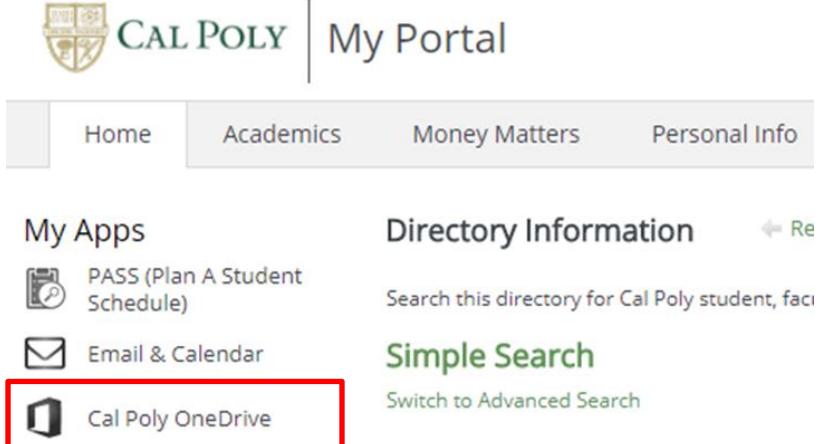
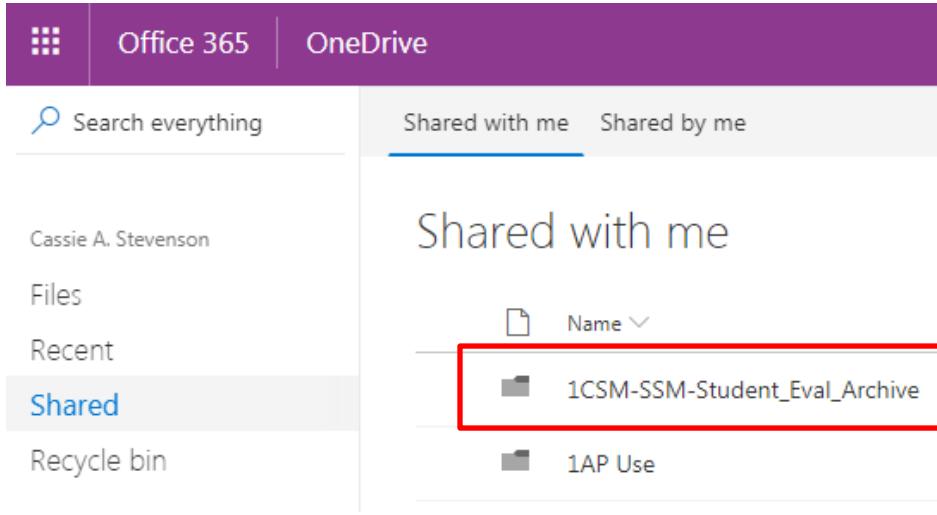
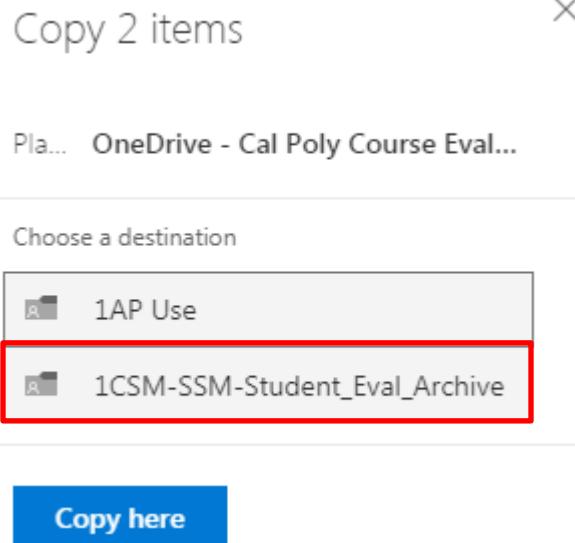


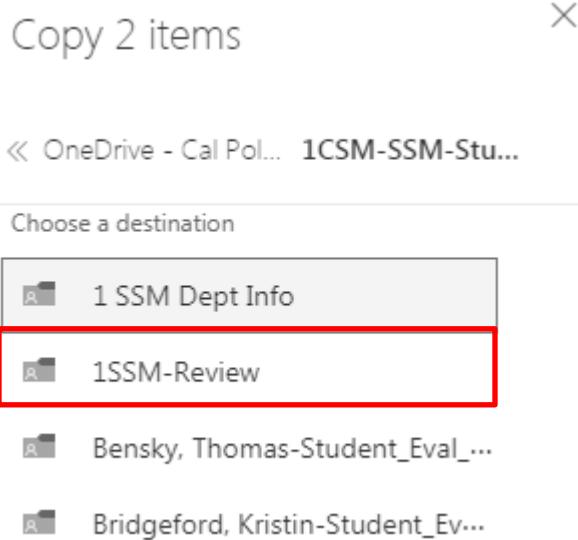
Instruction	Screenshot/Details
<b>Copying Evaluations to Another Folder for Review</b>	
<p>1) Log in to your Cal Poly Portal.      2) Under the “My Apps” select <b>Cal Poly OneDrive</b>.</p>	
<p>3) The OneDrive will open and under Shared&gt;Shared with me, select the folder where the student evaluations are archived. You should see your department's student evaluation archive folder listed here (e.g., 1CSM-BIO-Student_Eval_Archive). Keep in mind that it might not be at the top of the list so be sure to scroll through all of the folders to find it.</p> <p>Folder naming convention:  <b>1COLLEGE-DEPT-Student_Eval_Archive</b></p> <p><b>Hints:</b></p> <ul style="list-style-type: none"> <li>You have “can edit” access to this root folder, which means you should be able to copy the Last,First-Student_Eval_Archive folders into the 1DEPT-Review folder now.</li> </ul> <p><b>Types of Access:</b></p> <ul style="list-style-type: none"> <li>Read- default for “can view”</li> <li>Contribute- default for “can edit”</li> <li>Edit- “can edit”</li> <li>Design- “can edit”</li> <li>Full Control- “owner”</li> </ul>	

<p><b>4)</b> Inside the 1COLLEGE-DEPT-Student_Eval_Archive, you will see Last,First-Student_Eval_Archive folders for the faculty members in this department who have been evaluated. You will also see a “1 DEPT Dept Info” folder (contains all of the unsorted reports from each quarter) and a “1SSM-Review” folder (the new copy location for your PRC members to view student evaluations during the review cycle).</p>	<p>Files &gt; 1CSM-SSM-Student_Eval_Archive ↗</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> <th>Modified By</th> </tr> </thead> <tbody> <tr> <td>1 SSM Dept Info</td> <td>5 hours ago</td> <td>Cal Poly Course Evaluation</td> </tr> <tr> <td>1SSM-Review</td> <td>* 12 minutes ago</td> <td>Cal Poly Course Evaluation</td> </tr> <tr> <td>Bensky, Thomas-Student_Eval_A...</td> <td>5 hours ago</td> <td>Cal Poly Course Evaluation</td> </tr> <tr> <td>Bridgeford, Kristin-Student_Eval...</td> <td>5 hours ago</td> <td>Cal Poly Course Evaluation</td> </tr> </tbody> </table>	Name	Modified	Modified By	1 SSM Dept Info	5 hours ago	Cal Poly Course Evaluation	1SSM-Review	* 12 minutes ago	Cal Poly Course Evaluation	Bensky, Thomas-Student_Eval_A...	5 hours ago	Cal Poly Course Evaluation	Bridgeford, Kristin-Student_Eval...	5 hours ago	Cal Poly Course Evaluation
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<p><b>5)</b> Select the Last,First-Student_Eval_Archive folder(s) you wish “To Copy” to the 1DEPT-Review folder. To select folders, click the checkmark to the left of the folder- the checkmark is blue for selected folders.</p>	<p>Download Delete Move to <b>Copy to</b></p> <p>Files &gt; 1CSM-SSM-Student_Eval_Archive ↗</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>1 SSM Dept Info</td> <td>5 hours ago</td> </tr> <tr> <td>1SSM-Review</td> <td>* 12 minutes ago</td> </tr> <tr> <td><input checked="" type="checkbox"/> Bensky, Thomas-Student_Eval_A...</td> <td>5 hours ago</td> </tr> <tr> <td><input checked="" type="checkbox"/> Bridgeford, Kristin-Student_Eval...</td> <td>5 hours ago</td> </tr> <tr> <td>Buck-Moyer, David-Student_Eva...</td> <td>5 hours ago</td> </tr> </tbody> </table>	Name	Modified	1 SSM Dept Info	5 hours ago	1SSM-Review	* 12 minutes ago	<input checked="" type="checkbox"/> Bensky, Thomas-Student_Eval_A...	5 hours ago	<input checked="" type="checkbox"/> Bridgeford, Kristin-Student_Eval...	5 hours ago	Buck-Moyer, David-Student_Eva...	5 hours ago			
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<p><b>6)</b> A panel pops up on the right. Verify that you have selected COPY.</p> <p><b>7)</b> Choose a destination.</p> <p>a. You will want to select OneDrive- Cal Poly Course Evaluations.</p>	<p><b>Copy 2 items</b></p> <p>Places</p> <p>Choose a destination</p> <p><b>OneDrive - Cal Poly Course Evalu...</b></p> <p>Your OneDrive</p> <p>California Polytechnic State University</p> <p>You haven't followed any sites yet.</p> <p><a href="#">Browse sites</a></p>															

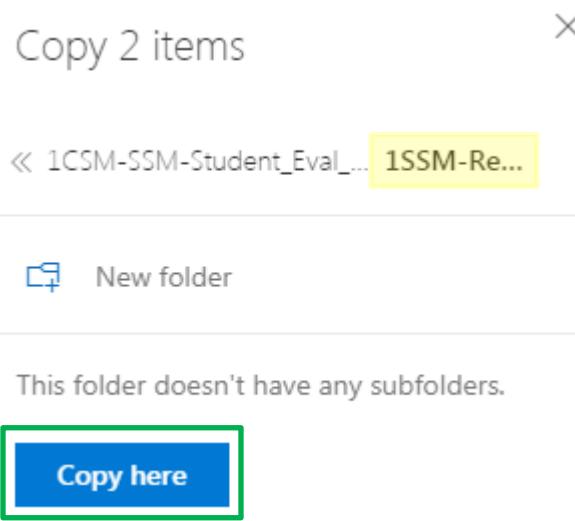
- b. Choose the 1COLLEGE-DEPT-Student\_Eval\_Archive folder.



- c. Choose the 1DEPT-Review folder.



- d. Either create a new PRC folder by selecting “New Folder” or select an existing folder.
- e. Once the folder you want the items to be copied into is reflected **here**, then click “Copy here”.



- 8) Once the files have been copied, you will need to select the 1DEPT-Review folder to verify the files were copied correctly.**

Files > 1CSM-SSM-Student\_Eval\_Archive ↗

Name	Modified	Modified By
1 SSM Dept Info	5 hours ago	Cal Poly Course Evaluation
1SSM-Review	* 28 minutes ago	Cal Poly Course Evaluation

Inside the folder you selected you should see the files you copied.

Files > 1CSM-SSM-Stu... > 1SSM-Review ↗

Name	Modified	Modified By
Bensky, Thomas-Student_Eval_A...	* 6 minutes ago	Cassie A. Stevenson
Bridgeford, Kristin-Student_Eval...	* 6 minutes ago	Cassie A. Stevenson

**Hint:** Inside of your 1DEPT-Review folder, you may want to set up a different folder for each PRC committee. This way you can assign permissions at the top level folder instead of to each Last,First-Student\_Eval\_Archive folder- this will make it easier for you to “Stop Sharing” at the end.

#### Example PRC Folders:

Name ↑
12.3 PT Lecturers
FT, AY Lecturers
Lecturer Range Elevation
Periodic Review
Periodic Review 3rd Year Tenured Associate Professors
Post Tenure
PT Lecturer
Teaching Associates
Third Year Cumulative