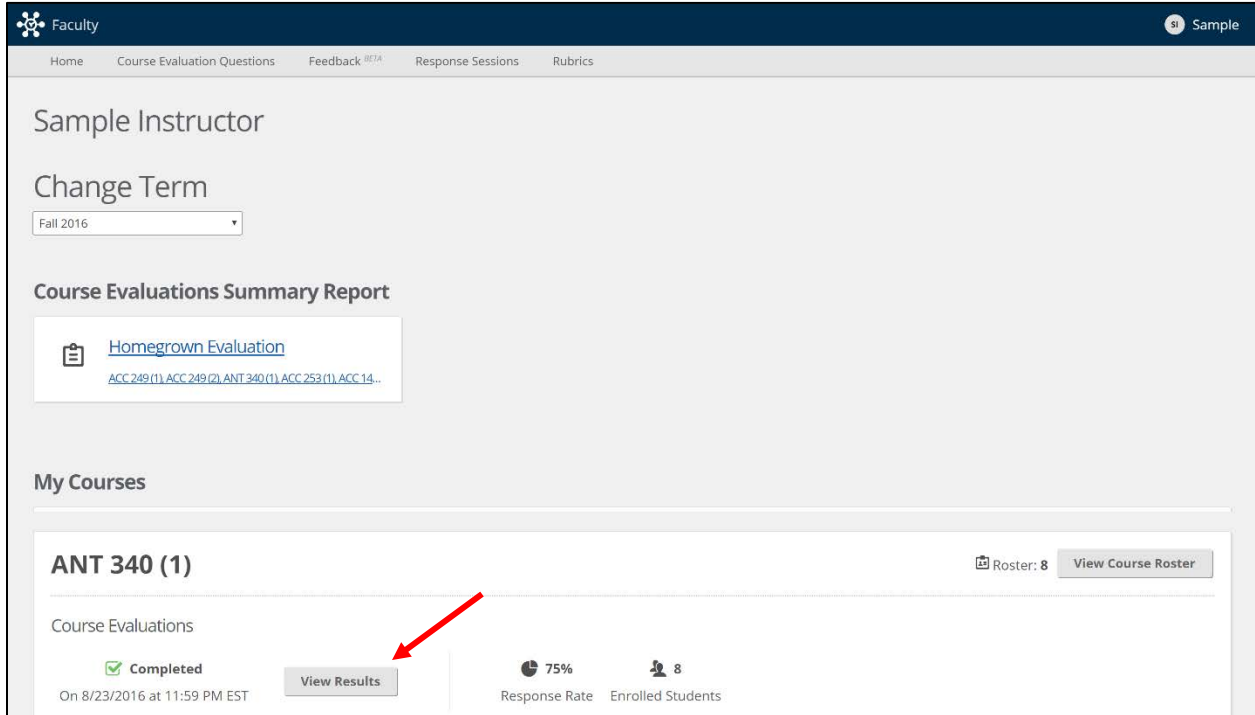


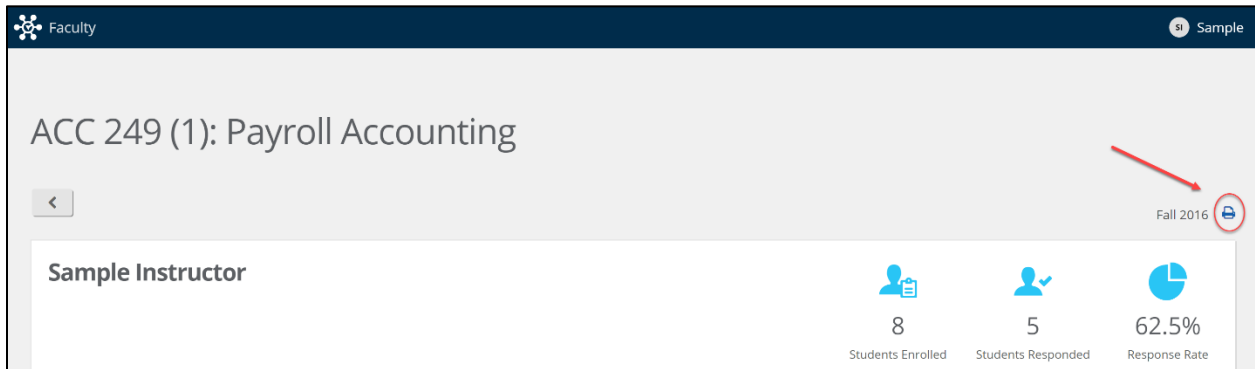
## Instructions for Printing IDEA Results

- 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 Faculty interface. At the top, there is a navigation bar with 'Faculty' and 'Sample'. Below the navigation bar, there are links for 'Home', 'Course Evaluation Questions', 'Feedback <sup>BETA</sup>', 'Response Sessions', and 'Rubrics'. The main content area is titled 'Sample Instructor' and includes a 'Change Term' dropdown menu set to 'Fall 2016'. Below this is a 'Course Evaluations Summary Report' section with a link to 'Homegrown Evaluation' and a list of course codes: ACC 249 (1), ACC 249 (2), ANT 340 (1), ACC 253 (1), ACC 14... The 'My Courses' section is visible, showing 'ANT 340 (1)' with a 'View Course Roster' button. Underneath, the 'Course Evaluations' section shows 'Completed' with a green checkmark, 'On 8/23/2016 at 11:59 PM EST', and a 'View Results' button. To the right, there are statistics: 'Response Rate 75%' and 'Enrolled Students 8'. A red arrow points to the 'View Results' button.

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



The screenshot shows the Faculty interface for the course 'ACC 249 (1): Payroll Accounting'. The top navigation bar includes 'Faculty' and 'Sample'. Below the navigation bar, there is a back arrow and a 'Fall 2016' dropdown menu with a print icon. The main content area is titled 'Sample Instructor' and includes three statistics: '8 Students Enrolled', '5 Students Responded', and '62.5% Response Rate'. A red arrow points to the print icon in the top right corner.

The resulting printout will include 5-point scale scores, converted scores, quantitative and qualitative data (3-4 pages). Faculty are encouraged to use this format for Promotion and Tenure packets.

For further questions or troubleshooting, please contact Campus Labs administrator, Lindsay Hayes ([Lindsay.Hayes@usd.edu](mailto:Lindsay.Hayes@usd.edu), 605-677-6497).