#### **Faculty Ownership of Online Course Evaluation Process:**

The evaluation window for the online course evaluations this semester will be open from Monday, November 17<sup>th</sup> to Tuesday, November 25<sup>th</sup>. In order to enhance student participation in online course evaluations, the final exam folder will not be visible to students until they provide evidence that they have submitted their course evaluation.

A folder named "STEP 1: Complete Evaluation" has been added inside your lessons tab on ANGEL. In this folder, we have created a dropbox titled "STEP 2: Course Evaluation Proof Dropbox". As soon as the student submits a completion receipt, the "Final Exam" folder will be visible to students.

In order for the Final Exam documents to be visible, you will need to make sure the following takes place:

- 1. Upload your final exam document(s) inside the "Final Exam" folder. DO NOT rename the folder or change the folder settings.
- 2. If a student missed the course evaluation window or did not submit proof of their evaluation completion, you will be able to add their names in the "Final Exam" team.

To manually add students to the "Final Exam Team" follow these steps"

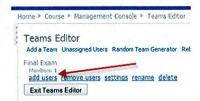
1. Click on the Manage Tab



2. Click on the Teams Link



3. Locate the Final Exam team and click on the "add users link"



4. Select the student and click on "add selected" to complete the process.

For technical assistance with ANGEL, please contact elearning@tamiu.edu.

For questions regarding the evaluation process, please contact veronica@tamiu.edu.



week-long celebration to help you focus on the finish ahead:
Your Undergraduate Degree.

# Join Us Nov. 3 - 7 as we Celebrate:



- Your Progress as a Junior/Senior
- Your Major Area of Study
- Your Faculty who Ensure Completion
- Your Eligibility for Internship,
   Research & Study Abroad opportunities.

Register to Win ipod!

# Here's Your Celebration Schedule

Monday, Nov. 3
Finish Strong Kick-Off
11:30 a.m. at the STC Patio
& 5 p.m. at the KLM Colonnade

Graduate and Professional School Fair by the Office of Career Services 10 a.m. - 2 p.m. STC Rotundas

American Culture Abroad
Presentation by the Office of
International Engagement
11 a.m. - 12 p.m.
STC 231

College of Education Mixer 4:30 p.m. KLM Colonnade Tuesday, Nov. 4
Finish Strong Week: Student Engagement and
Leadership Fair
11 a.m. - 1 p.m.
STC Patio

Wednesday, Nov. 5
Internships, Research and Study Abroad Fair
11 a.m. - 1 p.m.
STC Patio

A. R. Sanchez, Jr. School of Business Mixer 7 p.m. STC Patio

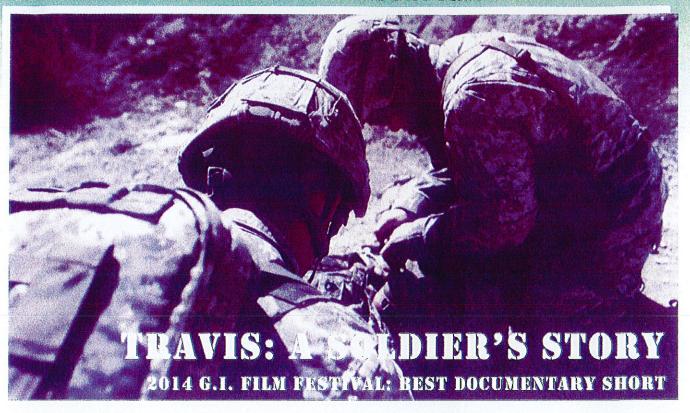
Thursday, Nov. 6 A Major Affair 11 a.m. - 1 p.m. STC Patio

Friday, Nov. 7
Family Movie Night: Maleficent

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### TEXAS A&M INTERNATIONAL UNIVERSITY ATHLETICS

#### PROUDLY PRESENTS A PRE-VETERANS DAY FILM EVENT



Wednesday, Nov. 5 at 7 p.m.

## **TAMIU Student Center Auditorium**

Join us for discussion with Travis and his wife following screening via Skype.







#### Free Admission

Canned food donations accepted to benefit Volunteers Serving The Need (VSTN), a nonprofit serving financially disadvantaged Laredo veterans and their surviving spouses.

FOR MORE INFORMATION CALL DAN LATHEY AT 956.326.2892