

Instructions for Printing IDEA Results on Campus Labs

- Log into Campus Labs (<https://sdbor.campuslabs.com/faculty>)
- Ensure that you have selected the correct term
- For each course, select “View Results”

The screenshot shows the 'My Courses' interface. At the top, it says 'My Courses'. Below that, the course 'USD UHON 100 (U18)' is listed. To the right of the course name, there are two buttons: 'View Course Roster' and 'Objectives Selection Form'. Below the course name, there is a 'Course Evaluations' section. It shows a green checkmark and the word 'Completed', followed by the text 'On 12/7/2021 at 11:59 PM CST'. A red circle highlights the 'View Results' button. To the right of this button, there are two statistics: '100%' labeled 'Response Rate' and '22' labeled 'Enrolled Students'.

- Once in the course, select the Print Reports option available on the top right corner of the page for an individual course report.

The screenshot shows the course page 'USD UHON 100 (U18): The Honors Experience'. At the top left, there is a back arrow and the course title. Below the title, there is a 'Term: 2021 Fall' label. In the center, there is the IDEA logo. To the right of the logo, there are three statistics: '22 Students Enrolled', '22 Students Responded', and '100% Response Rate'. A red circle highlights the 'Print Reports' button in the top right corner.

The resulting printout will include 5-point scale scores, converted scores, quantitative and qualitative data (3-4 pages). For Promotion and Tenure, the converted scores will be utilized. The P&T committee is instructed to use the higher of the raw or adjusted scores in their evaluation. Faculty are encouraged to use this format for Promotion and Tenure packets.

For further questions or troubleshooting, please contact Lindsay Hayes (Lindsay.Hayes@usd.edu, 605-658-3854).