

INSTRUCTIONS FOR VERIFYING ONLINE COURSE EVALUATIONS

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

Then continue to step 5.

Department Admin Center | [Student Center](#) | [Menu](#)

The screenshot shows the Department Admin Center interface. On the left is a 'Menu' sidebar with a search box and a list of links including 'My Favorites', 'Brandeis Main Menu', 'Self Service', 'Campus Community', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', and 'My System Profile'. The main content area is titled 'Department Admin Center' and is divided into three sections: 'Student Records', 'Course Evaluation', and 'Tools'. The 'Course Evaluation' section contains several links, with 'Verify Instructor Course Evals' circled in red. Other links in this section include 'Enter Teaching Assistants', 'Verify TA Course Evals', 'Instructor Evaluation Reports', 'TA Evaluation Reports', 'Reports by Course Department', and 'Reports by HomeDept Instructor'. The 'Tools' section includes 'Query Manager' and 'Process Monitor'.

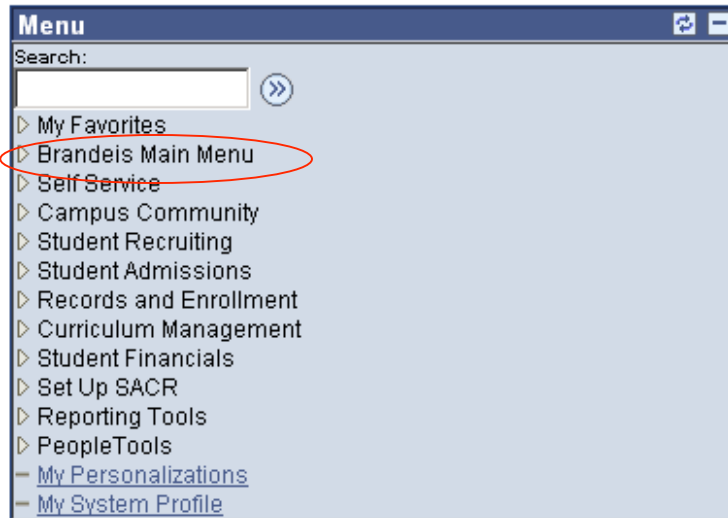
3. If your screen looks like the image below, click **Continue** and go to step 4.

Instructor/Advisor Center | [Student Center](#) | [Menu](#)

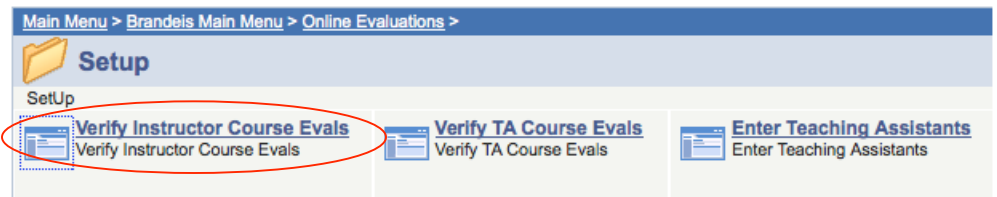
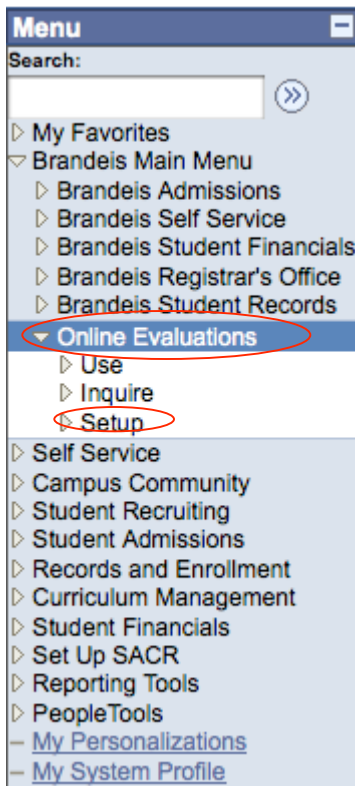
The screenshot shows the Instructor/Advisor Center interface for Ravi Lakshmikanthan. At the top, there are four buttons: 'faculty center', 'faculty data', 'class search', and 'browse catalog'. Below these is the 'Faculty Center' section with a 'Select Term' heading. A green 'CONTINUE' button is visible. At the bottom, there is a table with the heading 'Select a term then click Continue.' and three rows of radio buttons for selecting a term.

Select a term then click Continue.	
	Term
<input checked="" type="radio"/>	Fall Semester 2009
<input type="radio"/>	Spring Semester 2009
<input type="radio"/>	Fall Semester 2008

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



then “**Online Evaluations**”
then “**Setup**”
then “**Verify Instructor Course Evals**”




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

Instructor Evaluations

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

Find an Existing Value

Academic Organization: begins with 

Term: begins with

[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.


Instructor Evaluations

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

Find an Existing Value

Academic Organization: begins with 

Term: begins with

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

Search Results

View All First  1-2 of 2  Last

<u>Academic Organization</u>	<u>Term</u>
GP_JWCOMSR	1091
HELLER_SCH	1091

- Clicking on your department code brings you to the image below.
 Verify the list of **Active Courses**
 All Undergraduate courses are required to be evaluated.
 Evaluations of Graduate courses are at the discretion of the Department Chair.

Instructor Evaluations

Term: 1091

GP_JWCOMSR

Class Nbr	Subject	Clg Nbr	Section	Session	Description	Mtg Nbr	Instructor	Form ID	Active	Total	Cmplt	% C
3050	HRNS	237B	1	1	ORGANIZ. THEORY/BEHAVIOR	1	Rosen,Mark	INS1	<input checked="" type="checkbox"/>	11	9	81.
4320	HRNS	260A	1	1	JEWISH COMMUNITY AND IDENTITY	1	Sales,Amy L	INS1	<input checked="" type="checkbox"/>	12	9	75.
4552	HRNS	239B	1	1	PHILANTHROPY/FUNDRAISING	1	Mersky,David	INS1	<input checked="" type="checkbox"/>	3	3	100

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