

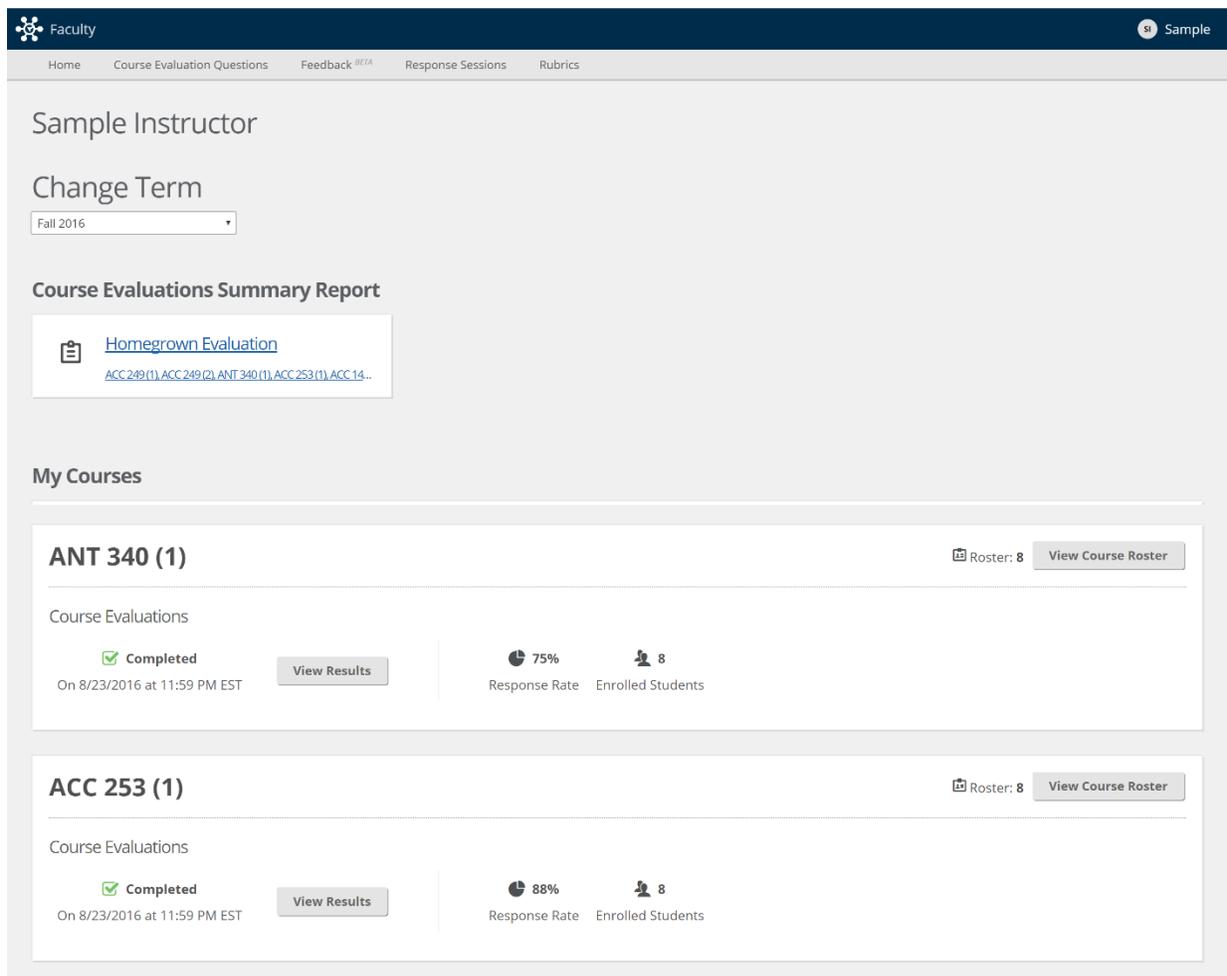
Faculty Dashboard

Faculty have access to their own personalized webpage that will display real time response rates, course evaluation reports, and course roster information.

Faculty will log into <https://uab.campuslabs.com/faculty/>

You will be taken to a personalized home page that displays all courses in which you are enrolled as an instructor.

Faculty can view the dates of when evaluations will open/close, when reports are available, and a **View Results** button if the term has ended and data has been released to them. Once they click on the **View Results** button, they can view quantitative and qualitative reports. Additionally, Summary Reports will be available at the top of the page as soon as reports have been released for all of their courses.



The screenshot displays the Faculty Dashboard interface. At the top, there is a navigation bar with the 'Faculty' logo and a user profile 'Sample'. Below the navigation bar, the main content area is titled 'Sample Instructor' and includes a 'Change Term' dropdown menu set to 'Fall 2016'. A 'Course Evaluations Summary Report' section features a link for 'Homegrown Evaluation' with a list of course numbers: ACC 249 (1), ACC 249 (2), ANT 340 (1), ACC 253 (1), and ACC 14.. Below this, the 'My Courses' section lists two courses: 'ANT 340 (1)' and 'ACC 253 (1)'. Each course card shows a 'Roster: 8' button and a 'View Course Roster' button. For 'ANT 340 (1)', the course evaluations are 'Completed' on 8/23/2016 at 11:59 PM EST, with a 'View Results' button. The response rate is 75% and there are 8 enrolled students. For 'ACC 253 (1)', the course evaluations are also 'Completed' on the same date and time, with a 'View Results' button. The response rate is 88% and there are 8 enrolled students.

The Objectives Selection Form Completion Process (Formerly FIF)

[Objectives Selection Form](#) is completed for the IDEA Diagnostic Feedback and IDEA Learning Essentials evaluations to provide information about learning objectives that are relevant in the course. For information on selecting appropriate learning objectives, please see IDEA's resources [here](#).

Instructor Completion of OSFs:

Instructors will be notified by email to complete their OSFs for upcoming administrations. OSFs are available to be filled out up until the close date of an administration. After the administration window closes, selections will be available in a read only view. This will allow instructors to look back at previous semesters to review what they have selected.

Select Learning Objectives

Discipline Code: No Discipline Code set.

Prioritize what you want students to learn by selecting no more than 3-5 objectives as "Important" or "Essential".
When calculating Progress on Relevant Objectives, IDEA weighs Minor/ Not Relevant "0", Important objectives "1", Essential objectives "2".

You have selected 0 Learning Objectives

Learning Objectives	Minor	Important	Essential
Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning to apply course material (to improve thinking, problem solving, and decisions)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acquiring skills in working with others as a member of a team	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing creative capacities (inventing; designing; writing; performing in art, music, drama, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing skill in expressing oneself orally or in writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning how to find, evaluate, and use resources to explore a topic in depth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing ethical reasoning and/or ethical decision making	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning to analyze and critically evaluate ideas, arguments, and points of view	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning to apply knowledge and skills to benefit others or serve the public good	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning appropriate methods for collecting, analyzing, and interpreting numerical information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel Save

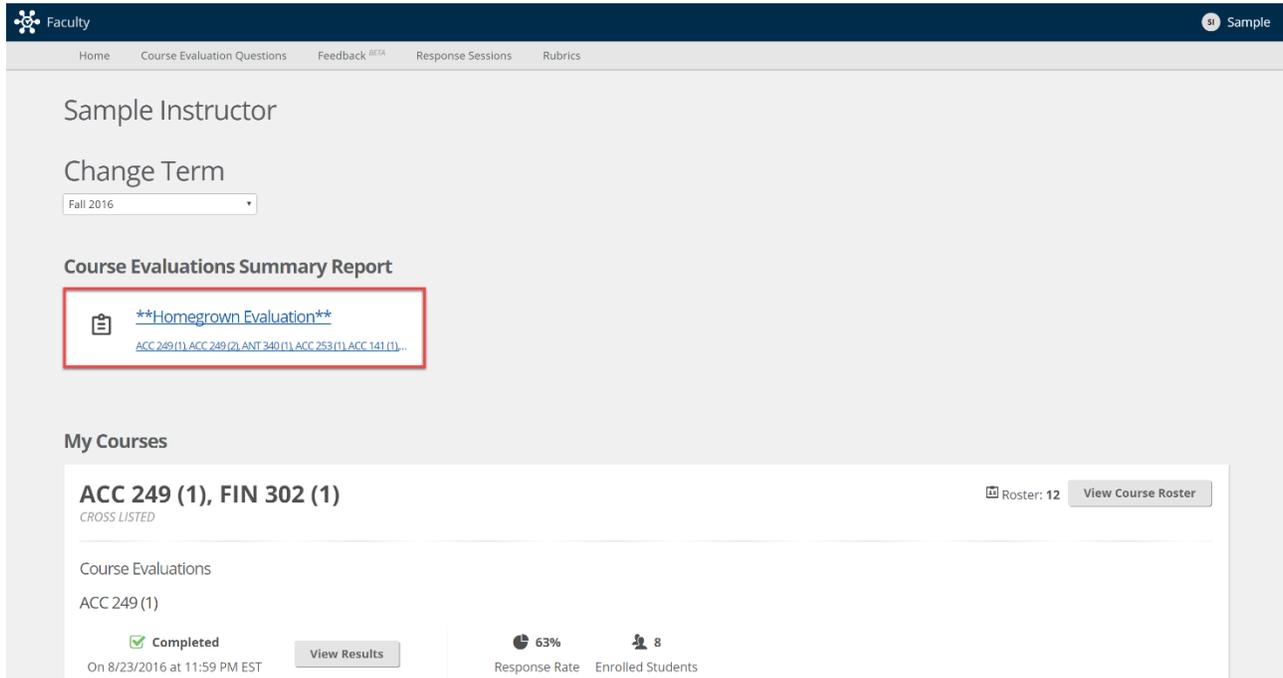
Administrators can also monitor instructor completion of OSFs and send reminder mailings to instructors who have not completed their forms.

Administrators will be able to view what objectives were chosen as relevant within the instructors Summative report. **Please note:** One OSF is filled out for cross-listed course sections. All cross-listed course sections must be evaluated within the same administration in order for the OSF to be available.

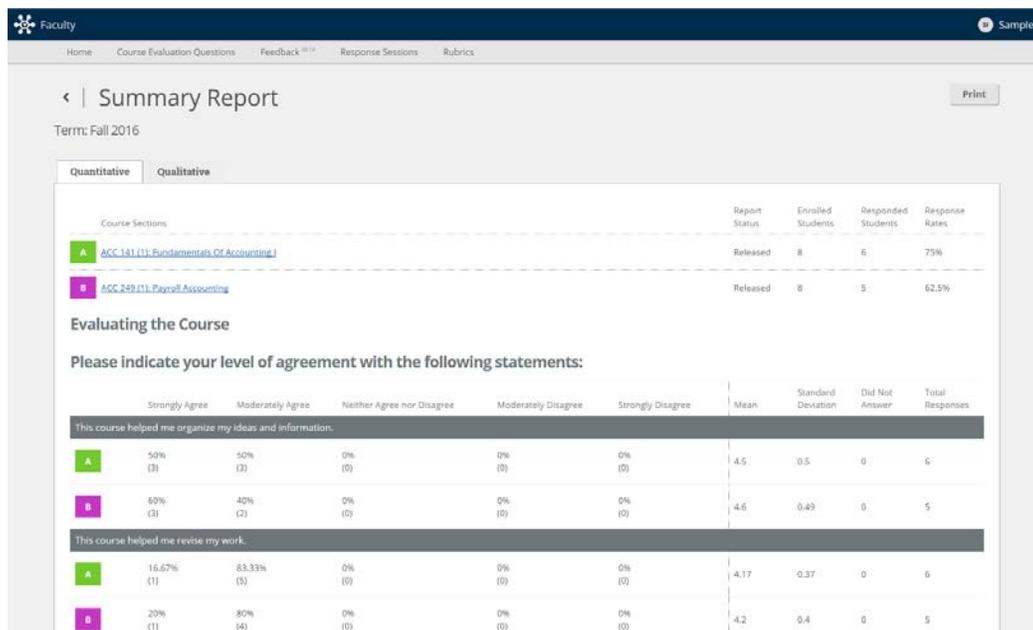
Reporting Guide for Instructors

1. To access your course evaluation results, please go to <https://uab.campuslabs.com/faculty/>
2. Login to the site using your UAB username and password.

Viewing a Summary Report for the Term



Summary reports will be available under "Course Evaluations Summary Report". There will be one report for each evaluation that was used to evaluate a section within the term. Your administrator may also include a link in an email communication that will take you directly to this report.

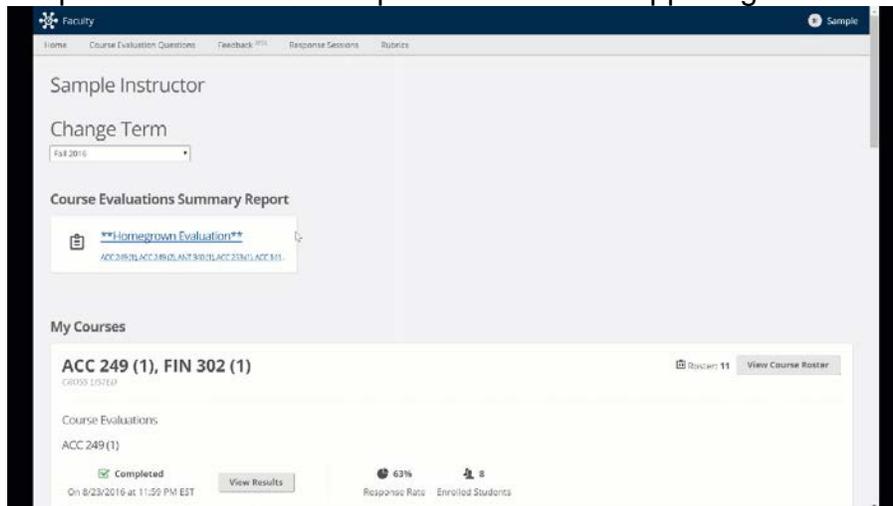


Each question asked on the evaluation is listed with the frequency, total number of responses, mean, standard deviation, and number of students that may have skipped the question. Courses are grouped together by question so that the instructor can get a holistic view of all data for that particular item.

By clicking on the course section name an instructor will be directed to the detailed report for that section.

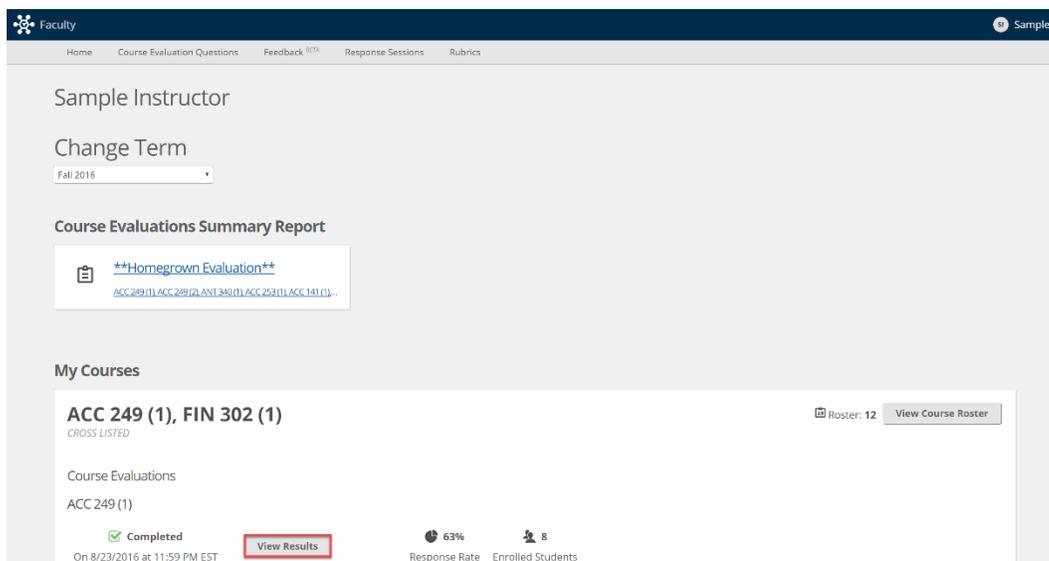
The "Report Status" column will indicate if your administration has or has not released reports for a particular section.

To print or save the report as a PDF use the print button in the upper right-hand corner of the screen.



Viewing Individual Course Reports

Upon logging in you will be brought to your dashboard which will default to the most current term in which you have a course section.



1. Click **View Results** for the course that you would like to review reports for.

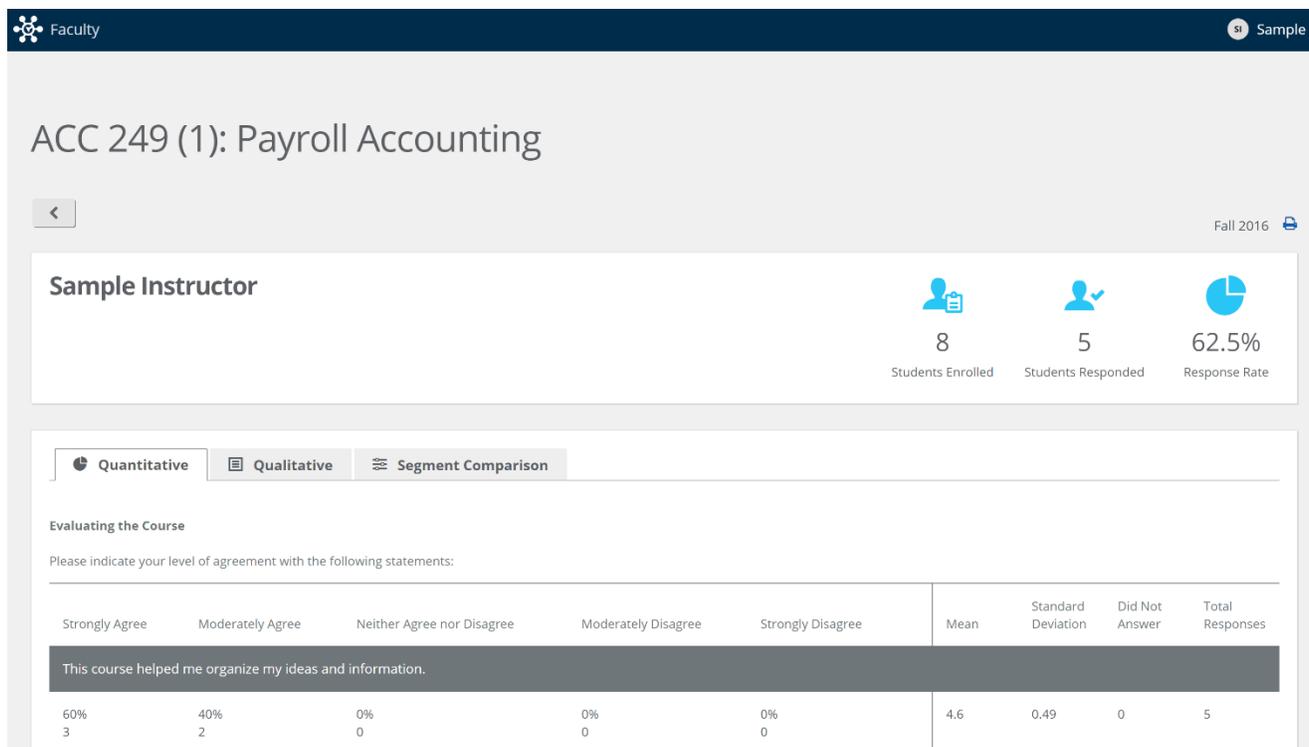
***If the View Results button is not shown, the evaluation for that section may still be collecting data or the data has not been released to you yet by your administrator.*

2. Click on a report tab to view the specific data from that course.

Types of Reports

Quantitative Responses

This is a summary of all responses with a frequency distribution, mean, standard deviation, and count of responses.



Qualitative Responses

This is a summary of all open-ended questions applicable for the course.

Faculty Sample

ACC 249 (1): Payroll Accounting

< Fall 2016

Sample Instructor

 8 Students Enrolled	 5 Students Responded	 62.5% Response Rate
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Quantitative | Qualitative | Segment Comparison

Comments -

- This class was a ton of fun!
- I really enjoyed this course and I am sad to see it end!
- I enjoyed the course!