

How to enter Student Evaluations Data

Step 1: Have your tables/charts/graphs created as directed by your department requirements

- Either as the PDF files you receive from the Class Climate Surveys
- Per course? Per semester? Per academic year? Ask your chair what they would like to see.

Step 2: Once logged into your Faculty Success, in the Activities tab, select the Evaluations Data screen under ‘Teaching/Mentoring’.

Step 3: Once in the Evaluation Data screen, add the new information you have created by clicking on the ‘Add New’ button on the top right of your screen. (We are adding Spring 2022 student evaluation data)

Step 4: Fill in the needed information for your Evaluation Data screen.

In this example we filled in the correct Term and Year (Spring 2022). A title that a reviewer can easily identify “Spring 2022 Student Evaluation Summary”. In the narrative we added needed information about that we have attached (tables/charts/graphs). The Photograph/Upload are the tables/charts/graphs we made (I uploaded an image of my bar graph that I created in Excel) based on our student course evaluations. For the date I put the date the semester started.

Step 5: Click ‘SAVE’ and check that the new entry is appearing under your Evaluation

Step 6: Click on the ‘Report’ tab and the check to see how your report looks for this section. In this example we looked at a Reappointment Review and scrolled to the “Student Evaluations of Credit and Noncredit Courses” section. An embedded link will appear to our reviewers and once clicked a separate screen will open showing our graphs.

Step 1: Have your tables/charts/graphs created as directed by your department requirements

All Fall 2022 Course (Individually)

- Record 1: Biology 10100-01
- Record 2: Biology 10100-02
- Record 3: Biology 10100-06
- Record 4: Biology 10100-09
- Record 5: Biology 10100-03 LAB



Create a summary of the course you teach every fall for comparison

- Record 1: Fall 2022 - Biology 10100-01
- Record 2: Fall 2021 - Biology 10100-01
- Record 3: Fall 2018 - Biology 10100-01
- Record 4: Fall 2017 - Biology 10100-01
- Record 5: Fall 2016 - Biology 10100-01



All courses for the Academic year

- Record 1: Fall 2021 - Biology 10100-01
- Record 2: Fall 2021 - Biology 10100-02
- Record 3: Fall 2021 - Biology 10100-06
- Record 4: Fall 2021 - Biology 10100-09
- Record 5: Fall 2021 - Biology 10100-03 LAB
- Record 6: Spring 2022- Biology 10200-07
- Record 7: Spring 2022- Biology 10200-04
- Record 8: Spring 2022- Biology 10200-02 LAB



Spring 2021 Overall Teaching Evaluations

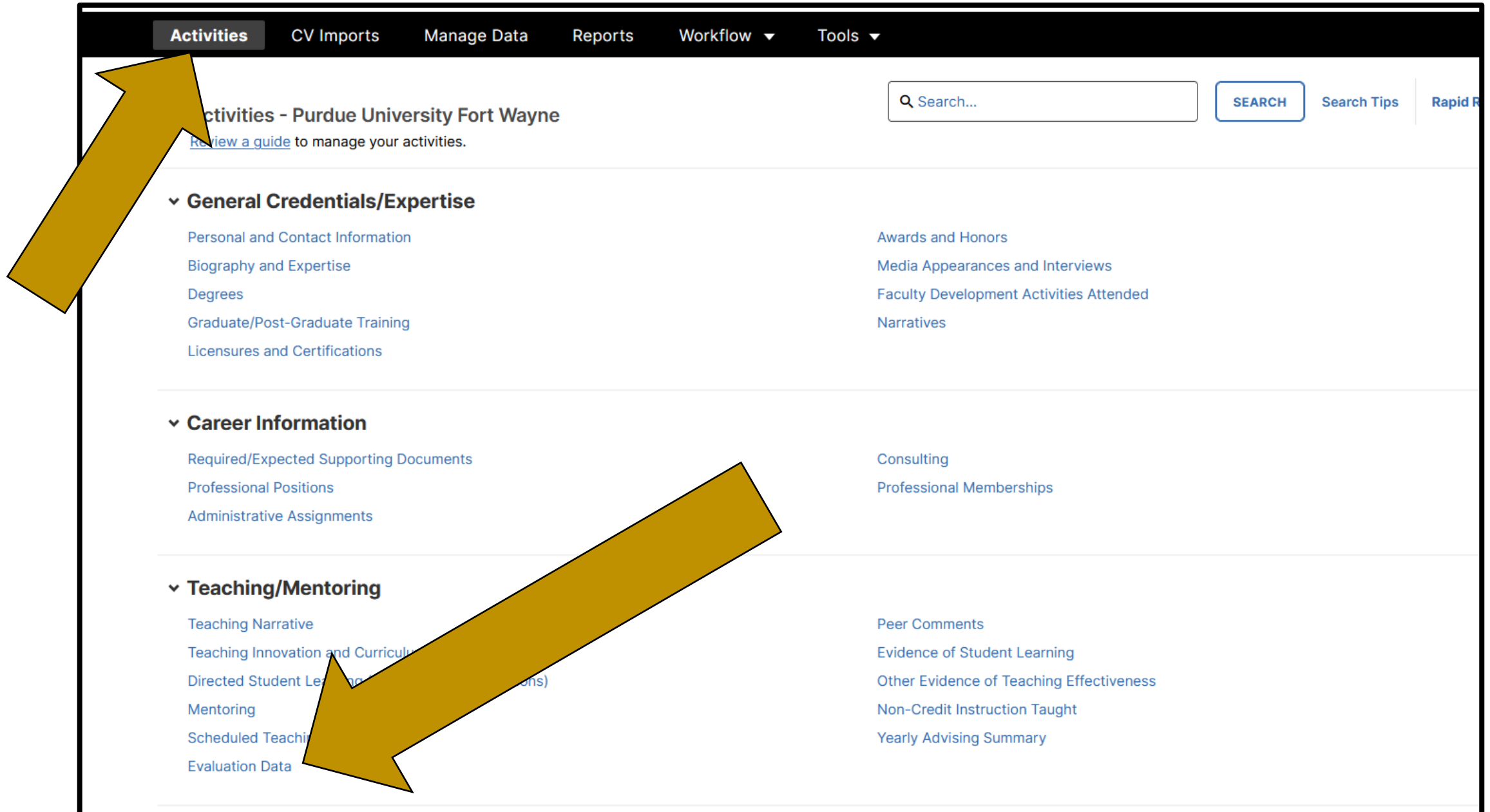
One Record

- Record 6: Spring 2021- Biology 10200-07
- Record 7: Spring 2021- Biology 10200-04
- Record 8: Spring 2021- Biology 10200-02 LAB



Examples on page 4

Step 2: Once logged into your Faculty Success, in the ‘Activities’ tab, select the *Evaluations Data* screen under our ‘Teaching/Mentoring’ section



The screenshot shows the 'Activities' page in the Faculty Success system. The navigation bar at the top includes 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. The page title is 'Activities - Purdue University Fort Wayne'. A search bar is located in the top right corner. The main content area is organized into three sections: 'General Credentials/Expertise', 'Career Information', and 'Teaching/Mentoring'. The 'Teaching/Mentoring' section is expanded, showing a list of links including 'Evaluation Data'. Two yellow arrows are overlaid on the image: one points to the 'Activities' tab in the navigation bar, and the other points to the 'Evaluation Data' link in the 'Teaching/Mentoring' section.

Activities CV Imports Manage Data Reports Workflow Tools

Activities - Purdue University Fort Wayne

[Review a guide](#) to manage your activities.

General Credentials/Expertise

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Graduate/Post-Graduate Training
- Licensures and Certifications
- Awards and Honors
- Media Appearances and Interviews
- Faculty Development Activities Attended
- Narratives

Career Information

- Required/Expected Supporting Documents
- Professional Positions
- Administrative Assignments
- Consulting
- Professional Memberships

Teaching/Mentoring

- Teaching Narrative
- Teaching Innovation and Curriculum
- Directed Student Learning (Mentoring and Advising)
- Mentoring
- Scheduled Teaching
- Evaluation Data
- Peer Comments
- Evidence of Student Learning
- Other Evidence of Teaching Effectiveness
- Non-Credit Instruction Taught
- Yearly Advising Summary

Step 3: Once in the Evaluation Data screen, add the new information you have created by clicking on the 'Add New' button on the top right of your screen. (We are adding Spring 2022 student evaluation data)








Activities CV Imports Manage Data Reports Workflow Tools

Evaluation Data

Search... SEARCH Search Tips Rapid Reports

ADD NEW SELECT COLUMNS

Filters: None

TERM, TERM A...	YEAR, TERM A...	TITLE	EVALUATION NARRATIVE:
<input type="checkbox"/> Fall	2022	Yearly Academic Teaching Evaluations Summary 2021-2022 	Attached is a summary of ALL my teaching scores for my courses over instructed one additional course in the Spring of 2021 so this is noted with an asterisk (*)
<input type="checkbox"/> Fall	2022	Fall 2022 - Biology 10100-01 	During this course I have 55 students after census regularly attend.... <
<input type="checkbox"/> Fall	2022	Fall 2022 - Biology 10100-03 	During this course I have 57 students after census regularly attend.... <
<input type="checkbox"/> Fall	2022	Fall 2022 - Biology 10100-09 	During this course I have 36 students after census regularly attend.... <
<input type="checkbox"/> Spring	2022	Spring 2022 Student Evaluation Summary 	Attached is a summary of ALL my Spring 2022 student course evaluation view the attached chart I created to see the trend for my mean scores figure 1 you can see that I have....
<input type="checkbox"/> Fall	2021	Biology 10100: Continuous Course Evaluation (from Fall 2018- Fall 2022) 	Since beginning my tenure track position at Purdue Fort Wayne, I have semesters of Biology 10100 General Plant and Animal Biology. Attas scores have changed over time....
<input type="checkbox"/> Spring	2021	Overall Spring 2021 Semester 	During the Spring Semester I was asked by my Chair to teach Bio 1230 colleague being out on sabbatical. My overload is recorded in the mean below . Since I do not normally instruct this section I have been asked by