

How to enter Student Evaluations Data

Step 1: Have your tables/charts/graphs created as directed by your department requirements.

Step 2: Once logged into your Faculty Success, in the Activities tab, select the Evaluations Data screen under 'Teaching/Mentoring'.

The screenshot shows the 'Activities' tab selected in the top navigation bar. Below the navigation bar, there are search boxes for 'Search All Activities' and 'Search Tips', and a 'Rapid Reports' button. A link to 'Review a guide to manage your activities.' is present. The main content area is divided into sections: 'General Credentials/Expertise', 'Career Information', and 'Teaching/Mentoring'. The 'Teaching/Mentoring' section is expanded, showing various sub-sections. A yellow arrow points to the 'Activities' tab, another yellow arrow points to the 'Teaching/Mentoring' section, and a third yellow arrow points to the 'Evaluation Data' link.

Step 3: Once in the Evaluation Data screen, add the new information you have created by clicking on the 'Add New' button on the top right of your screen. (We are adding Spring 2022 student evaluation data)

The screenshot shows the 'Evaluation Data' screen. At the top, there are navigation tabs: 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. Below the navigation bar, there are buttons for 'Rapid Reports' and 'PasteBoard'. The main content area has a header 'Evaluation Data' with a search box for 'Search Evaluation Data', 'Search Tips', and 'Add New' buttons. Below the header, there are buttons for 'Duplicate' and 'Select Columns', and navigation arrows. The main content area shows a table with columns for 'Term, Term and Year', 'Year, Term and Year', 'Month, Date', 'Day, Date', and 'Year, Date'. The table contains two rows of data: 'Fall 2021' and 'Spring 2021'. A 'Filters: None' label is visible above the table.

<input type="checkbox"/>	Term, Term and Year	Year, Term and Year	Month, Date	Day, Date	Year, Date
<input type="checkbox"/>	Fall	2021	September	21	2021
<input type="checkbox"/>	Spring	2021	September	21	2021

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Step 4: Fill in the needed information for your Evaluation Data screen.

BEFORE

The screenshot shows the 'Edit Evaluation Data' screen with the following fields:

- Term and Year:** Term is set to 'Spring' and Year is '2022'.
- Title:** The title field is empty.
- Evaluation Narrative:** The narrative field is empty.
- Photograph:** A dashed box with the text 'Drop file here or select to upload'.
- Date:** Month is 'January', Day is '17', and Year is '2022'.

AFTER

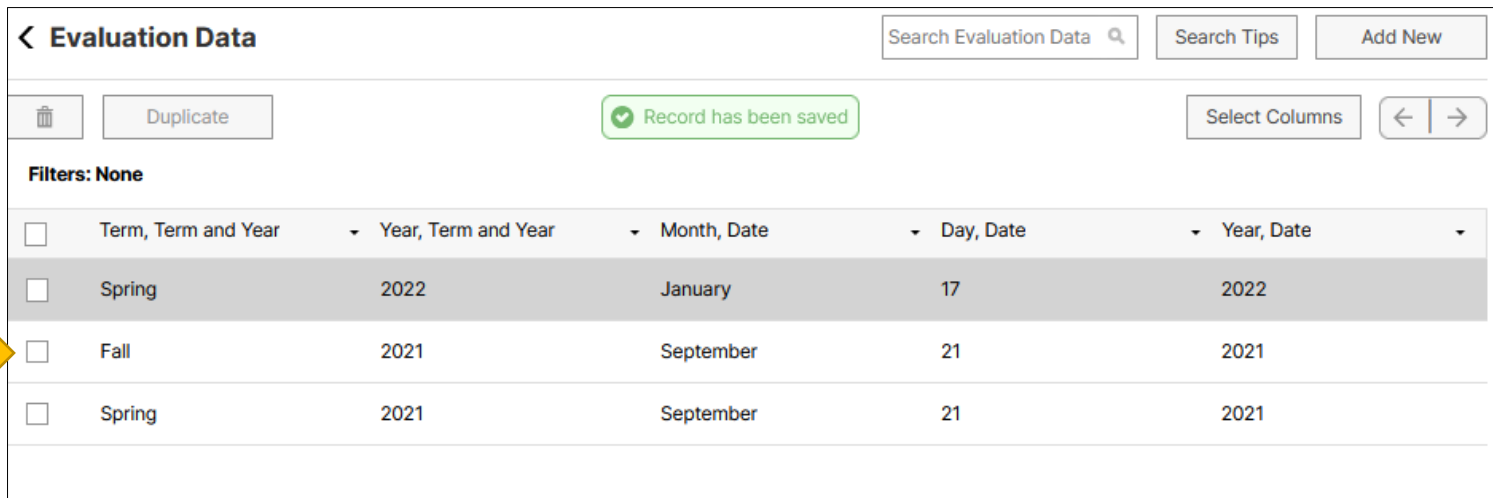
The screenshot shows the 'Edit Evaluation Data' screen with the following fields filled:

- Term and Year:** Term is 'Spring' and Year is '2022'.
- Title:** 'Spring 2022 Student Evaluation Summary'.
- Evaluation Narrative:** 'Attached is a summary of my Spring 2022 student course evaluations: All but one section this semester have I taught previously. At my previous university I was co-teaching.....'
- Photograph:** An image titled 'Teaching Evaluations_BarGraph-1-2.png (172.99 KB)' is uploaded.
- Date:** Month is 'January', Day is '17', and Year is '2022'.

In this example we filled in the correct Term and Year (Spring 2022). A title that a reviewer can easily identify “Spring 2022 Student Evaluation Summary”. In the narrative we added needed information about that we have attached (tables/charts/graphs). The Photograph/Upload are the tables/charts/graphs we made (I uploaded an image of my bar graph that I created in Excel) based on our student course evaluations. For the date I put the date the semester started.

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Step 5: Click 'SAVE' and check that the new entry is appearing under your Evaluation



The screenshot shows the 'Evaluation Data' interface. At the top left is a back arrow and the title 'Evaluation Data'. To the right are buttons for 'Search Evaluation Data', 'Search Tips', and 'Add New'. Below these are buttons for 'Duplicate', 'Record has been saved' (with a green checkmark), and 'Select Columns'. A 'Filters: None' section is present. The main area is a table with the following columns: Term, Term and Year, Year, Term and Year, Month, Date, Day, Date, and Year, Date. The table contains three rows: Spring 2022 (January 17), Fall 2021 (September 21), and Spring 2021 (September 21). A yellow arrow points to the 'Fall' row.

<input type="checkbox"/>	Term, Term and Year	Year, Term and Year	Month, Date	Day, Date	Year, Date
<input type="checkbox"/>	Spring	2022	January	17	2022
<input type="checkbox"/>	Fall	2021	September	21	2021
<input type="checkbox"/>	Spring	2021	September	21	2021

Data screen.

Step 6: Click on the 'Report' tab and the check to see how your report looks for this section. In this example we looked at a Reappointment Review and scrolled to the "Student Evaluations of Credit and Noncredit Courses" section. An embedded link will appear to our reviewers and once clicked a separate screen will open showing our graphs.