Instructions to access the Faculty Feedback function on MyNOVA

There is now a new Faculty Feedback function in NOVASIS. This process replaces the Deficiency Report that faculty used to submit. The new Faculty Feedback function can be used at anytime throughout the semester to report concerns about a student. There are boxes to select that indicate possible concerns about a student. There is also a “Comments” box, allowing faculty to report other concerns, such as personal issues. On the right side there are recommendation options that can be selected indicating, for example, that the student needs to provide a timetable to make up missed work or that the student needs tutoring. When appropriate, the information will be forwarded to a student’s Faculty Advisor.

NOTE: The Faculty Feedback Function should NOT be used to report Academic Integrity violations. The appropriate form can be found at http://www.villanova.edu/vpaa/office/form.htm.

Faculty Feedback
- Go to the Faculty Tab on the MyNova Portal
- Under Faculty Course Tools, select Faculty Feedback
- A list of the students in your course will appear with a triangle to the left of each students name in the “Show/Hide” column
- Click on the triangle to select feedback by clicking the applicable check box, or typing an individualized comment
- Once all feedback has been entered click the “Submit” button at the bottom of the page
- If you need to provide feedback on a student in another course, scroll to the bottom of the page and select Provide Feedback for Another Course.

Note: You can also access the Faculty Feedback function on the Midterm Grades sheet by scrolling down to the bottom and selecting Faculty Feedback on the right.