Department Chairs/Program Directors/Deans
Mapping Network Share and Viewing Instructor and Course Evaluations
Last date revised 07/19/2018

If you are not familiar with mapping network share drives, please consult our documentation. If you need additional assistance mapping to network share drives, please contact the Service Desk.

Mapping network share to course evaluation files:

**STEP 1:** Map to your departmental folder within the academic evaluations network share (see link above for instructions on mapping network share drives):

- **EXAMPLE:** `\stafffiles\acadeval\YOUR DEPT ABBREVIATION_eval`
- **EXAMPLE for School of Education:** `\stafffiles\acadeval\EDUC_eval`

(see page 2 of this document for department abbreviations)

Viewing instructor and course evaluation forms:

**STEP 2:** View scanned evaluation files by following this path within your department’s network share drive *(viewing accessible only after final grades have been submitted)*:

**EXAMPLE for Jane Smith’s Fall 2014 EDUC310A course in Education:**

`\stafffiles\acadeval\EDUC_eval\Fall 2014\SmithJane\`

SUPPORT CONTACT INFORMATION

**Mapping network drive help:** Service Desk, x8585, servicedesk@pugetsound.edu

**Other questions (procedure, etc.):** Deanna Kass, x3205, dkass@pugetsound.edu
Anna Coy, x3207, acoy@pugetsound.edu
To access your department/program/school colleague’s instructor and course evaluation forms, you will need to map to your appropriate directory below:

\stafffiles\acadeval\your department abbreviation

African-American Studies: AFAM_eval
Art and Art History: ART_eval
Asian Studies: ASIA_eval
Athletics/Physical Education: ATHL_eval
Biology: BIOL_eval
Business: BUS_eval
Chemistry: CHEM_eval
Classics: CLSC_eval
Communication Studies: COMM_eval
Economics: ECON_eval
Education (School of): EDUC_eval
English: ENGL_eval
Environmental Policy & Decision Making: ENVR_eval
Exercise Science: EXCS_eval
French: FREN_eval
Geology: GEOL_eval
German Studies: GERM_eval
Gender Studies: GNDR_eval
Hispanic Studies: HISP_eval
History: HIST_eval
Honors Program: HON_eval
Humanities: HUM_eval
International Political Economy: IPE_eval
Latin American Studies: LAS_eval
Latina/o Studies: LTS_eval
Math and Computer Science: MATH_eval
Music (School of): MUSC_eval
Neuroscience: NEURO_eval
Occupational Therapy: OT_eval
Politics and Government: PG_eval
Philosophy: PHIL_eval
Physics: PHYS_eval
Psychology: PSYC_eval
Physical Therapy: PT_eval
Religion: REL_eval
Sociology and Anthropology: SOAN_eval
Science, Technology and Society: STS_eval
Theater Arts: THTR_eval

Evaluation forms will be located in a subfolder pertaining to the year and term they were collected (e.g., 2014 Fall, 2015 Spring). Within the term/year folder, you will find subfolders listed by each faculty member in the department/program/school up for evaluation or those who have chosen to be evaluated at an earlier time.

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