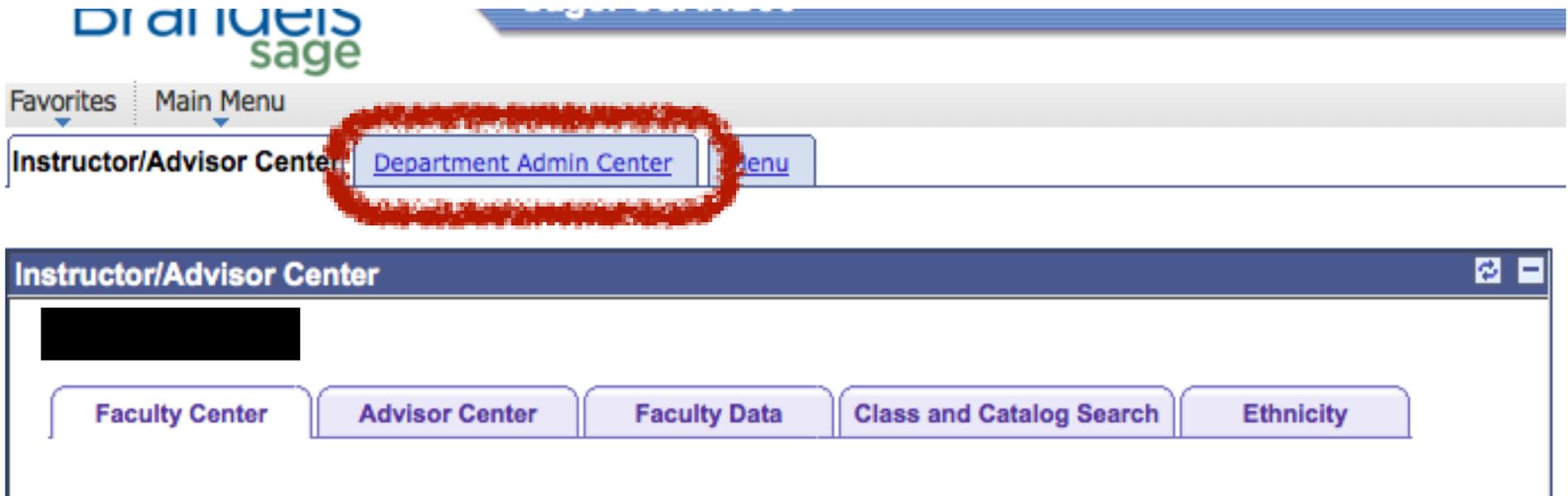


Course Evaluation Reports:

Access Instructions for Department Chairs and Administrators

1.) Log into your SAGE account (disable ALL pop-up blockers before proceeding)

2.) Click on the 'Department Admin Center' tab

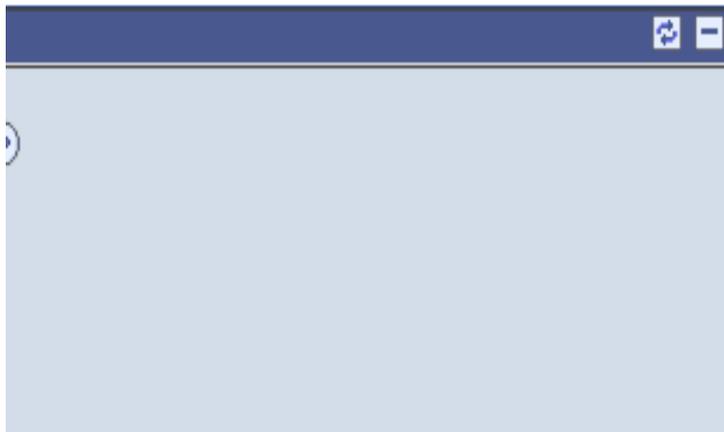


3.) For Individual Instructor Evaluation Reports:

- Click on the **'Instructor Evaluation Reports'** link in the **'Course Evaluation'** folder

Department Admin Center

[Menu](#)



Department Admin Center



Student Records

- [Academic Advising](#)
- [Enrollment Figures](#)



Course Evaluation

- [Enter Teaching Assistants](#)
- [Verify Instructor Course Evals](#)
- [Instructor Evaluation Reports](#)
- [Reports by Course Department](#)
- [Reports by HomeDept Instructor](#)



Graduate

- [GSA](#)
- [GSA](#)
- [Uplo](#)
- [Appl](#)
- [Appl](#)
- [Acad](#)
- [Chec](#)

3.a)

- Enter the **academic term** in numeric format (see table at right)
- Enter the last name and/or first name of the Instructor whose report you are seeking
- Click on **'Search'**
 - A list of possible matches will appear if there is more than one
- Click on the appropriate report link and your download screen should pop-up allowing you to download the desired report

TERM	NUMERIC FORMAT
Fall 2011	1113
Spring 2012	1121
Summer 2012	1122
Fall 2012	1123
Spring 2013	1131
Summer 2013	1132
Fall 2013	1133

Instructor Course Evaluations

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

Find an Existing Value

Limit the number of results to (up to 300):

Term:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	
EmplID:	<input type="text" value="begins with"/>	<input type="text"/>	
Last Name:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	
First Name:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	
Department:	<input type="text" value="begins with"/>	<input type="text"/>	

Search

Clear

[Basic Search](#)



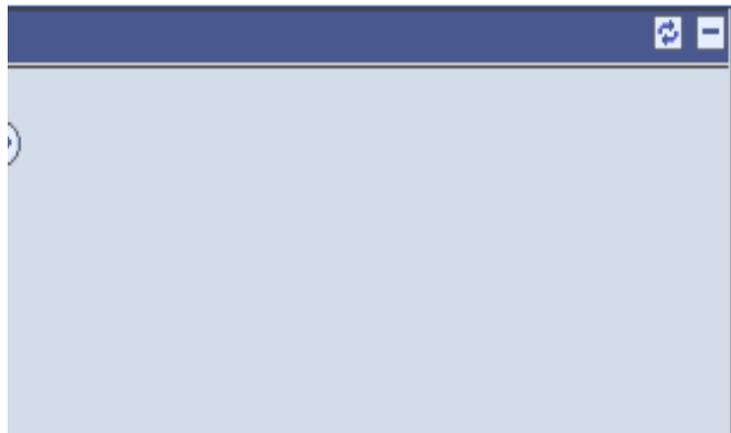
[Save Search Criteria](#)

4.) For Individual TA/TF Evaluation Reports:

- Return to the **'Department Admin Center'** home screen
- Click on the **'TA Evaluation Reports'** link in the **'Course Evaluation'** folder

Department Admin Center

[Menu](#)



Department Admin Center

Student Records

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- [Enrollment Figures](#)

Course Evaluation

- [Enter Teaching Assistants](#)
- [Verify Instructor Course Evals](#)
- [Verify TA Course Evals](#)
- [TA Evaluation Reports](#)
- [Reports by HomeDept Instructor](#)

Gradu

- [GSA](#)
- [GSA](#)
- [Uplo](#)
- [App](#)
- [App](#)
- [Aca](#)
- [Che](#)

4.a)

- Enter the **academic term** in numeric format
- Enter the last name and/or first name of the TA whose report you are seeking
- Click on **'Search'**
- Click on the appropriate report link and your download screen should pop-up allowing you to download the desired report

TERM	NUMERIC FORMAT
Fall 2011	1113
Spring 2012	1121
Summer 2012	1122
Fall 2012	1123
Spring 2013	1131
Summer 2013	1132
Fall 2013	1133

TA Course Evaluations

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

Find an Existing Value

Limit the number of results to (up to 300):

Term:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	
EmplID:	<input type="text" value="begins with"/>	<input type="text"/>	
Academic Organization:	<input type="text" value="begins with"/>	<input type="text"/>	
Last Name:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	
First Name:	<input type="text" value="begins with"/>	<input type="text" value="<-----"/>	

Search

Clear

[Basic Search](#)



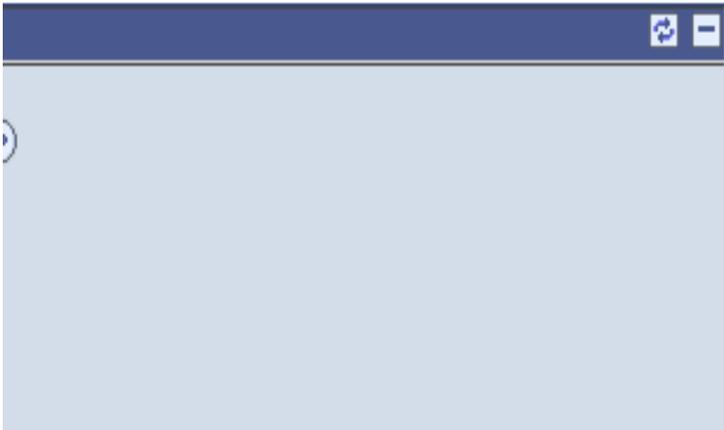
[Save Search Criteria](#)

5.) For Summary Reports by Department:

- Return to the 'Department Admin Center' homepage
- Click on the link for 'Reports by Course Department'
 - These reports will show a summary of all courses sponsored by the selected department

Department Admin Center

[Menu](#)



Department Admin Center



Student Records

- [Academic Advising](#)
- [Enrollment Figures](#)



Course Evaluation

- [Enter Teaching Assistants](#)
- [Verify Instructor Course Evals](#)
- [Verify TA Course Evals](#)
- [Instructor Evaluation Reports](#)
- [Reports by Course Department](#)



Graduation

- [GSAS](#)
- [GSAS](#)
- [Upload](#)
- [Appl.](#)
- [Applic](#)
- [Acade](#)
- [Check](#)

5.a)

- Enter the **academic term** in numeric format.
- Choose **'Instructor'** or **'Teaching Assistant'** from the **'Evaluation Type'** drop down menu.
 - **'Academic Organization'** is the department for which you would like summary reports. This field can be left blank as each Department Admin/Chair will only have access to their department's reports
- Click **'Search'**

TERM	NUMERIC FORMAT
Fall 2011	1113
Spring 2012	1121
Summer 2012	1122
Fall 2012	1123
Spring 2013	1131
Summer 2013	1132
Fall 2013	1133

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

Limit the number of results to (up to 300):

Term: 

Evaluation Type: 

Academic Organization: 

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

5.b) These reports will show summaries in 2 different formats:

- **'Departmental Mean Summary'**: an aggregate average score for each general evaluation category for the entire department
- **'Instructor Mean Summary'**: a list of average scores per professor in each of the general evaluation categories
- Click on either link to begin downloading the desired report

Summary Reports

Summary Reports by Home Department of Course

American Studies Department

[Departmental Mean Summary Report](#)



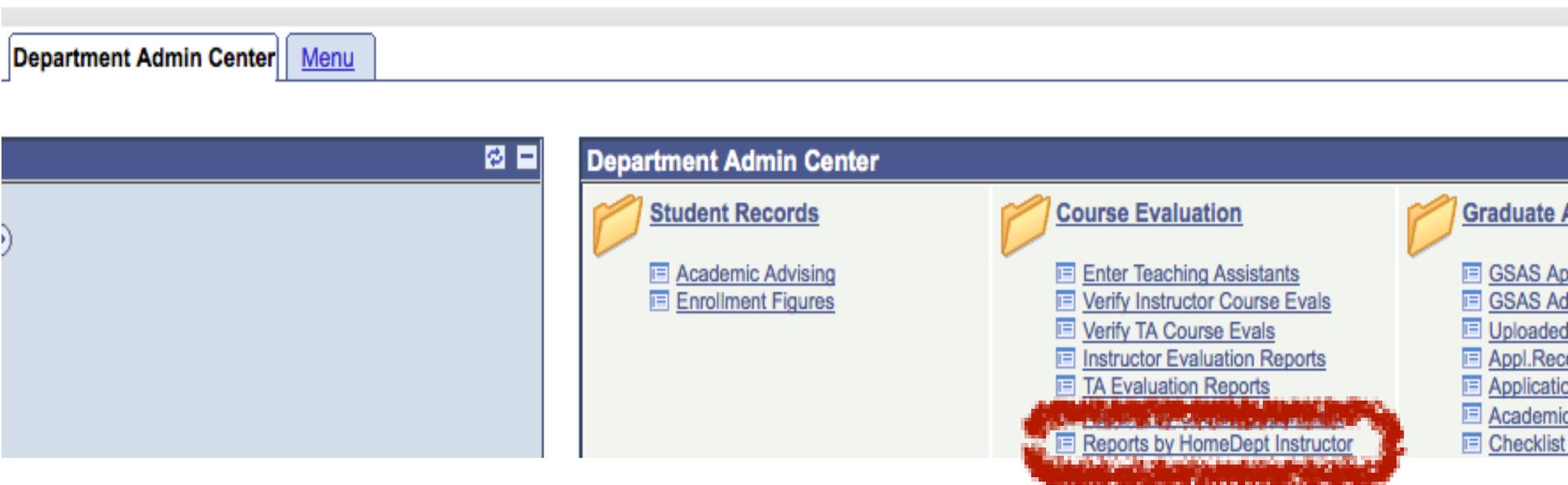
[Instructor Mean Summary Report](#)



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

6.) For Summary Reports by Instructor Home Department:

- **Return to the 'Department Admin Center' homepage**
- **Click on 'Reports by HomeDept Instructor'**
 - **These reports will include all courses taught by instructors for whom the selected department represents their Home Department**
 - **They are also presented in either a Departmental Mean Summary or an Instructor Mean Summary format**



6.a)

- Enter the **academic term** in numeric format
- Click **'Search'**

TERM	NUMERIC FORMAT
Fall 2011	1113
Spring 2012	1121
Summer 2012	1122
Fall 2012	1123
Spring 2013	1131
Summer 2013	1132
Fall 2013	1133

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

Limit the number of results to (up to 300):

Term: 

Department: 

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

- 6.b)
- Click on either **'Departmental Mean Summary'** or **'Instructor Mean Summary'** to begin downloading the desired report

Summary Report

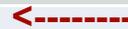
Summary Reports by Home Department of Instructor

American 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.