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.

🖉 Faculty		s Sample
Home Course Evaluation Questions Feedback BETA	Response Sessions Rubrics	
Sample Instructor Change Term		
Course Evaluations Summary Report		
Homegrown Evaluation Acc 249 m Acc 249 gravm 340 m Acc 253 m Acc 14		
My Courses		
ANT 340 (1)		國 Roster: 8 View Course Roster
Course Evaluations Completed View Results On 8/23/2016 at 11:59 PM EST	6 75% 2 8 Response Rate Enrolled Students	
ACC 253 (1)		Roster: 8 View Course Roster
Course Evaluations Completed View Results On 8/23/2016 at 11:59 PM EST	Response Rate Enrolled Students	

The Objectives Selection Form Completion Process (Formerly FIF)

<u>Objectives Selection Form</u> 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 <u>here</u>.

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".

Learning Objectives	Minor	Important	Essential
Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)	•	0	0
Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures	•	0	0
Learning to apply course material (to improve thinking, problem solving, and decisions)	•	0	0
Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course	•	0	0
Acquiring skills in working with others as a member of a team	•	0	0
Developing creative capacities (inventing; designing; writing; performing in art, music, drama, etc.)	•	0	0
Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)	•	0	0
Developing skill in expressing oneself orally or in writing	•	0	0
Learning how to find, evaluate, and use resources to explore a topic in depth	•	0	0
Developing ethical reasoning and/or ethical decision making	•	0	0
Learning to analyze and critically evaluate ideas, arguments, and points of view	•	0	0
Learning to apply knowledge and skills to benefit others or serve the public good	•	0	0
Learning appropriate methods for collecting, analyzing, and interpreting numerical information	•	0	0
		Cancel	Save

You have selected 0 Learning Objectives

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

•ஜ Faculty	si) Sample
Home Course Evaluation Questions Feedback RETA Response Sessions Rubrics	
Sample Instructor	
Fall 2016 •	
Course Evaluations Summary Report	
Homegrown Evaluation Acc 249(7).Acc 249(7).Acc 141(1) My Courses	
ACC 249 (1), FIN 302 (1)	ourse Roster
Course Evaluations	
ACC 249 (1)	
View Results View Results On 8/23/2016 at 11:59 PM EST View Results	

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.

Home Co	urse Evaluation Questi	ons Feedback ⁽¹⁾	Response Sessions Rubrics						
< Sui erm: Fall 201	mmary R	eport							Print
Quantitative	Qualitative								
Course	Sections					Report Status	Enrolled Students	Responded Students	Response Rates
A ACC.14	11 (1): Fundamentals O	f Accounting I				Released	8	6	75%
8 ACC.24	9 (1): Payroll Accountin	14				Released	8	5	62,5%
Evaluati	ng the Cours	e							
Evaluati Please ir	ng the Cours	e level of agreen	nent with the followi	ng statements:	Strongly Disagree	Mean	Standard	Did Not Answer	Total Responses
Evaluati Please ir	ng the Cours ndicate your Strangly Agree helped me organize r	e level of agreen Moderately Agree my Ideas and Informatio	nent with the followi Neither Agree nor Ditagree	ing statements:	Strongly Disagree	Mean	Standard Deviation	Did Not Answer	Total Responses
Evaluati Please in This course	ng the Cours ndicate your Strangly Agree helped me organize r S0% (3)	e level of agreen Moderately Agree ny ideas and informatio 50% (3)	Neither Agree nor Disagree	Moderately Disagree	Strongly Disagree Dfe (0)	Mean 4.5	Standard Deviation 0.5	Did Not Answer 0	Total Responses
Evaluati Please in This course	ng the Cours ndicate your Strangly Agree helped me organize of (3) 65% (3)	e level of agreen Moderately Agree my ideas and informatio 50% (3) (3)	Neither Agree nor Disagree Ne	Moderately Disagree	Strongly Disagree Dis (0) 04. (0)	Mean 4.5 4.6	Standard Devlation 0.5 0.49	Did Noë Answer 0	Total Responses 6 5
Evaluati Please in This course B This course	Ing the Cours Indicate your Strangly Agree to be of me organize (3) 60% (3) helped me revise my	e level of agreen Moderately Agree my Ideas and Informatio 50% (2) 40% (2) work.	Neither Agree nor Disagree Neither Agree nor Disagree No Off. (0) Off. (0) Off. (0)	ng statements: Moderately Disagree 0% (0) 0%	Strongly Disagree Dis (0) 04 (0)	Mean 4.5 4.6	Standard Deviation 0.5 0.49	Did Not Answer 0	Total Responses
Evaluati Please in This course (A This course (A	strangt Ae Cours Strangty Agree Helped me organize of 60% 60% 60% 60% 60% 60% 60% 60%	e Noderstely Agree ty Ideas and Information 50% 10 20% 20% 20% 20% 20% 20% 20% 20	Neither Agree nor Disagree Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Office Of	Moderately Disagree 0% (0) 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%	Strongly Disagree Dis (9) BM (0) Chi (0)	Mean 4.5 4.6 4.17	Standard Deviation 0.5 0.43 0.37	Did Not Answer 0 0	Total Responses 6 5

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.

	U Sample
liome Course Evaluation Questions Feedback ³⁰¹ Response Sessions Rubrics	
Sample Instructor	
Change Term	
Fa12016 •	
Course Evaluations Summary Report	
***i-iomegrown Evaluation** /ccasspl.cccisspl.cccispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl.accispl	
My Courses	
My Courses ACC 249 (1), FIN 302 (1)	Rovers 11 View Course Boster
My Courses ACC 249 (1), FIN 302 (1) Cross Evaluations	國 Raster: 11 View Course Roster
My Courses ACC 249 (1), FIN 302 (1) CROSS LISTED Course Evaluations ACC 249 (1)	國 Roster: 11 View Course Roster

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.

Faculty	s) Sample
Home Course Evaluation Questions Feedback 80% Response Sessions Rubrics	
Sample Instructor	
Change Term	
Course Evaluations Summary Report	
Homegrown Evaluation Acc289m Acc289m Acc289m Acc141m	
My Courses	
ACC 249 (1), FIN 302 (1)	J
Course Evaluations	
ACC 249 (1)	
Completed View Results 63% & 8 On 8/23/2016 at 11:59 PM EST View Results Response Rate Enrolled Students	

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.

• Faculty								s Sample
ACC 249	(1): Payro	II Accounting						
<								Fall 2016 🛛 🖨
Sample In:	structor				8 Students Enr	5 olled Students Re	esponded	62.5% Response Rate
Cuantitat	ive 🗉 Qualitativ	e 😄 Segment Comparison						
Evaluating the Cou Please indicate your	rse level of agreement with the	following statements:						
Strongly Agree	Moderately Agree	Neither Agree nor Disagree	Moderately Disagree	Strongly Disagree	Me	Standard an Deviation	Did Not Answer	Total Responses
This course help	ed me organize my ideas a	ind information.						
60% 3	40% 2	0% 0	0% 0	0% 0	4.6	0.49	0	5

Qualitative Responses

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

🔆 Faculty			s Sample
ACC 249 (1): Payroll Accounting			
<			Fall 2016 🖨
Sample Instructor	8 Students Enrolled	5 Students Responded	62.5% Response Rate
Cuantitative E 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!			