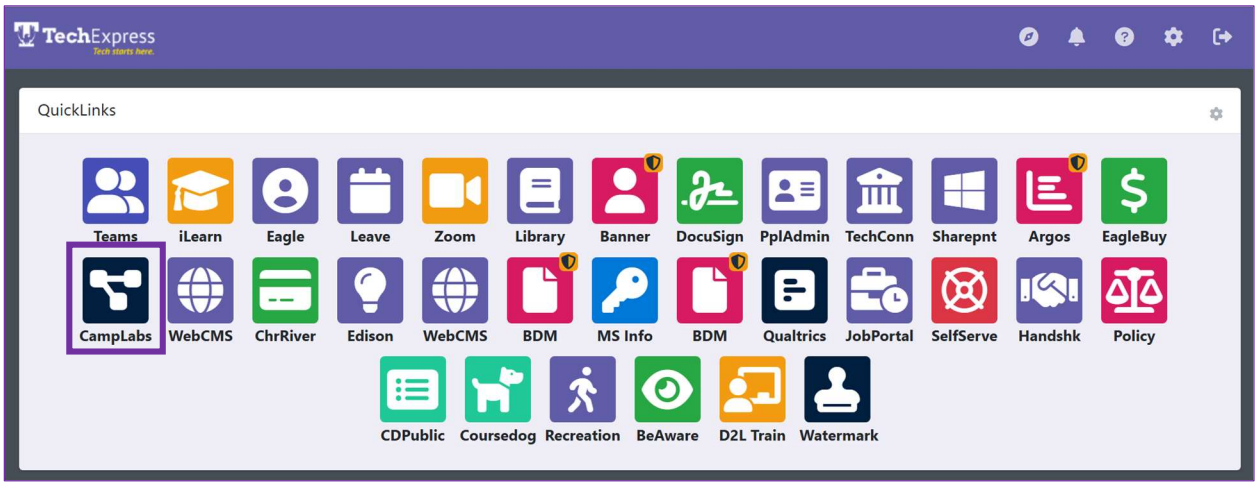
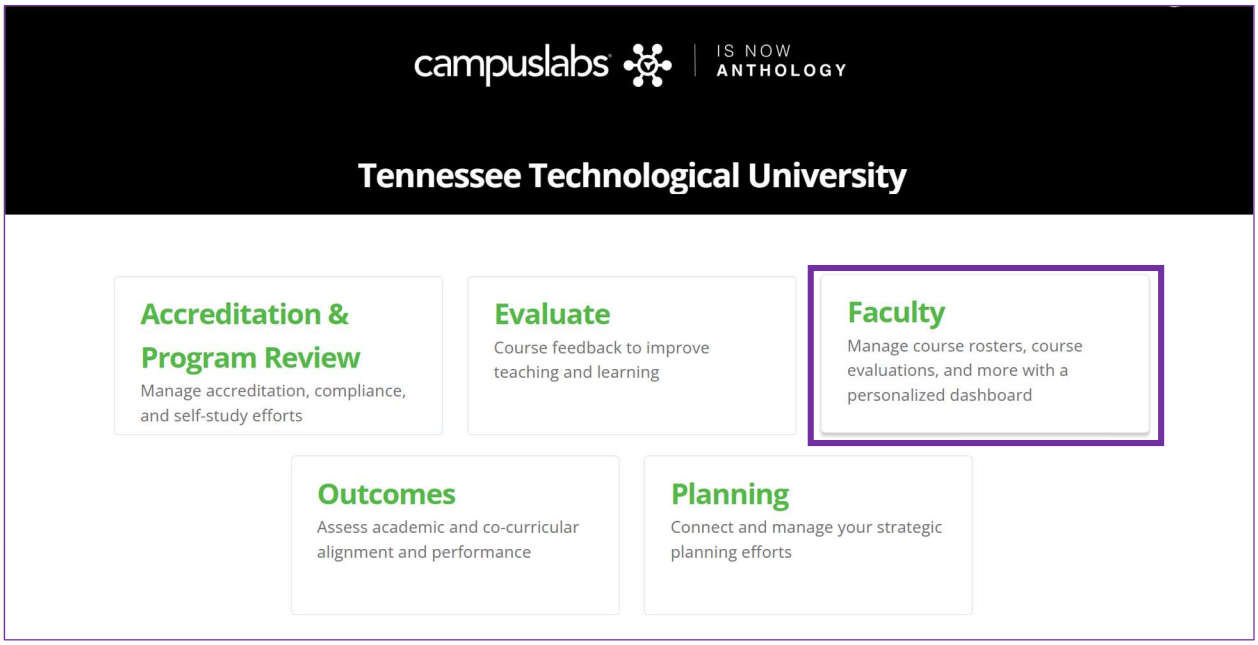
Accessing IDEA Reports in Campus Labs

Where to access your reports:



On your TechExpress home screen, you will need to find and select the CampLabs quick link.



Selecting the CampLabs quick link will direct you to the CampusLabs/Anthology home page. From here, you can select "Faculty" to load your personal report page.

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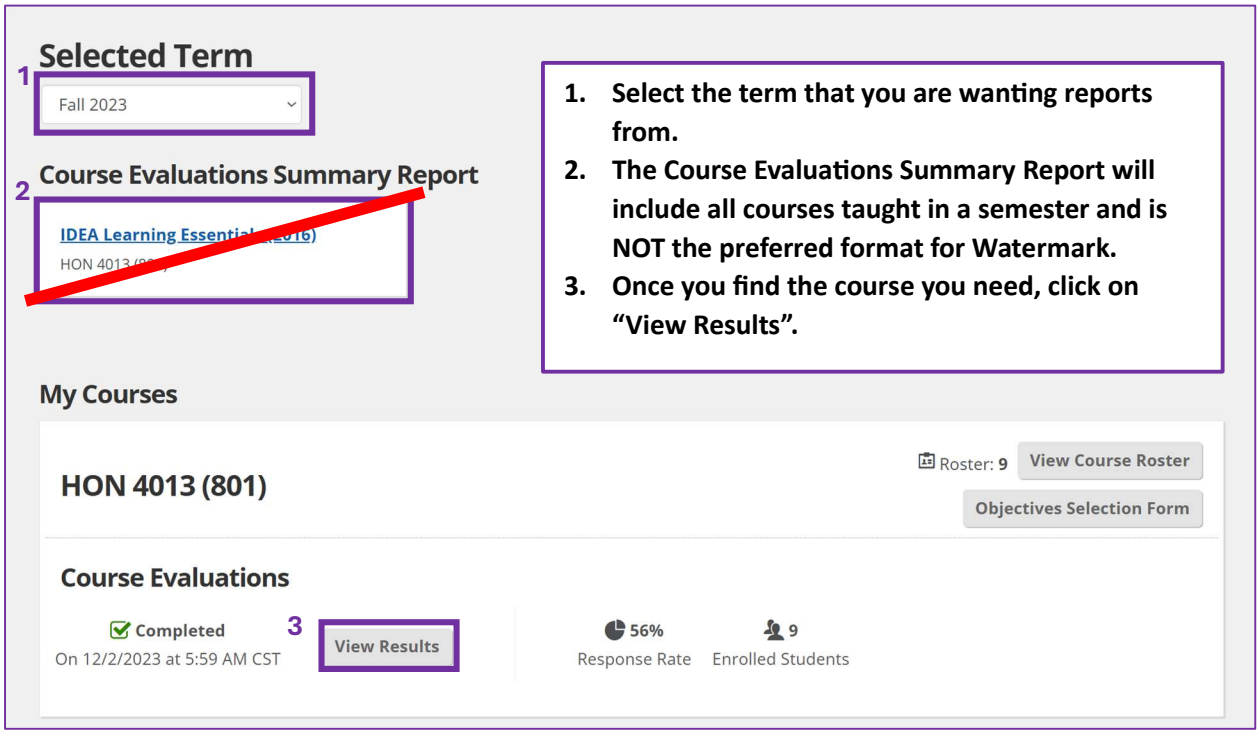
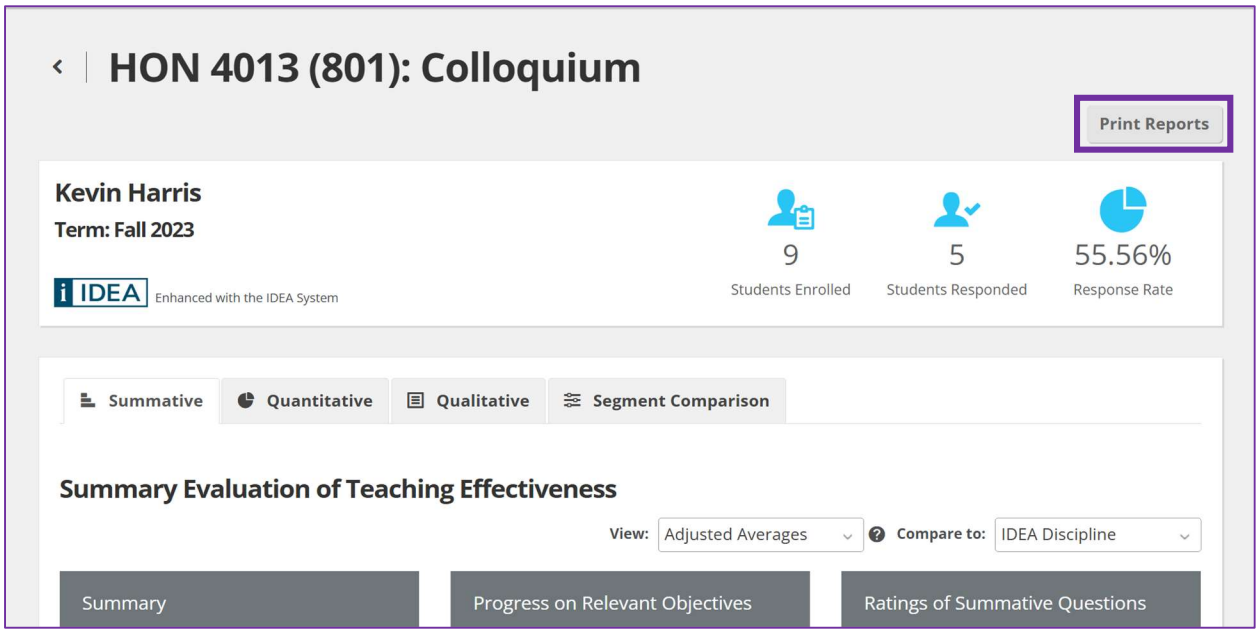
Accessing Reports (continued)



1. Select the term that you are wanting reports from.
2. The Course Evaluations Summary Report will include all courses taught in a semester and is NOT the preferred format for Watermark.
3. Once you find the course you need, click on "View Results".

The primary screen in Faculty will list all courses evaluated in a specific term.



Once you click on "View Results", a report for a specific course will be displayed. From there, click on "Print Reports". This will provide you with the preferred format report of the course evaluation.

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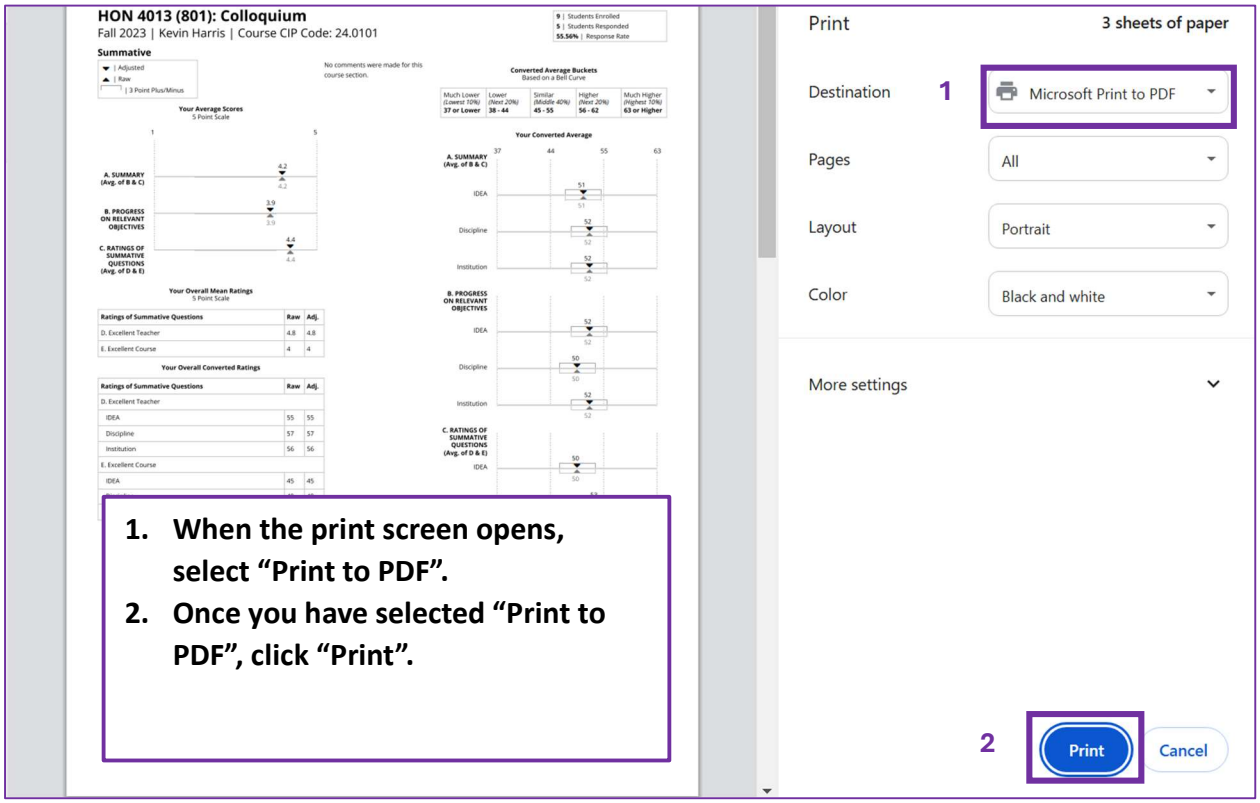
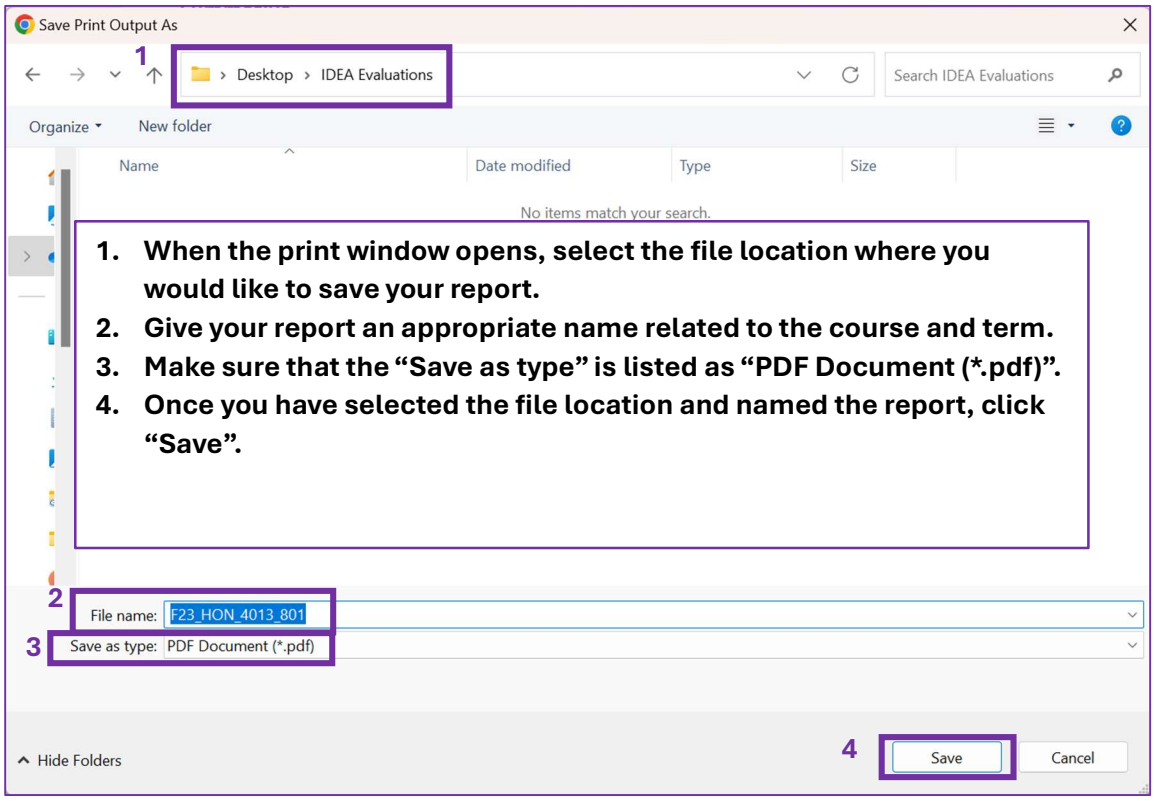
Saving Reports:



1. When the print screen opens, select “Print to PDF”.
2. Once you have selected “Print to PDF”, click “Print”.



1. When the print window opens, select the file location where you would like to save your report.
2. Give your report an appropriate name related to the course and term.
3. Make sure that the “Save as type” is listed as “PDF Document (*.pdf)”.
4. Once you have selected the file location and named the report, click “Save”.

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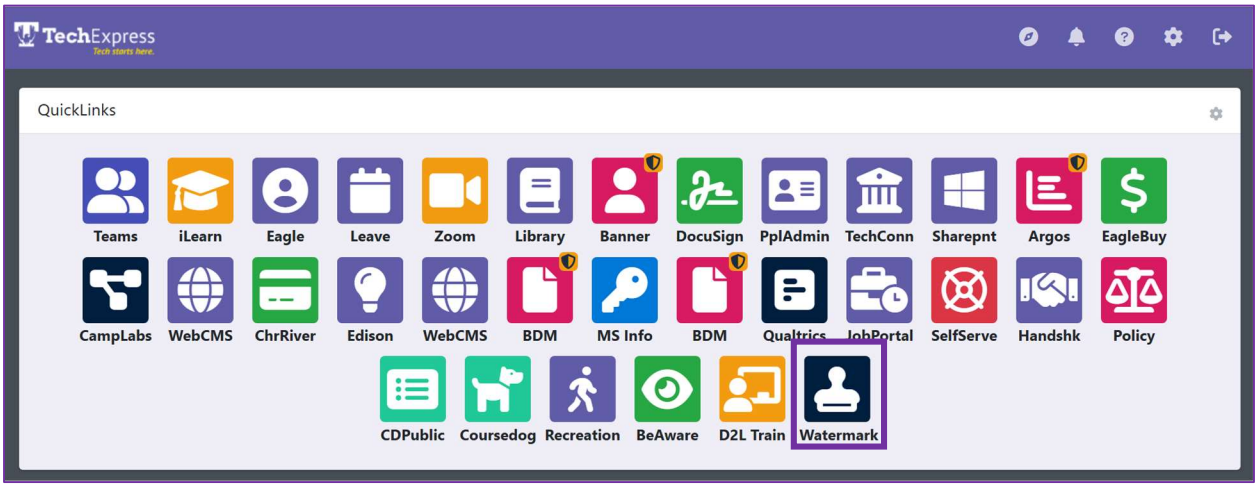
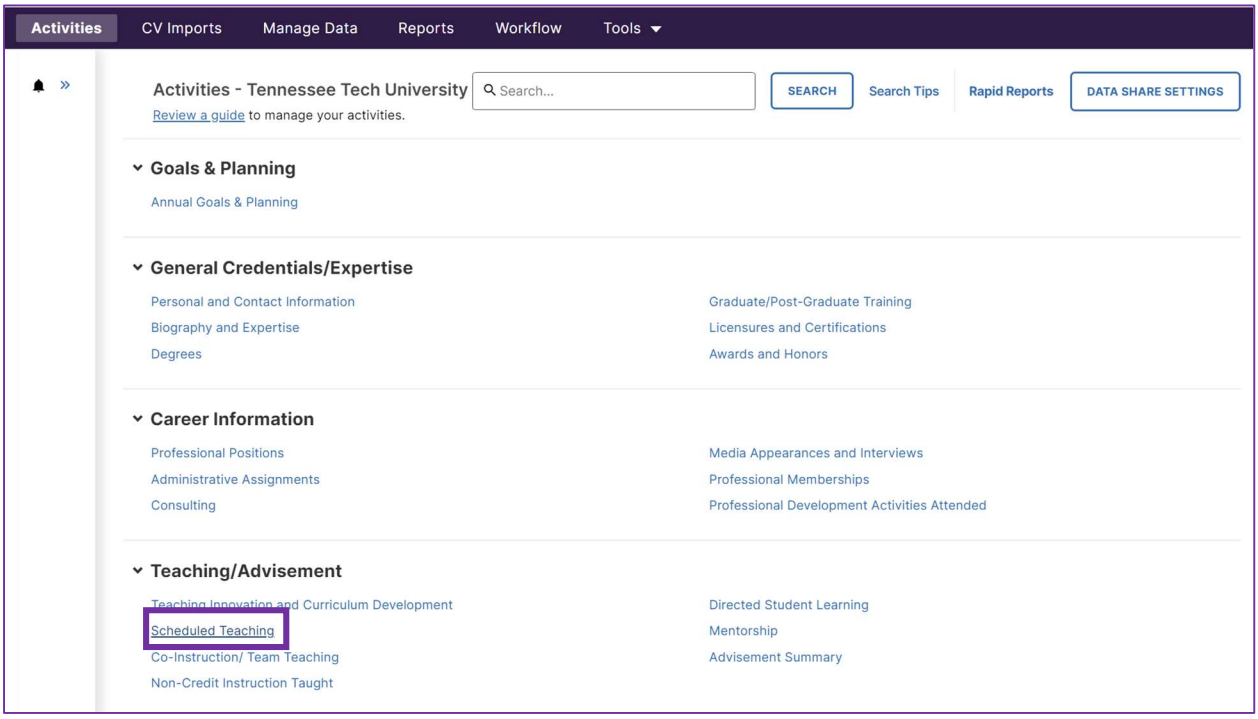
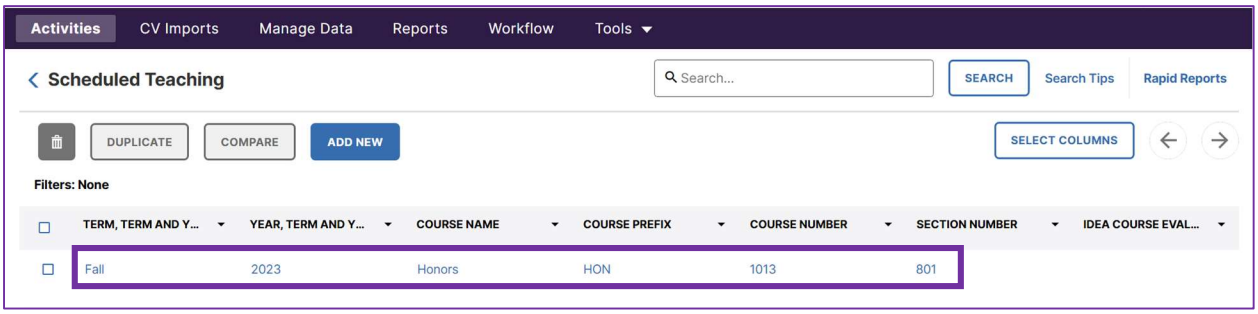
Uploading Reports to Watermark:



On your TechExpress home page, find and select the "Watermark" quick link.



Once Watermark opens, find "Scheduled Teaching" under "Teaching/Advisement" and click on it.



Once you click on "Scheduled Teaching", your courses should be visible on the screen. Select the course you are wanting to upload a report for.

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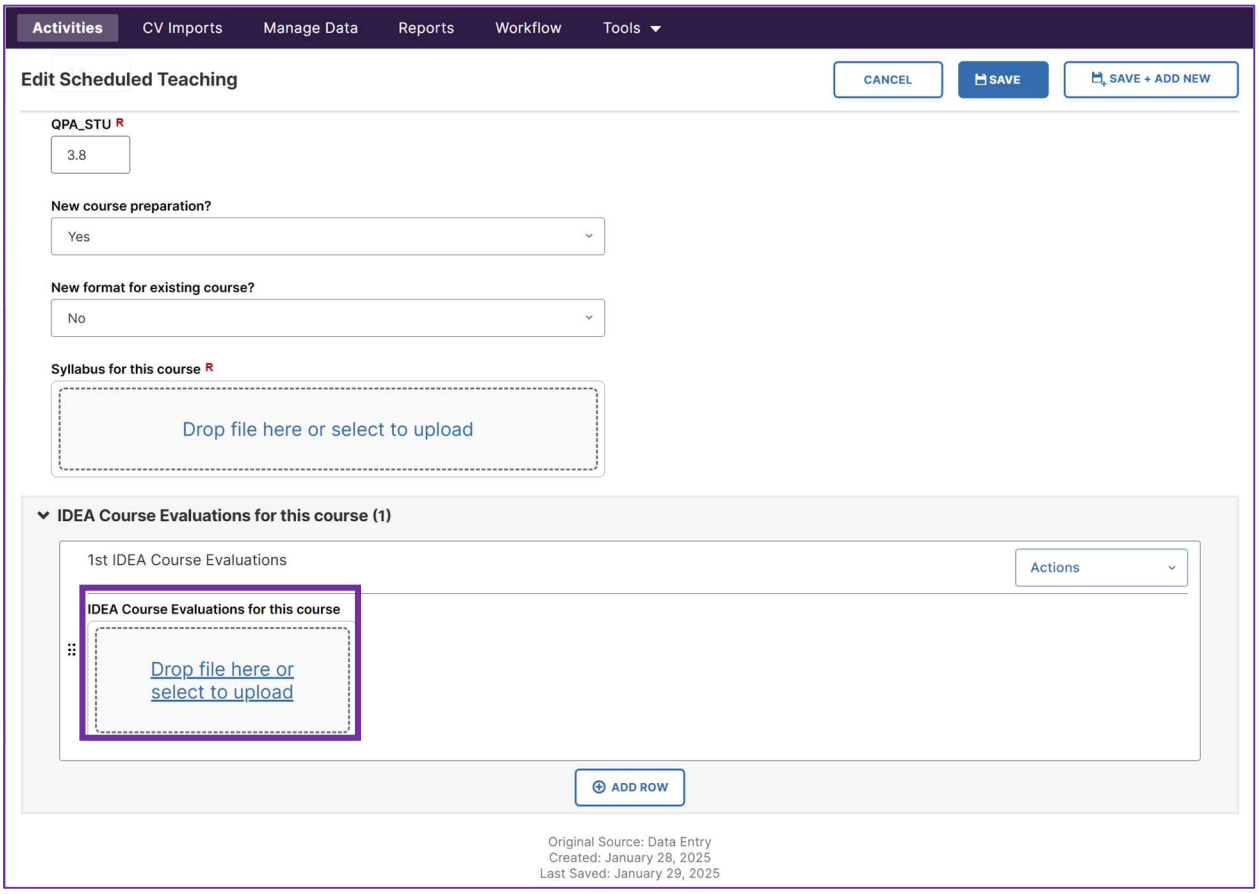
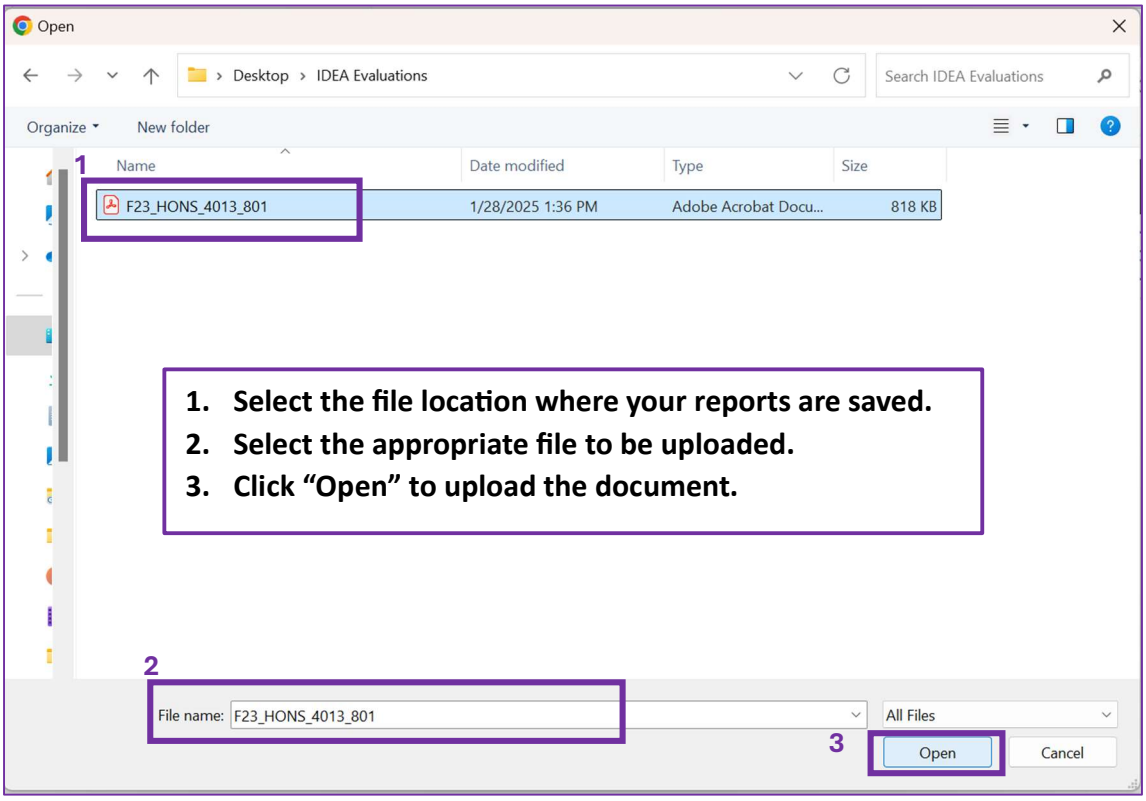
Uploading to Watermark (continued)



Once the selected course's page opens, scroll to the bottom of the page to find the "IDEA Course Evaluations for this course" section. Find the text "Drop file here or select to upload" and click to open the file uploader.



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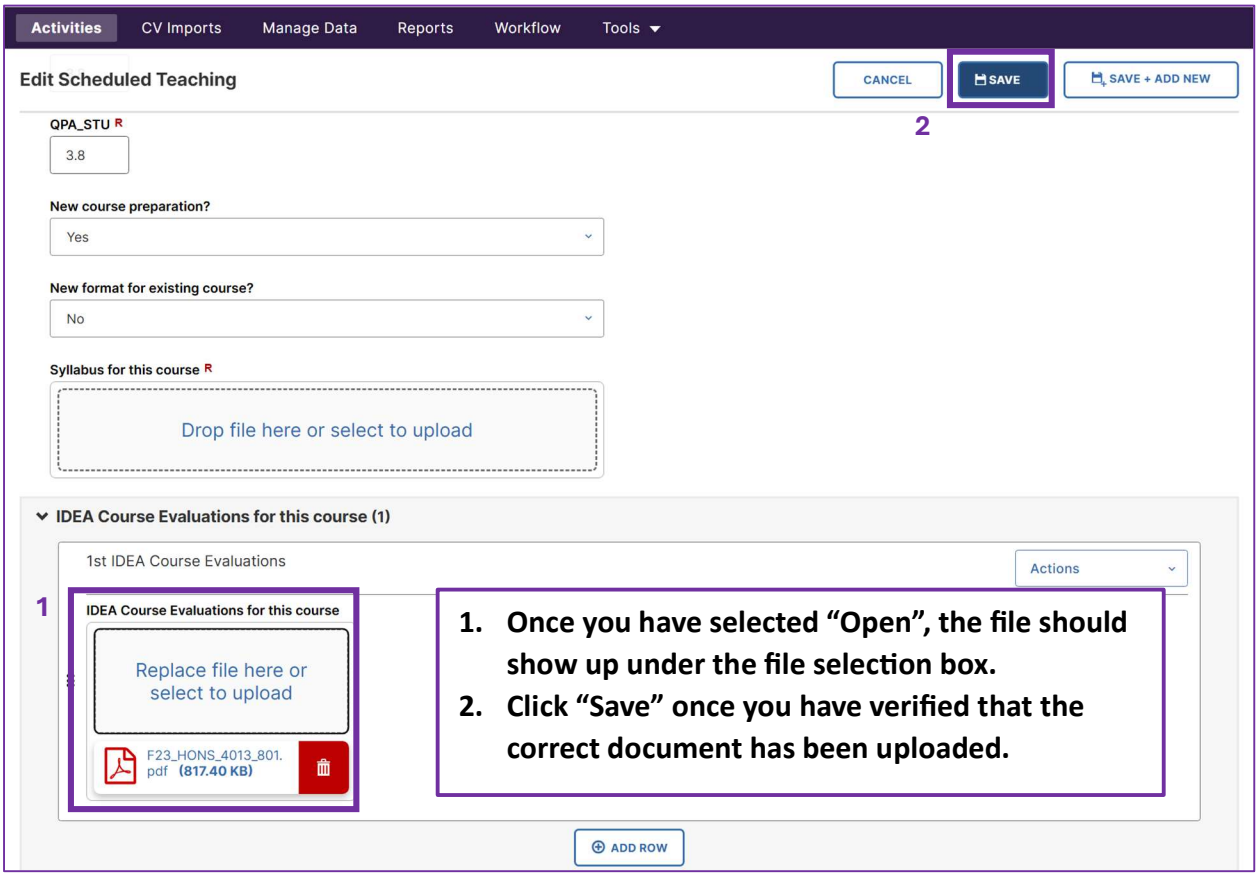
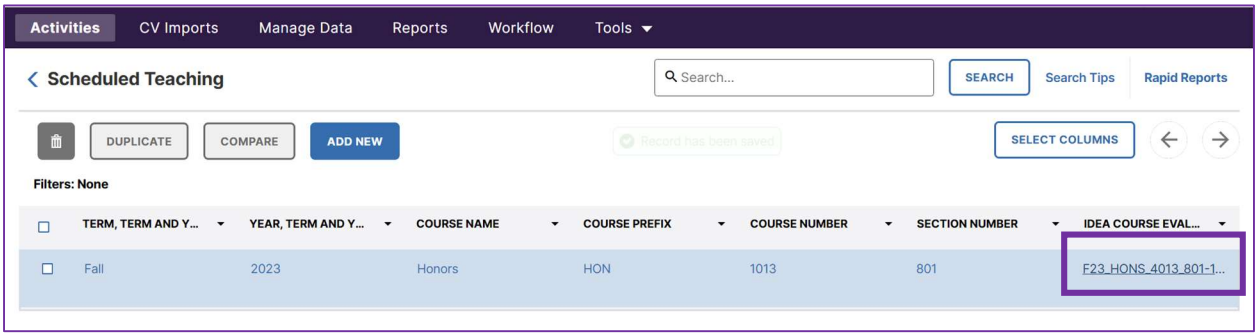
Uploading to Watermark (continued)



Verifying Watermark Upload:



Once you click "Save", you should be returned to the "Scheduled Teaching" page. Find the course you just uploaded the report for, and the document should be listed under the "IDEA Course Evaluation".