

How to find Faculty Reports in IDEA

Click on the IDEA tile from the Gateway.

Gateway: Home

The screenshot shows the Gateway Home page. On the left is a dark sidebar with navigation links: My Gateway, Employees, Academic Resources, Campus Documents, Faculty Meetings, FAS Directory, and Alumni Directory. Below this is a 'Resources' section. The main area is titled 'APPLICATION LAUNCH PAD' and contains a grid of application tiles. The 'IDEA' tile, which features a bar chart icon, is circled in red. Other tiles include Gateway, Office365, Moodle, ZOOM, JumpStart, Netfiles, SSB, DegWorks, CLIQ, EngageD, iGrad, StuAbroad, Handshake, AlumniFire, Totara, Interfolio, Quest, SISO, BannerAdm, Cognos, Jadu, Content7, Facilities, WorkComp, Fleet, and Uniglobe. Below the grid is a 'Help' tile. At the bottom, there are two red text links: 'MY EMERGENCY & CONTACT INFO' and 'COVID VACCINATION RECEIPT'.

Once in IDEA, click on the IDEA icon (rainbow-colored menu) on the top left of the screen

The screenshot shows the IDEA Faculty dashboard. At the top left, there is a rainbow-colored menu icon circled in red, followed by the word 'Faculty'. Below this is a navigation bar with tabs: Home, Course Evaluation Questions, Feedback, OSF Manager, and Trends Analysis.

Select the "Evaluate" box

The screenshot shows the Dickinson College campuslabs interface. At the top, it says 'campuslabs' with a logo and 'IS NOW ANTHOLOGY'. Below this is the Dickinson College logo. The main content area features three boxes: 'Engage' (Promote meaningful engagement experiences across campus), 'Evaluate' (Course feedback to improve teaching and learning), and 'Faculty' (Manage course rosters, course evaluations, and more with a personalized dashboard). The 'Evaluate' box is circled in red.

Select Faculty Reports, under Reporting

Home

Reporting


Faculty Reports


Question Mean Analysis


Response Rates


Unit Summary Report

From there you can select the Term, and the Evaluation is “IDEA Diagnostic Feedback (2016)” and “Display Results”

Faculty Reports Preview

Choose a term and then evaluation to display faculty members

+ Organizational Unit: Dickinson College

Term: Evaluation:

Display Results

That will list all reports and you can search for specific faculty members

Faculty Reports Preview

Choose a term and then evaluation to display faculty members

+ Organizational Unit: Dickinson College

Term: Evaluation:

Display Results

Term: Spring 2022, Evaluation: IDEA Diagnostic Feedback (2016)
Organizational Unit: Dickinson College

Search:

↕ First Name	↕ Last Name	Reports
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