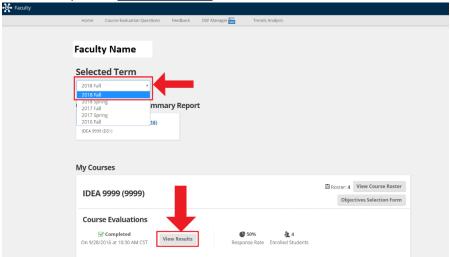


Faculty can retrieve copies of their IDEA reports from the online dashboard here: https://angelo.campuslabs.com/faculty

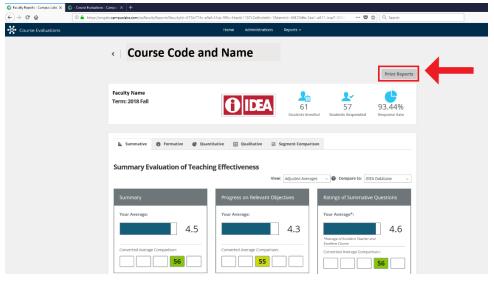
IMPORTANT: Use Google Chrome or Mozilla Firefox web browsers

The <u>FIRST page and Qualitative Comments</u> of the printed report contain the information you need to submit for end-of-term evaluations and your tenure/promotion portfolio. **Please do not attach any additional pages.**

- STEP 1: Sign in with your ASU ID and password. https://angelo.campuslabs.com/faculty
- STEP 2: A) Select term from the drop down menu.
 - B) Click View Results under Course Evaluations.

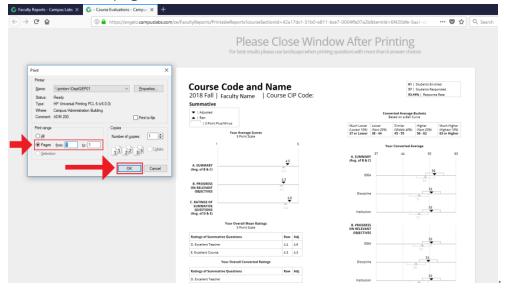


STEP 3: Click *Print Reports* above response rate. A printer-friendly version will open in a new browser window.

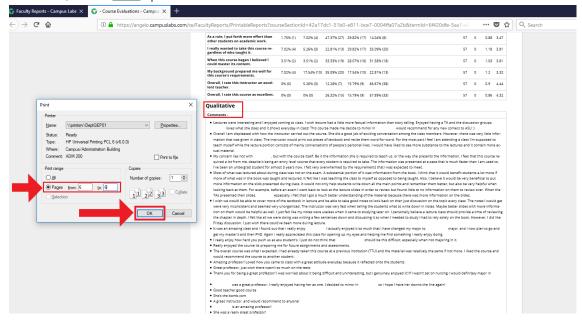


STEP 4:

A) Print page 1



B) Print **ALL** qualitative comments.



STEP 5: Repeat steps 1-4 for each course taught.

Please confer with your chair or dean for additional requirements specific to your department or college.

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