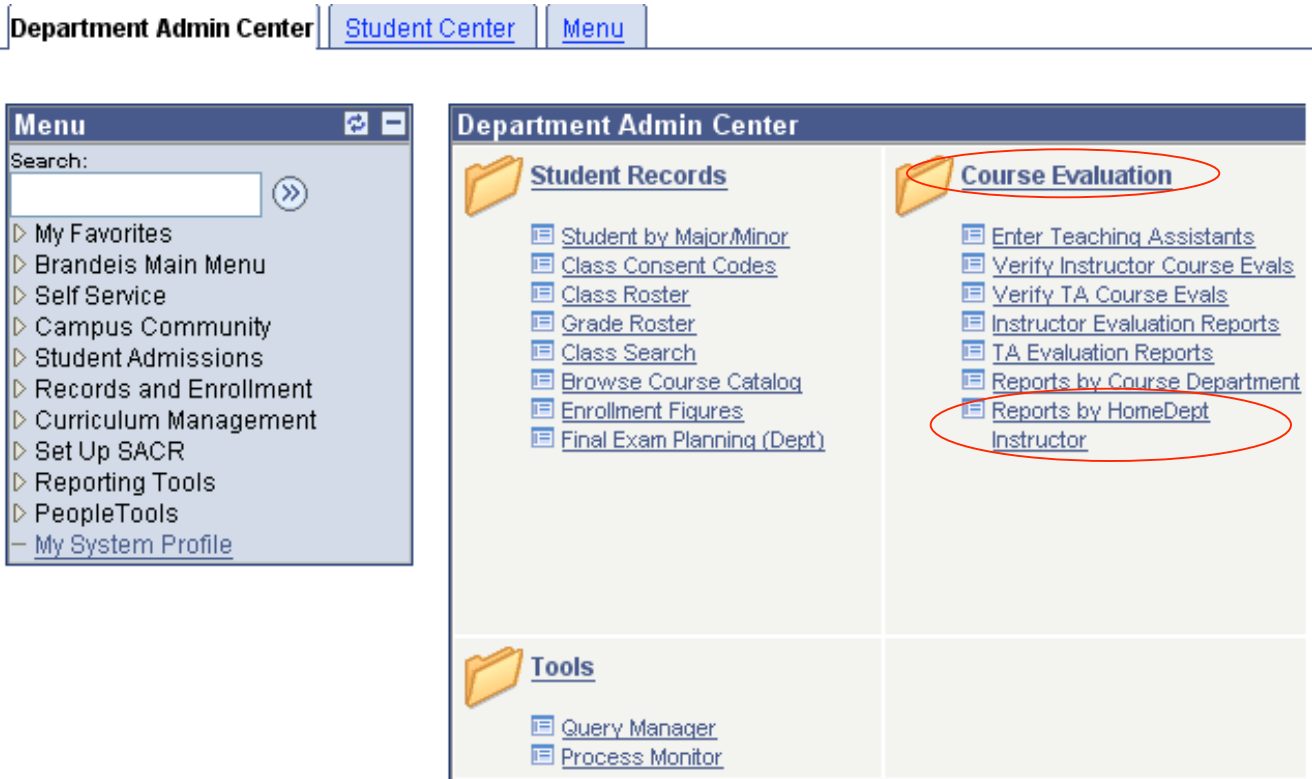


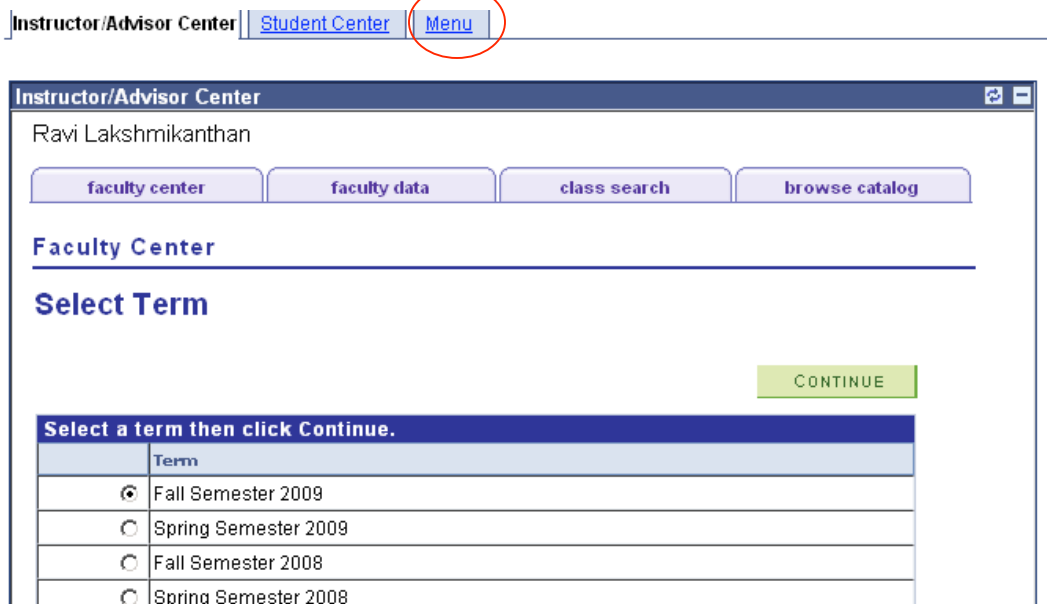
How to access the “Reports by HomeDept Instructor” evaluation report

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

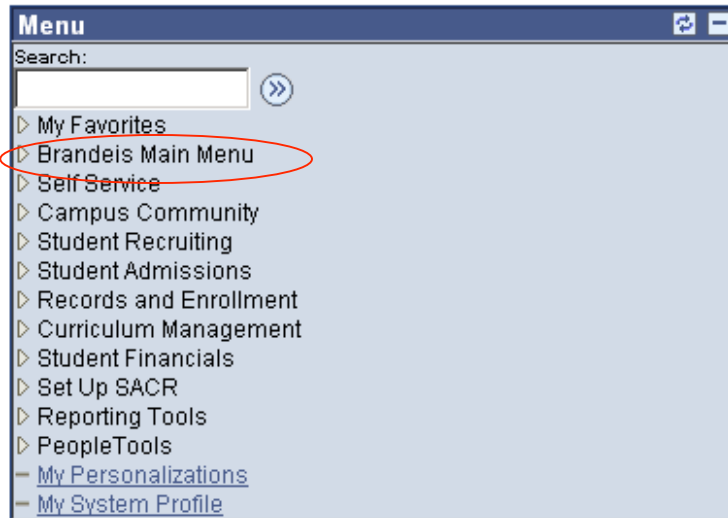
Then continue to step 5.



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



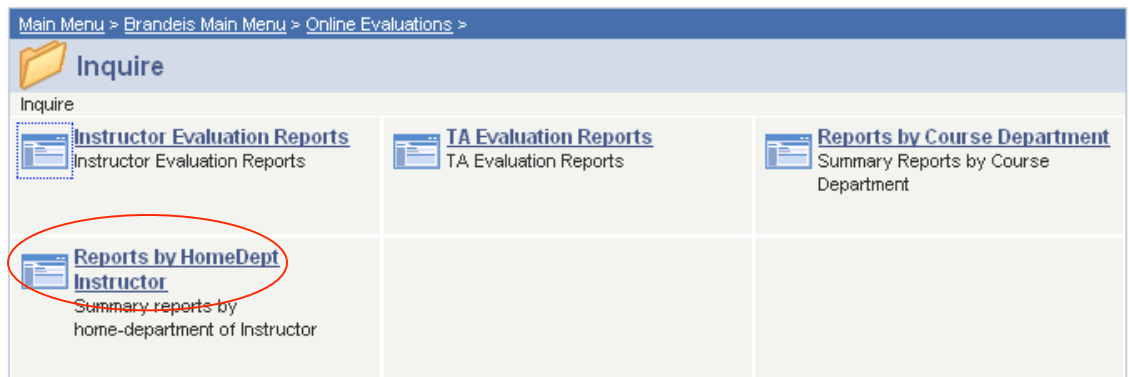
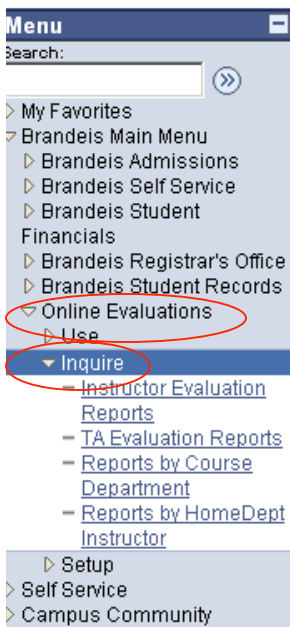
4. From the screen below, click on “**Brandeis Main Menu**” in the left navigation bar



then “**Online Evaluations**”

then “**Inquire**”

then “**Reports by HomeDept Instructor**”



5. Fill in appropriate fields and click **Search**. Typically entering only the Term will suffice.

By Home Dept of Instructor

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

Find an Existing Value

Term: 

Department: 

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

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, listed by their department code.

By Home Dept of Instructor

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

Find an Existing Value

Term: 

Department: 

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

Search Results

View All 1-40 of 40

Term	Department
1081	11100
1081	11200
1081	11400

Clicking on your department code brings you to:

Summary Reports by Home Department of Instructor

Romance Studies

[Departmental Mean Summary Report](#)

[Instructor Mean Summary Report](#)

These summary reports include all courses taught by instructors for whom this academic department is their home department.

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 home department of the instructor, regardless of which course they taught.** Using the example above, all courses taught by a Romance Studies professor will be listed, even if a Romance Studies professor taught a class outside of the department.

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