

Department Chairs/Program Directors/Deans Mapping Network Share and Viewing Instructor and Course Evaluations

Last date revised 07/19/2018

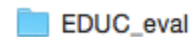
If you are not familiar with mapping network share drives, please consult our [documentation](#). If you need additional assistance mapping to network share drives, please contact the Service Desk.

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



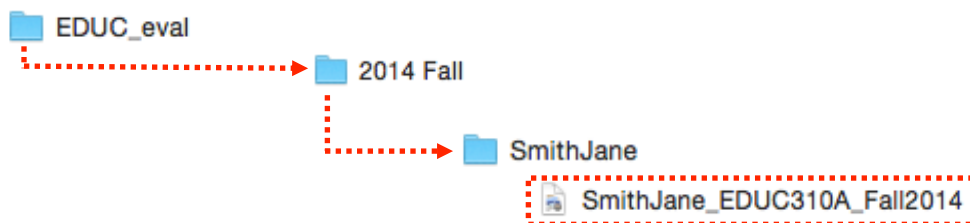
(see page 2 of this document for department abbreviations)

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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