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

Where to access reports for your unit:

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.

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

Accessing Reports (continued)

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.

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.