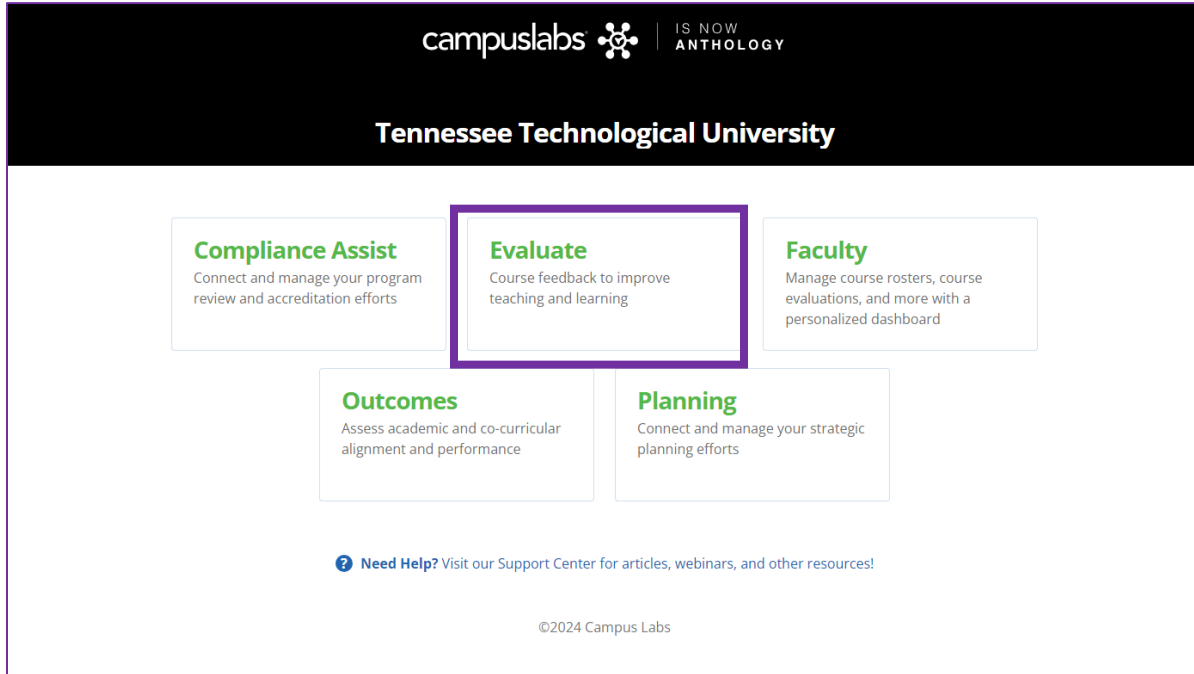


Accessing IDEA Course Evaluation Reports in Campus Labs

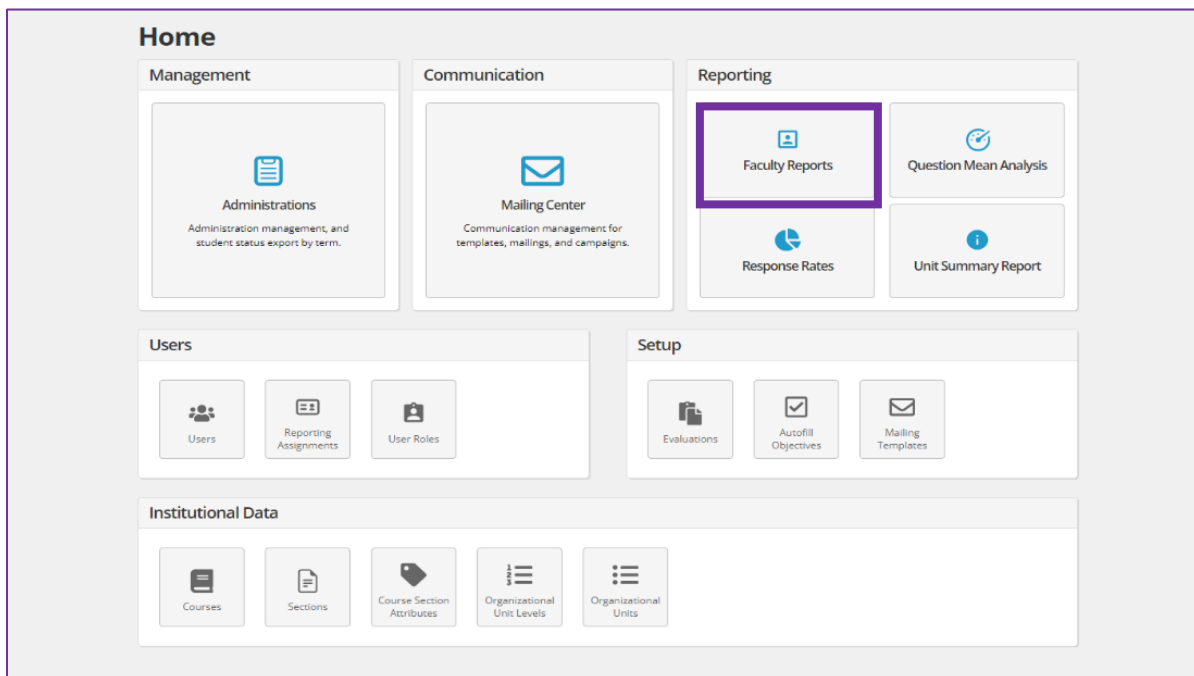
Where to access reports for your unit:

Faculty members can select “Faculty” to see their own course evaluation reports, but chairs and deans will need to select “Evaluate” to see the reports of others in their department or college.



The screenshot shows the Campus Labs interface for Tennessee Technological University. The header includes the Campus Labs logo and the text "IS NOW ANTHOLOGY". Below the header, the university name "Tennessee Technological University" is displayed. The main content area features several modules: "Compliance Assist", "Evaluate" (highlighted with a purple border), "Faculty", "Outcomes", and "Planning". Each module has a brief description of its function. At the bottom, there is a "Need Help?" link and a copyright notice for 2024 Campus Labs.

Once you've selected the Evaluate module, select Faculty Reports.



The screenshot shows the "Home" dashboard in Campus Labs. The dashboard 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 border.

Accessing IDEA Course Evaluation Reports in Campus Labs

Where to find reports for specific faculty:

Faculty Reports

1 Role: Course Evaluation Administrator, Tennessee Tech University 2 Evaluation: IDEA Learning Essentials (2016) 3 Term: Fall 2023

+ Organization Unit: MBA Export Responses

Show 10 entries Search:

First Name	Last Name	Reports
Melek	Anitsal	4 Course Reports Summary Report QualitativeSummary.pdf
Steven	Isbell	Course Reports Summary Report QualitativeSummary.pdf
Joohun	Lee	Course Reports Summary Report QualitativeSummary.pdf
Julie	Pharr	Course Reports Summary Report QualitativeSummary.pdf
First Name	Last Name	Reports

Showing 1 to 4 of 4 entries

1. Click the “+Organizational Unit” button to select the appropriate unit.
2. Faculty are organized by survey form: short form (Learning Essentials) or long form (Diagnostic Feedback). Click the dropdown menu and select the form you would like to view. *If you have trouble finding a specific instructor, try checking the other survey form.*
3. To view separate terms, click the dropdown menu and select the desired term.
4. Once you have found the instructor you want to review, select “Course Reports” to see their available courses.

Print Reports

20 Students Enrolled

17 Students Responded

85% Response Rate

When viewing the Course Evaluation Report for a selected instructor, click “Print Reports” found in the upper right corner. This will provide you with a formatted report of course evaluation results for the selected course. The formatted report is the preferred format for faculty dossiers.