

Accessing Student Assessment of Instruction (SAI) Course Evaluations

Begin by logging in to CampusLabs: <https://atc.campuslabs.com/faculty/> using Chrome or Firefox.

- Access the survey using your **ATC Username** (*not* the full email) and **Password**.

Aiken Technical College

Enter your institution information to sign in.

Username

Password

[Sign in](#) [Need Help?](#)

- Upon signing in you will see **your courses** listed by term and a **Course Evaluations Summary Report** at the top of the page.
- Once the survey is closed the results are made available by clicking the **View Results** button in each course section.

The screenshot displays the CampusLabs Faculty interface. At the top, there's a navigation bar with links like Home, Course Evaluations, Feedback, Response Reports, and Public. Below this, the 'Sample Instructor' section includes a 'Change Term' dropdown menu set to 'Fall 2019' and a 'Course Evaluations Summary Report' link. The 'My Courses' section lists two courses: 'ANT 340 (1)' and 'ACC 253 (1)'. Each course entry shows a 'Completed' status with a green checkmark, a 'View Results' button, and a 'Response Rate' of 75% for ANT 340 and 94% for ACC 253. The interface is clean and professional, with a light gray background and blue accents.

Summary Report

- Summary reports will be available under "Course Evaluations Summary Report".
- There will be one report for each evaluation that was used to evaluate a section within the term.
- Report options are Qualitative and Quantitative

Question	Answer	Frequency	Total Responses	Mean	Standard Deviation	Not Responded	Report Status
1. How much do you agree with the following statement?	Strongly Agree	1	1	1.0	0.0	0	Released
2. How much do you agree with the following statement?	Strongly Agree	1	1	1.0	0.0	0	Released

- Each question asked on the evaluation is listed with the frequency, total number of responses, mean, standard deviation, and number of students that may have skipped the question.
- Courses are grouped together by question for a holistic view of all data for that particular item.
- Clicking on the course section name leads to the detailed report for that section.
- The "Report Status" column will indicate if your administration has or has not released reports for a particular section.
- To print or save the report as a PDF use the print button in the upper right-hand corner of the screen.

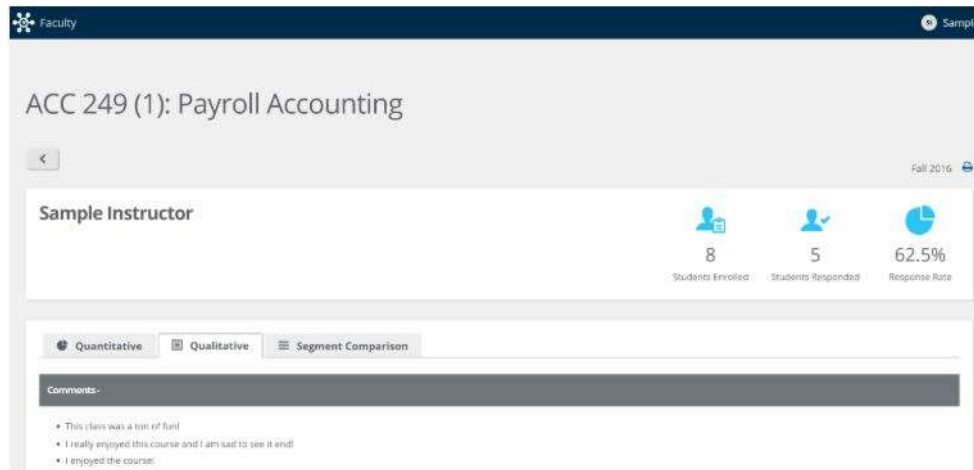
Quantitative Report

- This is a summary of all responses with a frequency distribution, mean, standard deviation, and count of responses.

Strongly Agree	Moderately Agree	Neither Agree nor Disagree	Moderately Disagree	Strongly Disagree	Mean	Standard Deviation	Not Responded	Total Responses
0%	0%	0%	0%	0%	4.0	0.00	0	0

Qualitative Report

- This is a summary of all open-ended questions applicable for the course.



Providing a Direct Link for Students

You may wish to provide students a direct link to access your course's evaluation, either by email or by posting the link in your Blackboard course.

- From Campus Labs, select the term and individual course section.
- Click on the View Evaluation Link to retrieve the direct access link for your course section.

The screenshot shows the 'Sample Instructor' dashboard in the Campus Labs system. Under the 'My Courses' section, the course 'ACC 249 (1)' is listed with a 'Roster: 22' and a 'View Course Roster' link. Below the course name, the 'Course Evaluations' section shows the status as 'Active' with '8 Days Remaining' and 'Ends 12/8/2017 at 11:59 PM EST'. A red arrow points to the 'View Evaluation Link' button. The interface also shows 'Response Rate: 0%' and 'Enrolled Students: 22'. The footer indicates '© 2018 Campus Labs'.

- Copy and paste the link on to share with your students.