

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](#):

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Faculty Course Enrolment

FacultyCourseEnrolment

Overview

This service is used to request adding or removing enrolment in a course for a lab monitor, teaching assistant, observer, evaluator, etc.

For more information about the roles that can be requested, see our "[Brightspace Roles Matrix](#)" below.

NOTE: If you need to enrol a faculty member in the **Instructor** role to a current or future term course, please contact **Scheduling** at scheduling@ufv.ca. We **WILL NOT** be able to entertain this request through this form.

NOTE: An instructor or student cannot invite a non-registered student, member of the public, instructor, etc., into a classroom unless that person has a formal reason to be there.

TIP: Students enrolled through the Office of the Registrar will be automatically populated in the course shell. Instructors can view their students listed in their course shell through the Course Management, Grade Centre or in Users and

Submit Course Enrolment Request

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Attachments (0)

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Enter the following information:

Faculty Course Enrolment

+ Show Help - Hide Help

Request adding or removing enrolment in your course for a lab monitor, teaching assistant, observer, evaluator, etc.

All fields marked with an asterisk (*) are required.

Instructor Name *

Select the name of the primary course instructor.

Start typing... Enter the name of the faculty member being evaluated

Department *

Select the department of the primary instructor for the course.

Start typing... Enter the department of the faculty member being evaluated

Department is required.

Would you like to add access or remove access to the course? *

Add Access Remove Access Add and Remove Access

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 evaluation(s))

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.