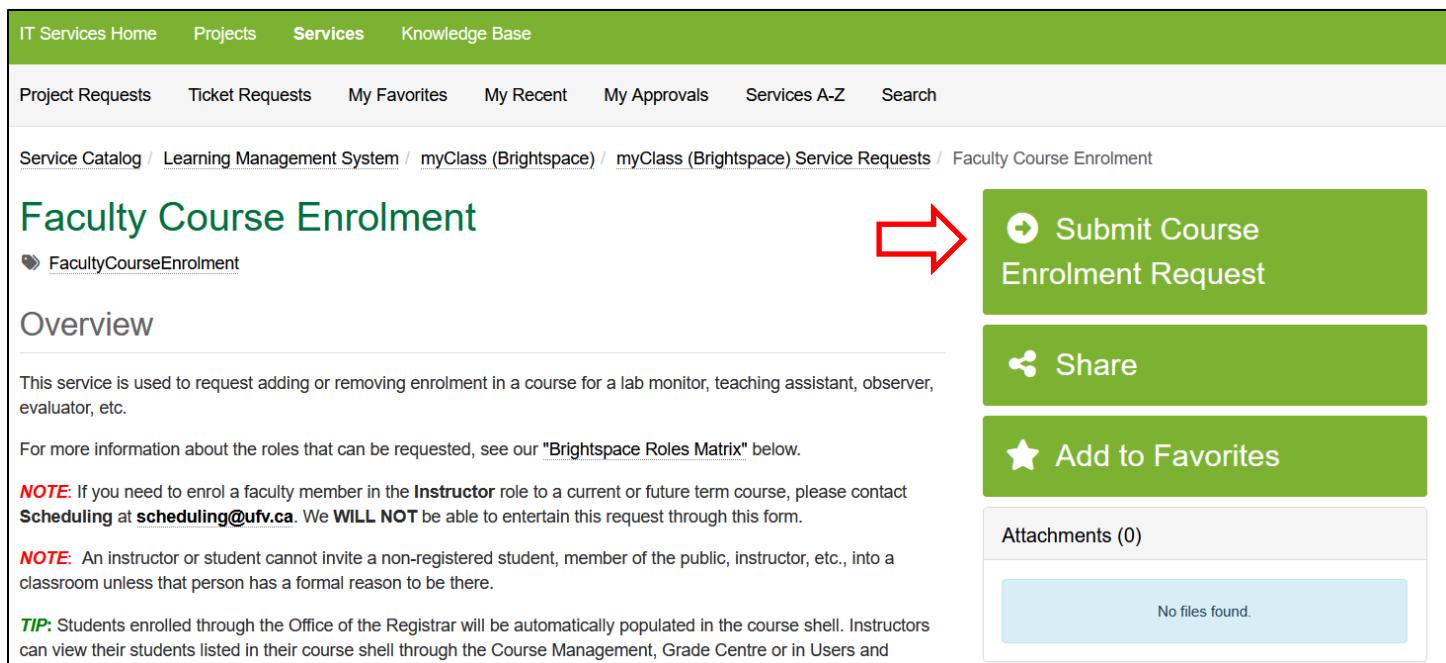# INSTRUCTIONS FOR ENROLLING PEER EVALUATOR OF TEACHING IN BRIGHTSPACE FOR DESKTOP REVIEW

Application for tenure and/or promotion includes peer evaluations of teaching which should normally be completed on the approved Peer Evaluation Form and typically includes a classroom observation and a desktop review of the course. For courses using the Brightspace learning management system, the faculty member will grant access to the course on Brightspace for the purposes of the desktop review.

To grant a peer evaluator access to a course on Brightspace, faculty being evaluated should submit a course enrolment request on the Faculty Course Enrolment link:

Enter the following information:

Course ID(s) and Course Name(s) * ❓

Enter the Course ID(s) and Course Name(s) (e.g., 202509-90188 CIS-145-AB1) for all courses that you would like to add or remove individuals from.

> *Example:*
> *202509-90188 CIS-145-AB1*

Enter the term (e.g. 202601) followed by the CRN (e.g. 90188) and the course number and section (e.g. CIS-145-AB1)

Name(s) and ID or Email * ❓

Enter the full name and employee ID / student ID (also called Banner ID) or full UFV email.

Please indicate if individual is to be added or removed.

> *First Last, 300999999 (indicate add or remove)*
> *or*
> *First Last, firstlast@ufv.ca (indicate add or remove)*

Enter the full name and employee ID or full UFV email address of the peer evaluator to be added to the course

Course Role / Type of Access Required * ❓

Choose which role the individual(s) need to access the course.

> Evaluator (Read-only for tenure and promotion evaluations)

Select "Evaluator (Read-only for tenure and promotion evaluations)"

Who approved this evaluation? *

Enter the name of the faculty member being evaluated.
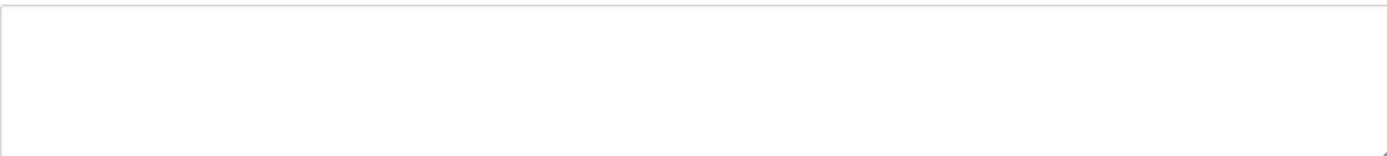
Access Start Date *

Enter the date when access will begin.

Access End Date *

Enter the date when access will end (peer evaluation completed).

Additional Comments ❓

Enter any additional instructions or details that will assist in fulfilling the request.

Attachment ❓

CE and other departments that generally send lists, can attach their course enrolment lists here.

> Browse...   No file chosen

> Submit

Be sure to click "submit".

Contact the IT Service Desk, or check the ticket status of your tickets in the Online Portal for updates, or contact the Director, Tenure & Promotion (alastair.hodges@ufv.ca) with any questions.