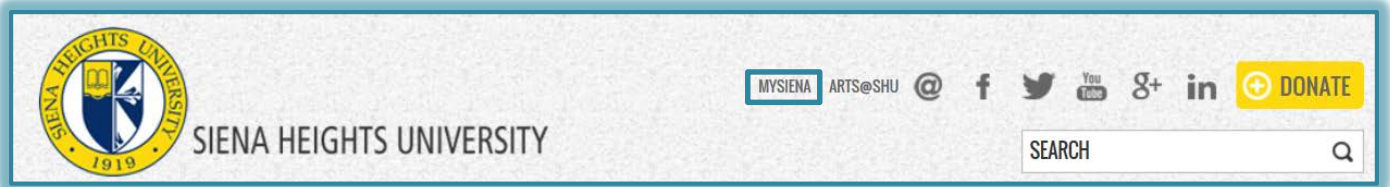


Course Evaluation Reports

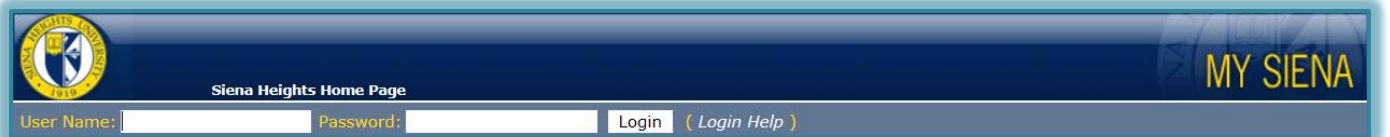
Course Evaluations can be viewed by individual faculty members through My Siena after the evaluations have been published. This means faculty will not be able to access the evaluations for a particular term until after the last date the students are able to access them. The reports are usually published the week after the last date of access. These reports are sent to Division Chairs and Division Support Staff as soon as they are published. You are only able to see the evaluations that were completed for your courses. You will not be able to see evaluations for other faculty.

ACCESS EVALUATIONS

- † Access the Siena Heights University Web site (www.sienaheights.edu).
- † If you are on the **Adrian** campus, the **My Siena** page will display when the Web browser opens if the default Home Page has not been changed.
- † When the page opens, click the **My Siena** link (see illustration below).



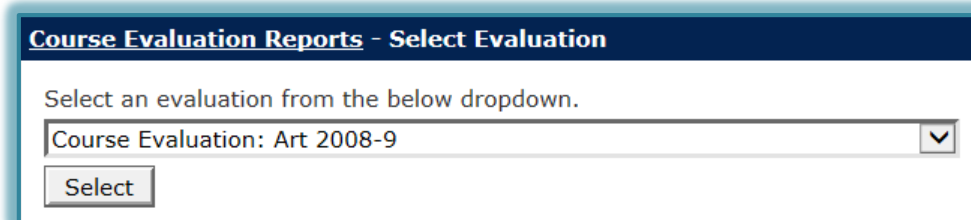
- † The **My Siena** page will display (see illustration below).



- † Log into **My Siena**.
- † Under **Faculty Tools**, click the **Course Evaluation Reports** link (see illustration below).



- † The **Course Evaluation Report-Select Evaluation** window will display.



- † In the list, select the term for which you want to view the evaluation.
 - ✦ Keep in mind that there may be several evaluations for a particular term, such as Online Fall 1 2014, Online Fall 2 2014, Art Fall 2014, Graduate Fall 2014-1, etc.
 - ✦ Your evaluations may be listed in more than one evaluation set.
 - ✦ Be sure to select the semester and year of the evaluation you want to view.

- † Click the **Select** button.
- † The **Course Evaluations Report-Select Report Type** window will display.

- † Select one of the two options. These are:
 - ✦ **Section (Dept/Course)** - This will list all your evaluations that are available for that evaluation set. You will then be able to view and/or download all the evaluations in the set at the same time. You can also move to other steps to download and/or view each of the courses individually.
 - ✦ **Section (Faculty)** - When this option is selected, you will be able to view and/or download the evaluations for each of your courses individually. This is the best option to select.

SECTION (DEPT/COURSE)

- † Select **Section (Dept/Course)** from the list.
- † Click the **Select** button.
- † The **Course Evaluations Report-Section Report-Select Department** window will display.

- † Click the list to select the **Department** for which the report is to be generated. If you only teach in one **Department**, only that **Department** will display.
- † Click the **Select** button.
- † The **Course Evaluation Reports - Section Report - Select Course** window will display.

- † Click the **Select** button or select one of the options to view or save the report.
- † Once the report has been generated, the report can be opened in Word or Excel or saved to your computer. To do this:
 - ✦ Click the **View as Formatted Text** link to save or open the report in Word format.

- This is the preferred option.
- The document will be saved in Rich Text Format (RTF).
- The data will appear in an easy to read Table format
- This format can be opened easily in Word.
- ✦ Click the **Export to Excel** link to save or open the report in Excel format.
 - The data will be saved in columns.
 - When the report is saved in this format, it is more difficult to read.
- ✦ The **File Download** window will display.
- ✦ Click **Open** to display the report in either **Word** or **Excel**.
- ✦ Click **Save As** to save the report to a folder on your computer.

SECTION (FACULTY)

† Select **Section (Faculty)** from the list.

† Click the **Select** button.

† The **Course Evaluation Reports - Select Report - Select Faculty** window will display.

† Select your name from the list.

- ✦ You will only be able to see reports for your classes.
- ✦ Names of other faculty should not appear in the list.

† Click the **Select** button to move to the next step.

† The **Course Evaluation Reports - Section Report - Select Course Section** window will display.

- † Select the course that is to be viewed or downloaded from the list.
- † Click **Export All as Formatted Text** to open the report in **Word** or to save it to a folder on your computer.
 - ✦ This is the preferred option.
 - ✦ The document will be saved in Rich Text Format (RTF).
 - ✦ The data will appear in an easy to read Table format
 - ✦ This format can be opened easily in Word.
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