



IDEA Feedback Summary Reports (End-of-Term Evaluation and Tenure/Promotion Report)



Faculty can retrieve copies of their IDEA reports from the online dashboard here:

<https://angelo.campuslabs.com/faculty>

IMPORTANT: Use Google Chrome or Mozilla Firefox web browsers

The **FIRST page and Qualitative Comments** of the printed report contain the information you need to submit for end-of-term evaluations and your tenure/promotion portfolio. **Please do not attach any additional pages.**

STEP 1: Sign in with your ASU ID and password. <https://angelo.campuslabs.com/faculty>

STEP 2: A) **Select term** from the drop down menu.

B) Click **View Results** under Course Evaluations.

The screenshot shows the Faculty dashboard interface. At the top, there are navigation links: Home, Course Evaluation Questions, Feedback, OSF Manager, and Trends Analysis. The main content area is titled 'Faculty Name' and 'Selected Term'. The 'Selected Term' dropdown menu is open, showing options for 2018 Fall, 2018 Spring, 2017 Fall, 2017 Spring, 2016 Fall, and IDEA 9999 (DS1). A red arrow points to the '2018 Fall' option. Below this, there is a 'Summary Report' button. The 'My Courses' section shows 'IDEA 9999 (9999)' with a 'View Course Roster' button. Under 'Course Evaluations', it shows 'Completed' status, 'On 9/28/2016 at 10:30 AM CST', and a 'View Results' button. A red arrow points to the 'View Results' button. Other statistics shown include 'Response Rate: 50%' and 'Enrolled Students: 4'.

STEP 3: Click **Print Reports** above response rate. A printer-friendly version will open in a new browser window.

The screenshot shows the 'Print Reports' page. At the top, there is a navigation bar with 'Course Evaluations', 'Home', 'Administrations', and 'Reports'. The main content area is titled 'Course Code and Name'. There is a 'Print Reports' button with a red arrow pointing to it. Below this, there is a summary section for 'Faculty Name' and 'Term: 2018 Fall'. It includes the IDEA logo, '61 Students Enrolled', '57 Students Responded', and '93.44% Response Rate'. The 'Summary Evaluation of Teaching Effectiveness' section is visible, with tabs for 'Summative', 'Formative', 'Quantitative', 'Qualitative', and 'Segment Comparison'. The 'Summary' tab is selected. It shows 'Your Average: 4.5' and 'Converted Average Comparison: 56'. The 'Progress on Relevant Objectives' section shows 'Your Average: 4.3' and 'Converted Average Comparison: 55'. The 'Ratings of Summative Questions' section shows 'Your Average: 4.6' and 'Converted Average Comparison: 56'. The 'View' dropdown is set to 'Adjusted Averages' and the 'Compare to' dropdown is set to 'IDEA Database'.

STEP 4:

A) Print page 1

The screenshot shows a web browser window displaying a course evaluation report. A print dialog box is open in the foreground, with red arrows pointing to the 'Pages from 1 to 1' field and the 'OK' button. The background report includes a header 'Please Close Window After Printing' and a 'Course Code and Name' section. It features a 'Summative' section with a 'Your Average Scores' chart and a 'Covered Average Buckets' table. The table shows the following data:

Much Lower (Lower 10%)	Lower (Lower 25%)	Similar (Middle 40%)	Higher (Higher 25%)	Much Higher (Higher 10%)
37 or Lower	38 - 44	45 - 55	56 - 62	63 or Higher

Below the table are two charts: 'Your Average Scores' and 'Your Converted Average'. The 'Your Average Scores' chart shows a score of 45. The 'Your Converted Average' chart shows a score of 55. The report also includes a 'Ratings of Summative Questions' table and a 'Your Overall Mean Ratings' table.

B) Print ALL qualitative comments.

The screenshot shows the same course evaluation report, but with the 'Qualitative Comments' section highlighted in red. A print dialog box is open in the foreground, with red arrows pointing to the 'Pages from 6 to 6' field and the 'OK' button. The 'Qualitative Comments' section contains the following text:

Qualitative Comments

- Lectures were interesting and I enjoyed coming to class. I wish lecture had a little more factual information than story telling. Enjoyed having a TA and the discussion groups.
- Overall I am displeased with how the instructor carried out the course. She did a good job of exciting conversation among the class members. However, there was very little information that was given in class. The instructor would print out pieces of textbook and recite them word-for-word. For the most part I feel I am attending a class I'm supposed to teach myself while the lecture portion consists of many conversations of people's personal lives. I would have liked to see more substance to the lectures and to contain more actual material.
- My concern lies not with [redacted] but with the course itself. Be it the information she is required to teach us, or the way she presents the information. I feel that this course required a lot from me, despite it being an entry level course that every student is required to take. The information was presented at a pace that is much faster than I am used to. I've been an undergrad student for almost 3 years now. I felt very overwhelmed by the requirements that was expected to meet.
- Most of what was lectured about during class was not on the exam. A substantial portion of it was information from the book. I think that it would benefit students a lot more if more of what was in the book was taught and lectured. It felt like I was reaching the class to myself as opposed to being taught. Also, I believe it would be very beneficial to put more information on the slides presented during class. It would not only help students write down all the main points and remember them better, but also be very helpful when looking back at them. For example, before an exam I went back to look at the lecture slides in order to review but found little to no information on them to review over. When the TA presented their slides, especially I felt that I got a much better understanding of the material because there was more information on the slides.
- I wish we would be able to cover more of the textbook in lecture and be able to take good notes to look back on them just discussion on the topic every class. The notes I would get were very inconsistent and seemed very unorganized. The instructor was very fast when talking the students what to write down in notes. Maybe better slides with more information on them would be helpful as well. I just felt like my notes were useless when it came to studying later on. I personally believe a lecture class should provide a time of reviewing the chapter in depth. I felt like all we were doing was writing a few sentences down and discussing it so when I needed to study I had to rely solely on the book. However, I did like Friday discussion. I just wish there could've been more during lecture.
- It was an amazing class and I found out that I really enjoy [redacted] I actually enjoyed it so much that I have changed my major to [redacted] major, and I now plan to go and get my master's and then PhD. Again I really appreciated this class for opening up my eyes and helping me find something I really enjoy doing.
- I really enjoy how hard you push us as students. Just do not think that [redacted] should be this difficult, especially when not majoring in it.
- Really enjoyed the course its preparing me for future assignments and assessments.
- The overall course was what I expected. I had already taken this course at a previous institution (TTU) and the material was relatively the same if not more. I liked the course and would recommend the course to another student.
- Amazing professor! Loved how you came to class with a great attitude everyday because it reflected onto the students.
- Great professor, just wish there wasn't so much on the tests
- Thank you for being a great professor! I was worried about it being difficult and uninteresting, but I genuinely enjoyed it! If I wasn't sec on nursing I would definitely major in [redacted]
- [redacted] was a great professor. I really enjoyed having her as one. I decided to minor in [redacted] so I hope I have her down the line again!
- Good teacher/ good course
- She's the bomb.com
- A great instructor, and would recommend to anyone!
- [redacted] is an amazing professor!
- She was a really great professor!

STEP 5: Repeat steps 1-4 for each course taught.

Please confer with your chair or dean for additional requirements specific to your department or college.

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