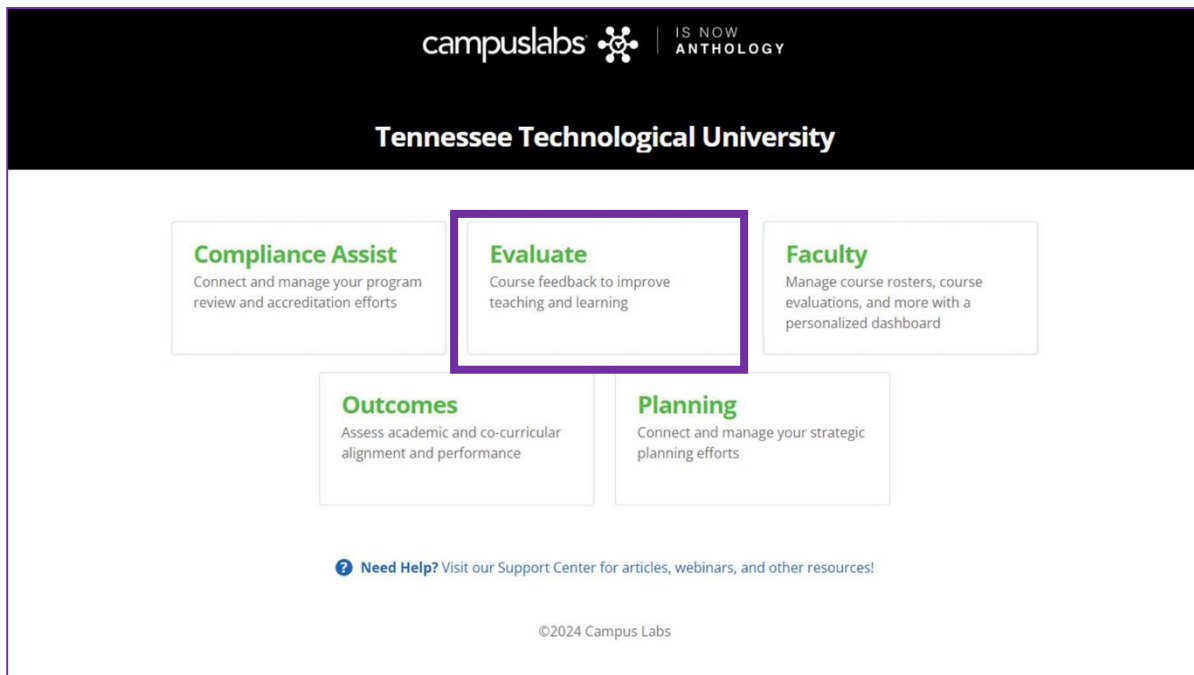
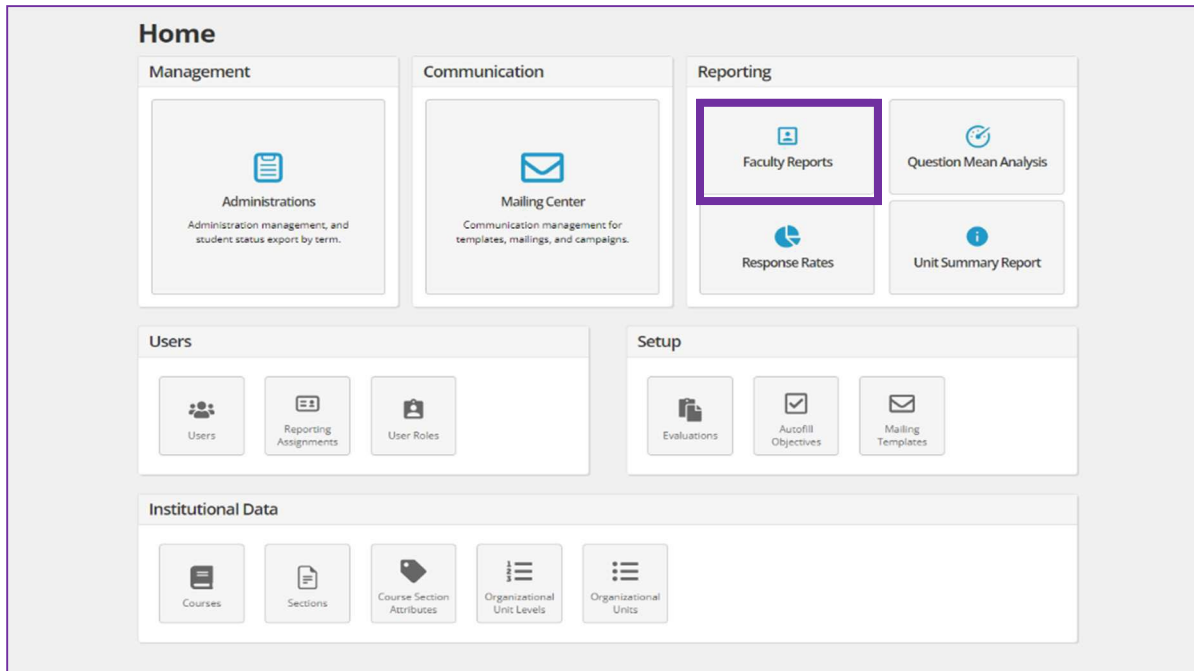


Accessing Faculty Reports in Campus Labs (For Use by Chairs/Directors)

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

Accessing Reports (continued)

The screenshot shows the 'Faculty Reports' interface. At the top, there is a dropdown menu for 'Term: Fall 2024' (callout 3) and an 'Export Responses' button. Below this is a '+ Organizational Unit: MBA' button (callout 1). A search bar with the text 'Q Search' and a dropdown menu for 'Evaluations' (callout 2) are also present. The main table lists faculty members with columns for 'First Name', 'Last Name', 'Evaluation', 'Reports', and 'PDF Status'. The 'Reports' column for each row contains links for 'Course Reports' (callout 4) and 'Summary Report'. The 'PDF Status' column contains a 'Create PDF' button for each row.

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 the 'Course Reports' interface. At the top right, there is a 'Print Reports' button. Below this, there are three summary statistics: 'Students Enrolled' (20), 'Students Responded' (17), and 'Response Rate' (85%).

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.