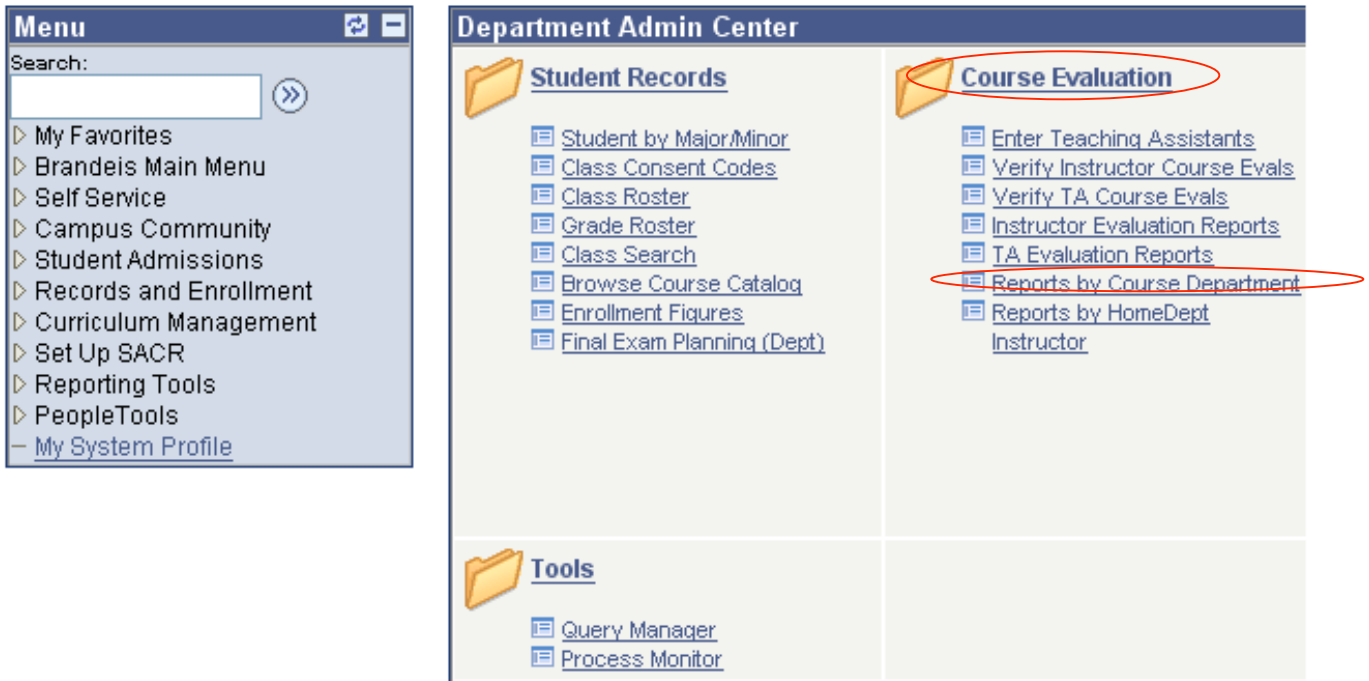


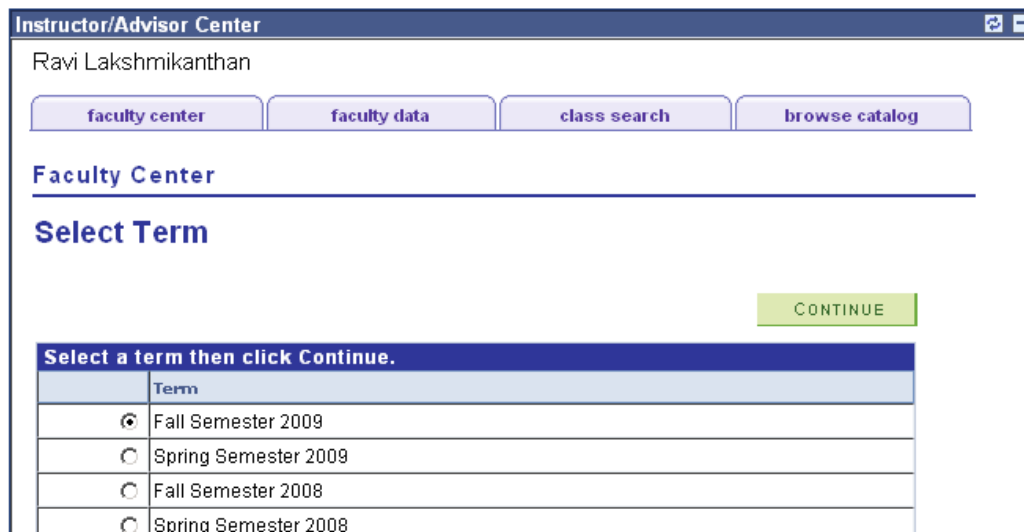
How to access the “Reports by Course Department” evaluation report

1. Log in to Sage at <https://sage.brandeis.edu>
2. If your screen looks like the image below, click on **Reports by Course Department** under the **Course Evaluation** heading.

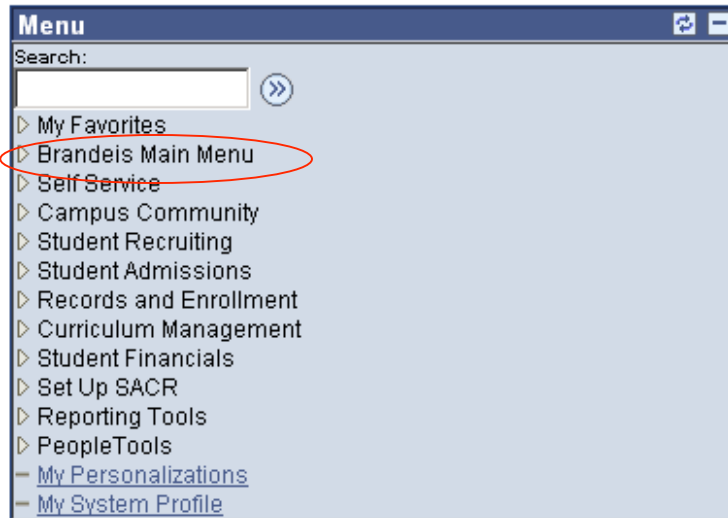
Then continue to step 5.



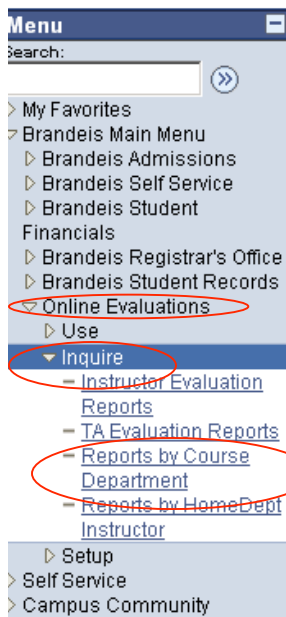
3. If your screen looks like the image below, click **Menu** and go to step 4.



4. From the screen below, click on “**Brandeis Main Menu**” in the left navigation bar



then “**Online Evaluations**”
then “**Inquire**”
then “**Reports by Course Department**”




5. Fill in appropriate fields and click **Search**.


By Home Dept of Course


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term: begins with 

Evaluation Type: =

Academic Organization: begins with 

[Basic Search](#)  [Save Search Criteria](#)

Enter the term. Use the pull-down menu to select either instructor or teaching assistant for the evaluation type.

Term Format

1 + Last Two Digits of the Year + Term

Summer 2009 = 1092

Fall 2009 = 1093

Spring 2010 = 1101

Summer 2010 = 1102


Etc.

6. Once you have entered your desired search parameters, click the “Search” button. This will return all of the departments you have access to on SAGE.


By Home Dept of Course


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term: begins with 

Evaluation Type: =

Academic Organization: begins with 

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-86 of 86 Last

Term	Evaluation Type	Academic Organization
1081	Instructor	AFRICAN
1081	Instructor	AMERICAN
1081	Instructor	ANTHROPLGY
1081	Instructor	ARTS SCIEN

Clicking on your department brings you to:

Summary Reports

Summary Reports by Home Department of Course

African and Afro-American Studies Department

[Departmental Mean Summary Report](#)

[Instructor Mean Summary Report](#)

These summary reports include all courses sponsored by the department or program.

7. From this page select the desired report. Each link will bring up a new window with the PDF report inside. **Remember that these reports will only display courses from the selected department, regardless of the instructor's home department.** Using the above example, the report generated will show all courses from the African and Afro-American Studies department, even if some of the courses were taught by a professor from a different department.

8. If you have any questions, please contact the Course Evaluation office by sending an email to: evaluate@brandeis.edu.