IDEA/Campus Labs
Course Evaluations—Faculty

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Introduction

The IDEA survey is HCC's course evaluation system for *credit* courses. In the Fall of 2015, all course evaluations and reports will be online. Your students will complete course evaluations and you will be able to view their anonymous feedback using your faculty dashboard. Through this dashboard you may access and print IDEA reports and view response rates.

Login

1. Log in to your HCC email and look for an email from **IDEA@Howardcc.edu.**

2. **Click the link in the email** to be directed to your **Faculty Dashboard**.

3. **Log in** to the site using your **HCC credentials (Fig 1).** This will take you to a home page that displays all available courses **(Fig 2)**.
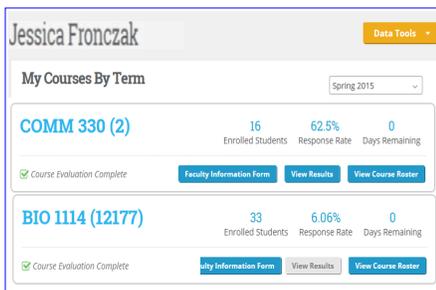
Fig 2

Fig 1

Faculty Dashboard

1. From your Faculty Dashboard, you may view:
   response rates **(Fig 3, 1)**
   your course roster **(Fig 3, 2)**
   your results **(Fig 3, 3)**.

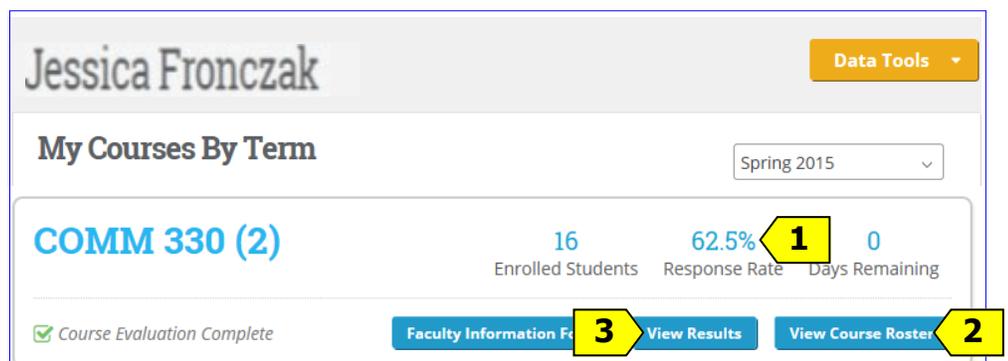*Fig 3*

HOWARD COMMUNITY COLLEGE
You Can Get There From Here.

View IDEA Reports

The View Results button will become available once your results are available to view. The exception to this is if the sample size is too small, then you will not see your results and the View Results button remains gray. Clicking an active View Results button provides access to all reports for your courses.

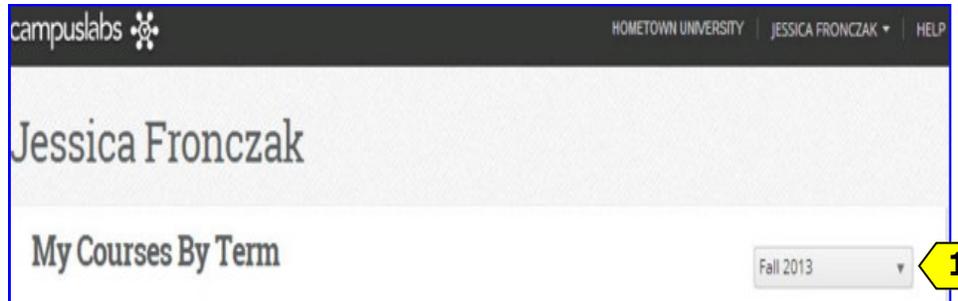1. An email from **IDEA@howardcc.edu** will be sent informing faculty that IDEA reports are available.

Fig. 4

2. Click the link for your faculty dashboard: **howardcc.campuslabs.com/faculty** and **login (Fig 1)**.

3. From the drop-down menu, **select the desired term (Fig 4, 1).**

4. When reports have been released a **"View Results"** button will be available, **click** it **(Fig 3, 3)**.

⚠ *If the View Results button is not shown, the evaluation for that section has not been released by the IDEA Specialist.*

5. There will be five tabs to view: **Summative, Formative, Quantitative, Qualitative and Segment Comparison (Fig 5, 1)**.
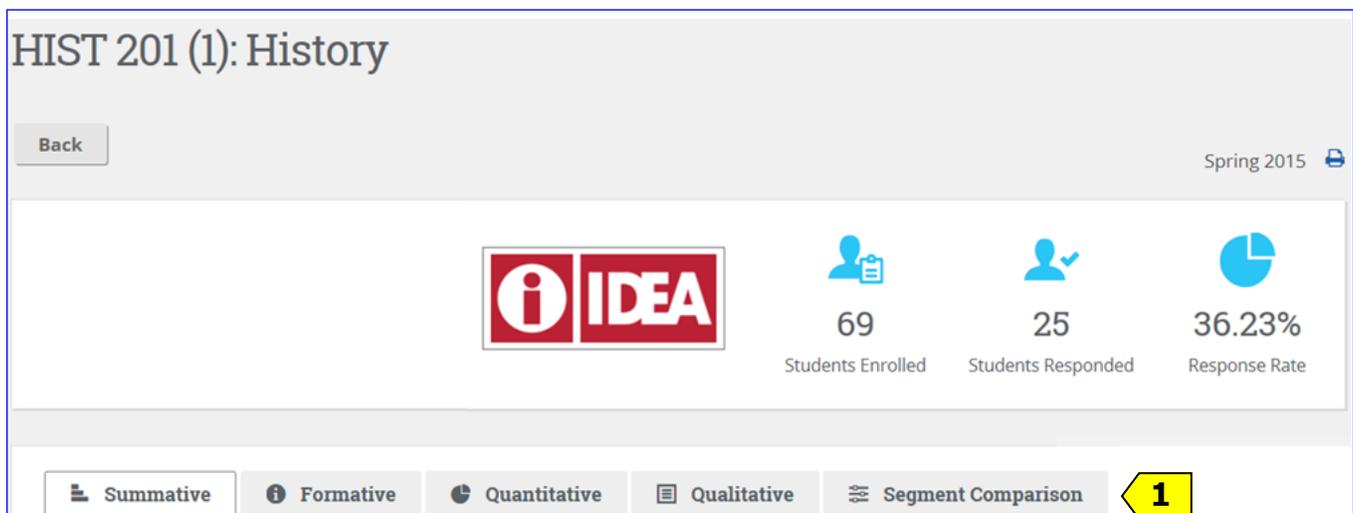

Fig 5

View IDEA Reports *continued*

6. **Summative Reports**—list progress on relevant objectives and overall ratings and gives a summary of student evaluation teaching effectiveness. You can view the adjusted averages or the raw averages here.

7. **Formative Reports**-list the questions about teaching methods and styles. Provides faculty with an evaluation of teaching methods and styles, as well as suggested actions and resources.

8. **Quantitative**-provides statistical detail for all evaluation questions.

9. **Qualitative**– provides written responses that students provided to open-ended questions.

10. **Segment Comparison**– provides comparison data on student responses to evaluation questions and allows faculty to compare themselves to other courses in their program, department, or institution.

Print Reports

You may print a hard copy of your reports or save them to a pdf.

1. **Display the desired report (Fig 6).**

2. **Click the Print button** in the upper right-hand corner of the window **(Fig 6, 1)**. *The print dialog box appears.*
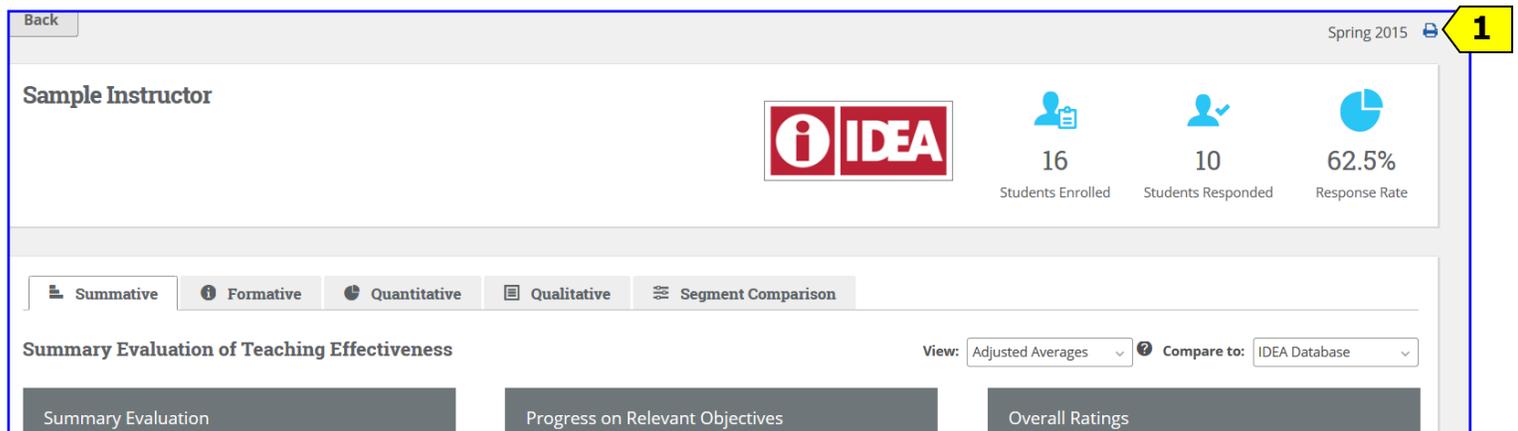

Fig 6

3. To Print a hard copy of the report, **click OK (Fig 7, 1)**.

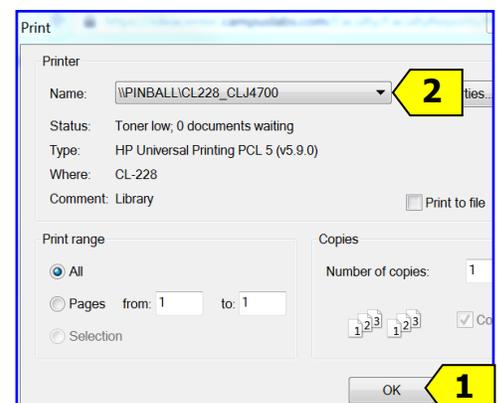4. To Print to a PDF, **select Adobe PDF** from the printer name list **(Fig 7, 2)** and **click OK (Fig 7, 1)**.

Fig 7

Need Help?

For questions and additional help –contact IDEA@howardcc.edu or visit www.howardcc.edu/ideaonline