



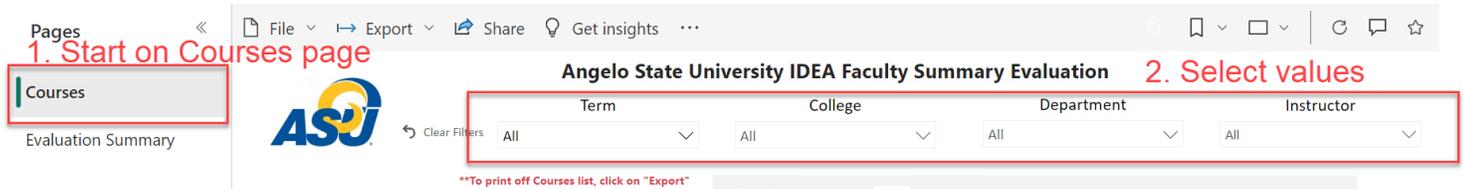
IDEA Student Ratings of Instruction

How-To Print IDEA Faculty Summary Evaluations

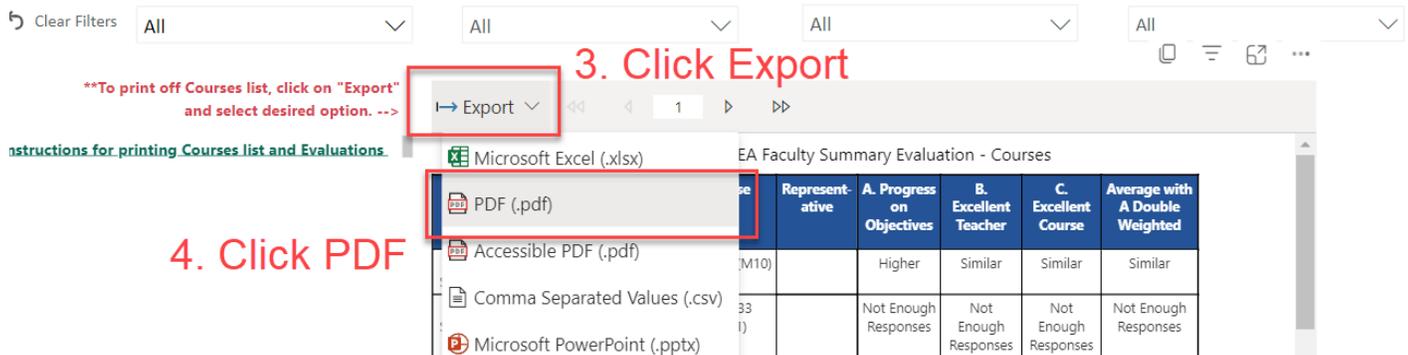


Note: Department Chairs will need to have access to the [Accountability Hub Sharepoint](#) site and a Power BI license to use the IDEA Evaluation Summary dashboards. If you are a Department Chair and need assistance, please contact the Office of Accountability at (324) 942-2259 or accountability@angelo.edu.

1. In the Accountability Hub Sharepoint, in Power BI Dashboard, start on the Courses page.
2. Select desired values from drop-down menus under Term, College, Department, and Instructor.



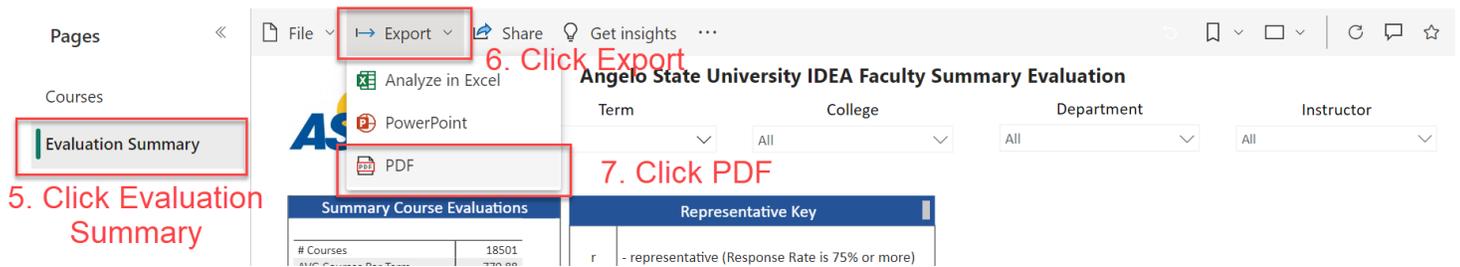
3. Click the Export button found right above the Courses list.
4. Then, Click PDF.



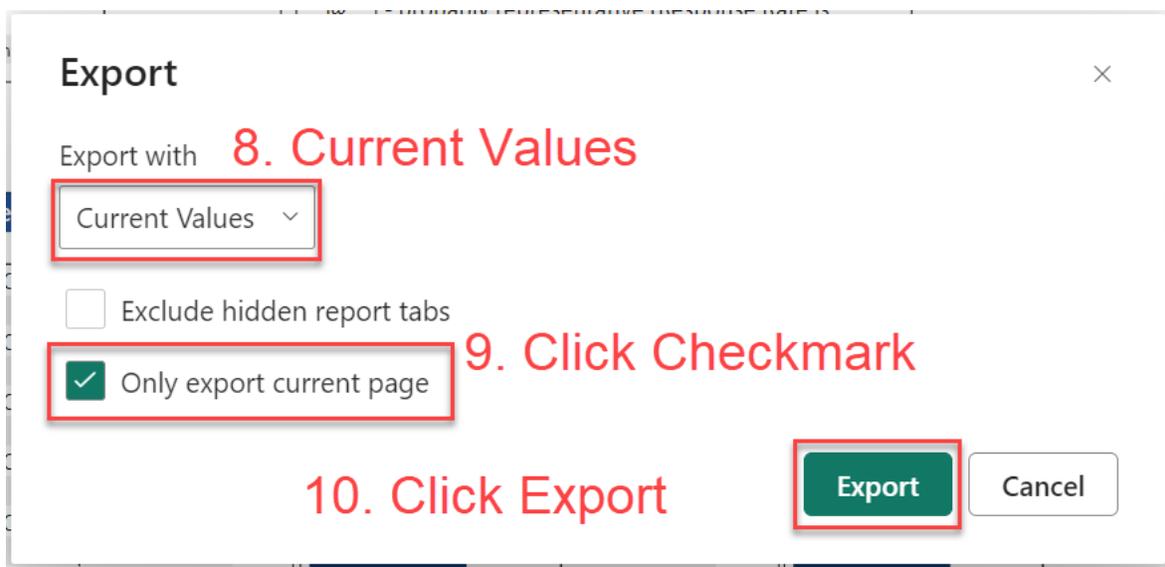
The PDF should download to your Downloads folder on your computer unless otherwise specified.

Note: Download time may vary depending on the size of the list being printed.

5. Click on the Evaluation Summary page.
Note: The selections made in the drop-down menu from the Courses page will transfer over to the Evaluation Summary page.
6. Click Export.
7. Click PDF.



8. After clicking Export and selecting PDF, the Export box will pop up. "Export with" field should show Current Values.
9. Checkmark "Only export current page".
10. Click Export



The PDF should download to your Downloads folder on your computer unless otherwise specified.
Note: Download time may vary depending on the size of the data being printed.

11. Find the two downloaded PDFs and review for accuracy. The PDFs can now be printed for tenure and promotion evaluations and other departmental processes if necessary.