

Accessing Faculty Reports in Campus Labs (For Use by Chairs/Directors)

Where to access reports for your unit:

The screenshot shows the Campus Labs interface for Tennessee Technological University. At the top, the logo for 'campuslabs' and 'IS NOW ANTHOLOGY' is visible. Below the university name, there are five main menu items: 'Compliance Assist', 'Evaluate', 'Faculty', 'Outcomes', and 'Planning'. The 'Evaluate' option is highlighted with a purple border. Below these options, there is a 'Need Help?' link and a copyright notice for 2024 Campus Labs.

Faculty members can select “Faculty” to see their own reports, but chairs and deans will need to select “Evaluate” to see the reports of others they have access to.

The screenshot shows the 'Home' dashboard of the Campus Labs interface. It is organized into several sections: 'Management' (Administrations), 'Communication' (Mailing Center), 'Reporting' (Faculty Reports, Question Mean Analysis, Response Rates, Unit Summary Report), 'Users' (Users, Reporting Assignments, User Roles), 'Setup' (Evaluations, Autofill Objectives, Mailing Templates), and 'Institutional Data' (Courses, Sections, Course Section Attributes, Organizational Unit Levels, Organizational Units). The 'Faculty Reports' option in the Reporting section is highlighted with a purple box.

Once you’ve selected the Evaluate section, select faculty reports.

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Accessing Reports (continued)

The screenshot shows the 'Faculty Reports' interface. At the top left, there is a dropdown menu for 'Term: Fall 2024' (callout 3) and a button for '+ Organizational Unit: MBA' (callout 1). Below these is a search bar (callout 2) and a dropdown menu for 'Evaluations' (callout 2). The main content is a table with columns for 'First Name', 'Last Name', 'Evaluation', 'Reports', and 'PDF Status'. The 'Reports' column contains links for 'Course Reports' (callout 4) and 'Summary Report'. The 'PDF Status' column contains a 'Create PDF' button. An 'Export Responses' button is located in the top right corner. The table lists four instructors: Melek Anitsal, Curtis Armstrong, Robert Fesler, and Alma Hales, all associated with 'IDEA Learning Essentials (2016)'.

First Name	Last Name	Evaluation	Reports	PDF Status
Melek	Anitsal	IDEA Learning Essentials (2016)	Course Reports Summary Report	Create PDF
Curtis	Armstrong	IDEA Learning Essentials (2016)	Course Reports Summary Report	Create PDF
Robert	Fesler	IDEA Learning Essentials (2016)	Course Reports Summary Report	Create PDF
Alma	Hales	IDEA Learning Essentials (2016)	Course Reports Summary Report	Create PDF

1. Click the “+Organizational Unit” button to select the appropriate unit.
2. To choose courses using the short form (Learning Essentials) or the long form (Diagnostic Feedback), click the dropdown menu and select which you would like to see.
3. To choose the appropriate term, click the dropdown menu and select which term you would like to see.
4. Once you have found the instructor you want to review, select “Course Reports” to see their available courses.

The screenshot shows a summary dashboard with three metrics: 'Students Enrolled' (20), 'Students Responded' (17), and 'Response Rate' (85%). A 'Print Reports' button is highlighted in the upper right corner.

Once inside Course Reports for the selected instructor, you can select a course and click “Print Report” found in the upper right corner. This will provide you with a formatted report of course evaluation results for the selected course and instructor.