

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.

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			Angelo State University IDEA Faculty Summary Evaluation					2. Select values		
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- 3. Click the Export button found right above the Courses list.
- 4. Then, Click PDF.

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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



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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.