Faculty & Staff link at the top of the page
3. Click on Submit Seaport Help Request
4. Click **Seaport 3** and select a category for your help ticket. You can attach screen shots to your help request.

Thank you.