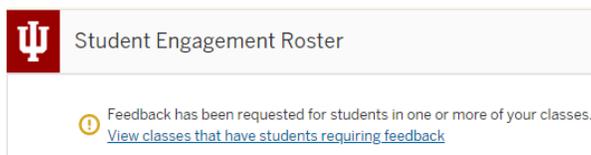


How to submit Early Evaluations via the Student Engagement Roster (SER), as requested via Progress Reports

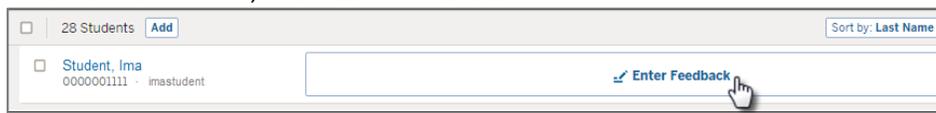
1. Per Bloomington Faculty Council mandate, all students new to IU-Bloomington (including first-year beginners and transfer students) shall receive feedback on their progress in coursework during their first two semesters at IUB. The primary means of providing this feedback is the Student Engagement Roster.
2. If you are the instructor of record, you will be notified of students requiring feedback no later than the end of the fourth week of the term. The email will be sent from 'noreply@iu.edu' and have the subject "[Term] Early Evaluations are due [Date]".
3. Click the link at the end of the email message. This link will take you to the SER landing page. This same link is available via the **SER - (Faculty)** task on One.IU and in the menu of your Canvas course sites. Upon reaching the SER landing page, click the link labeled, **View classes that have students requiring feedback.**



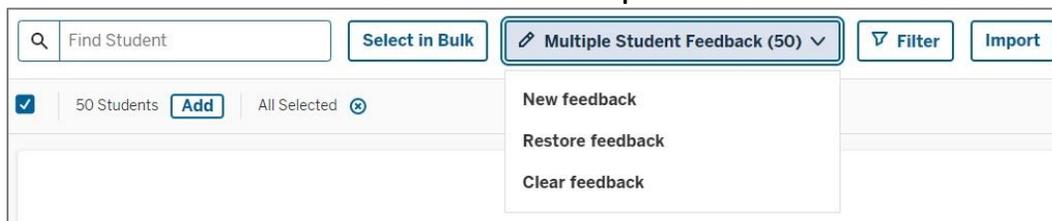
4. You will see a list of your courses which have students who require early evaluation feedback. The roster(s) will be filtered to only display those students who require feedback. Click on a course to see the filtered list of students and enter feedback values.



5. Students can be provided individual feedback or the same feedback values can be entered for multiple students at once.
 - a. For individual students, select **Enter Feedback**.



- b. For multiple student feedback, click boxes left of the desired students or, to select all, click the box next to the total number of students in the course. Then select **Multiple Student Feedback** and **New Feedback**



- c. *Note, course grades can be added in bulk from Canvas. Please see [link here](#) for documentation regarding this process. **If importing grades from Canvas, first submit other feedback you have already entered. The import function will overwrite any currently unsubmitted feedback.**

6. Select **View All** for Observations (early evaluations are defined as grades or other observations regarding performance in a class).

Entering feedback for selected student(s).

Presets [Manage Presets](#)

Select a preset... ▾

Observations [View All](#) **Recommendations** [View All](#)

None None

Notes

Shared with students 500 characters remaining

[Clear](#) [Apply](#) [Cancel](#)

7. In the observations list, select appropriate values and click **Add**.
8. Click **Apply** to the observations. The observations will be ***saved*** but ***not yet submitted***.

Observations [View All](#) **Recommendations** [View All](#)

Early evaluation: A ▾ [⊕](#) None

Notes

Shared with students 500 characters remaining

[Clear](#) [Apply](#) [Cancel](#)

9. Wait for the "Last Saved" message to appear below the **Submit** button at the top-right of the roster, click the blue **Submit** button, then select "Students with pending changes" on the pop up, and finally click **Submit**. Green check marks will appear to the right of the student information to indicate that submission was successful.

[Students](#) [Inactive](#)

[Submit](#) 247

Sort by [Last Name](#) ▾ [A-Z](#) Last Saved: Today at 9:13 AM

10. Feedback can be submitted multiple times during the term.