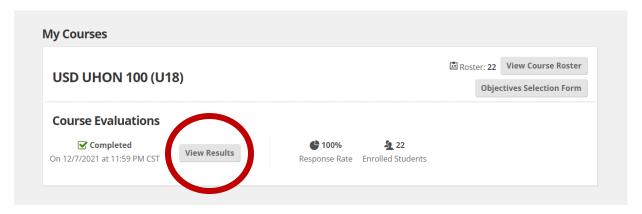
Instructions for Printing IDEA Results on Campus Labs

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



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



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 (<u>Lindsay.Hayes@usd.edu</u>, 605-658-3854).