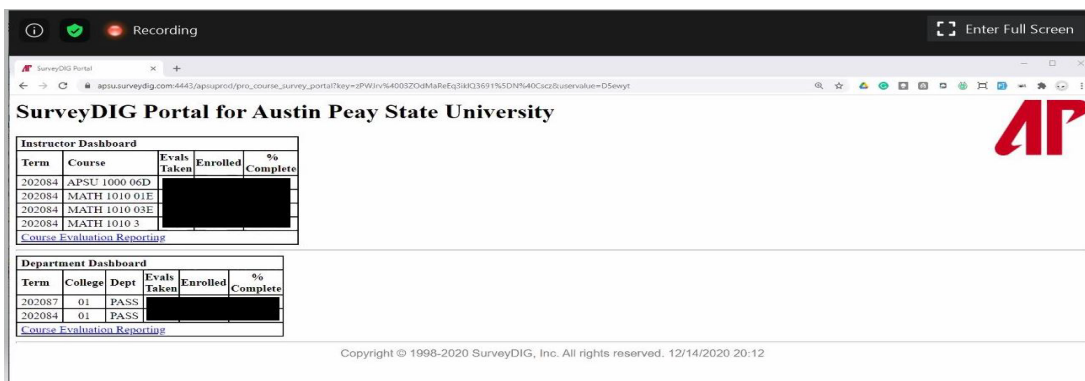## Instructions for Accessing Summary Reports (Faculty, Chair & Deans)

1. You may access your results via Web Self Service by logging into **OneStop** and selecting **Faculty/Advisor Web Self Service.**
2. Click on **SurveyDIG** (previous course evaluation system).
3. On the next page will be the **SurveyDIG Portal for Austin Peay State University**. If you are an instructor as well as a Chair or Dean, you will see an **Instructor Dashboard** and a **Department Dashboard** (see B1 below).
4. The **Instructor Dashboard** will only show evaluated courses for the faculty accessing the dashboard. The **Department Dashboard** will display all evaluations for a department (if accessed by the Chair) or for the college (if accessed by the Dean).
5. To view an evaluated term, select the **Term**. (See B2 on page 2)
6. Under **Output,** select **Course Summary** if not already populated (see B4).
7. Click **Search (**Chairs and Deans are able to search within their respective departments and colleges and produce summary reports as needed, as shown in B3)
8. Click **Hide Text Entry/ Comments** if written comments are not preferred in the final summary report.
9. Click **Print Summary Reports**.
10. For a quicker exporting process, do not click on each course. Print all reports and sav in one PDF file.

Should an unplanned OneStop outage occur please contact the Office of Information Technology. Web Self-Service and email are still available through their respective direct links. Web Self-Service using your OneStop password: http://webss.apsu.edu

B1

B2

Evaluation Results

			Created	Range		Days
CRN Term College Department Created From To Days Back

Fall Semester 2020

☐ Show Only Courses **with** Responses ☐ Show Group Summary Only
☐ Show Only Courses **without** Responses ☐ Show 95% Confidence Interval
Schedule Code Instr Method Campus Faculty Type ? Professor ID
☐ Show Comparative Averages ☐ Show Min / Max / Median
☐ Show Detail Comparative Stats ☐ Show Question Code
☐ Show Number Response Counts ☐ Hide Text Entry / Comments
☐ Do not use Report Cache

Sort By 1 Sort By 2 Output Records ☐ Excel
Course Summary 500 [Search]

Please specify more criteria for the search.
You can use % as a wildcard (ie: ke%)

Term	Course End Date	Course Weeks	Coll	Dept	Sch	Inst	Camp	Stat	Fac Typ	Course Level	Pre	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled	Eval Start	Eval End	Grade Release
															Total:							

Records: 0 Time: 0.00 Seconds

B3

Evaluation Results

Term Summary
Term Detail
Division Summary
Division Detail
Department Summary
Department Detail
Professor Summary
Professor Detail
Course Summary
Results by Course
Results
Survey View (Individual)
Raw Output (Delimited)

CRN Term Created From To Days Back
Fall Semester 2020

☐ Show Only Courses **with** Responses ☐ Show Group Summary Only
☐ Show Only Courses **without** Responses ☐ Show 95% Confidence Interval
Schedule Code Instr Method Campus Faculty
☐ Show Comparative Averages ☐ Show Min / Max / Median
☐ Show Detail Comparative Stats ☐ Show Question Code
☐ Show Number Response Counts ☐ Hide Text Entry / Comments
☐ Do not use Report Cache

Sort By 1 Sort By 2 Records ☐ Excel
500 [Search]

Please specify more criteria for the search.
You can use % as a wildcard (ie: ke%)

Term	Course End Date	Course Weeks	mp	Stat	Fac Typ	Course Level	Pre	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled	Eval Start	Eval End	Grade Release
											Total:							

Records: 0 Time: 0.00 Seconds

B4

Course Evaluation Reporting

Courses for: **Faculty Name**

CRN Term College Department
% Spring Semester 2016 ED

☐ Show Only Courses **with** Responses ☐ Show Group Summary Only
☐ Show Only Courses **without** Responses ☐ Show 95% Confidence Interval
Schedule Code Instr Method Campus Faculty Type ?
☐ Show Comparative Averages ☐ Show Min / Max / Median
☐ Show Detail Comparative Stats ☐ Show Question Code
☐ Show Number Response Counts ☐ Hide Text Entry / Comments
☐ Do not use Report Cache

Sort By 1 Output Records ☐ Excel
Professor Course Summary 500 [Search]

Course Summary
Results by Course
Results
Survey View (Individual)
Raw Output (Delimited)

...isted below, clear the fields above, select a term, and press search.
...y fields in the above input or checkboxes, press the search button to refresh.
...over any underlined prompt above to get more detailed help for that option.
...ber under "**Evaluations Taken**" to see the results for that class.
...**Disabled**" checkmark is present, detailed results are not available yet.

B5

Course Evaluation Reporting

Courses for: **Faculty Name**

CRN Term College Department
% Spring Semester 2016 ED

☐ Show Only Courses **with** Responses ☐ Show Group Summary Only
☐ Show Only Courses **without** Responses ☐ Show 95% Confidence Interval
Schedule Code Instr Method Campus Faculty Type ?
☐ Show Comparative Averages ☐ Show Min / Max / Median
☐ Show Detail Comparative Stats ☐ Show Question Code
☐ Show Number Response Counts ☐ Hide Text Entry / Comments
☐ Do not use Report Cache

Sort By 1 Output Records ☐ Excel
Professor Course Summary 500 [Search]

If no results are listed below, clear the fields above, select a term, and press search.
If you change any fields in the above input or checkboxes, press the search button to refresh.
Move the mouse over any underlined prompt above to get more detailed help for that option.
Click on the number under "**Evaluations Taken**" to see the results for that class.
If the "**Reporting Disabled**" checkmark is present, detailed results are not available yet.

Term	Course End Date	Course Weeks	Coll	Dept	Sch	Inst	Camp	Stat	Fac Typ	Course Level	Pre	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled	Eval Start	Eval End
Spring Semester 2016	5/6/2016	16	ED	TL	LEC	CON	14M	A		Undergrad		EC 2200 03	1157	Intro to Early Childhood Educ		0	10	0		3/25/2016 0:00	5/13/2016 23:59
Spring Semester 2016	5/6/2016	16	ED	TL	LEC	CON	14M	A		Undergrad		EC 3010 06	1158	Early Literacy Development		0	8	0		3/25/2016 0:00	5/13/2016 23:59
Spring Semester 2016	5/6/2016	16	ED	TL	LEC	CON	14M	A		Undergrad		EC 4020 09	1159	Develop Appropriate Prac K3		0	9	0		3/25/2016 0:00	5/13/2016 23:59
Spring Semester 2016	5/6/2016	16	ED	TL	LEC	CON	14M	A		Undergrad		EC 4030 08	1160	Eval and Assess PreK-Grade 3		0	6	0		3/25/2016 0:00	5/13/2016 23:59
Spring Semester 2016	5/6/2016	16	ED	TL	LEC	CON	14M	A		Undergrad		EC 4080 04	1161	Child Guidance&Classroom Mgt		0	5	0		3/25/2016 0:00	5/13/2016 23:59
															Total:	0	38	0%			

Records: 5 Time: 0.12 Seconds

[Print Summary Reports] ☐ Hide Text Entry / Comments