

Faculty Instructions for Accessing Course Feedback Reports

How to access your reports:

To access your reports you have two options:

1. **Faculty Listserv Message:** Instructors will receive email notification from the faculty listserv when reports are available at the end of each semester, which will contain a link that will take you directly to your Explorance Blue dashboard.
2. **Smith Portal:**
 - Select the “Teaching and Advising” tab
 - On the far left hand column, select the “Course Feedback Reports” link to view current and previous reports.

General Info My Info **Teaching And Advising**

Home

Teaching And Advising

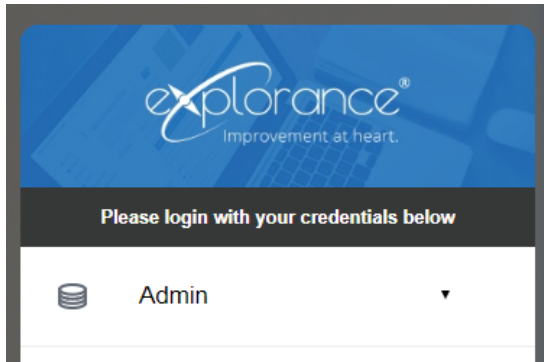
Academics	Faculty Info	Resources
Teaching: <ul style="list-style-type: none">*New* Class ListsDetailed Class ListsCourse CatalogBannerWeb Class SearchCourse Feedback ReportsePortfolio (<i>Digication</i>) (<i>logon required</i>)LibrariesMoodleSubmit Mid-semester GradesSubmit Final GradesFinal and Mid-Semester Grades-<ul style="list-style-type: none">*New* Grade Entry FormTeaching Schedule	<ul style="list-style-type: none">Faculty Code and PoliciesFaculty Record Sheets (<i>tenure track only</i>)Manager's ToolkitProvost/Dean of Faculty websiteRegistrar's Office for Faculty <ul style="list-style-type: none">Chairs and Directors:<ul style="list-style-type: none">Chairs and Directors	<ul style="list-style-type: none">Academic Honor CodeFunding SourcesLazarus Center for Career DevelopmentStudy Abroad

Advising:

- Latin Honors for Advisees
- *New* List of Advisees
- List of Advisees (*with Registration Codes*)
- Transcripts for Advisees
- View Student Schedule

Logging in for Instructor versus Chairs:

If you are also a chair/director, you will need to select which view you would like at the login screen. Your options are “Instructors” or “Chairs.” The Instructor login will only show you your personal reports, while the chairs login will show you your department reports.



The image to the left is the “login” screen where you will select “Instructor” or “Chair” from the drop down. Those will be your only two options. If you go in as one, and would like to view the other login option, you will need to log out first. If you are already logged into the Smith system through your Shibboleth login, you do not need to enter any other credentials at this login point, as this platform is linked to our Shibboleth login.

How to use the reporting interface:

The interface will bring you to your “dashboard.” The dashboard is a place to access the links to your custom questions and/or your reports.

Custom questions links are under the first tab titled “Tasks” and Report links are under the second tab titled “Reports.”

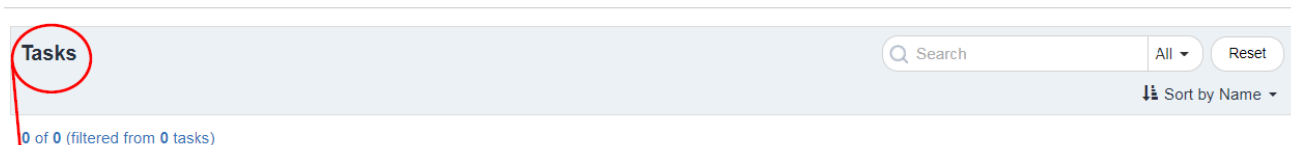
Search Bar:

To navigate your reports more easily, please use the search bar (highlighted in the below image). The search bar will allow you to search for a specific semester (for example, you could search “Spring 2019” to access only your spring 2019 reports). Chairs may search for a specific instructor by last name to access a single instructor’s reports.

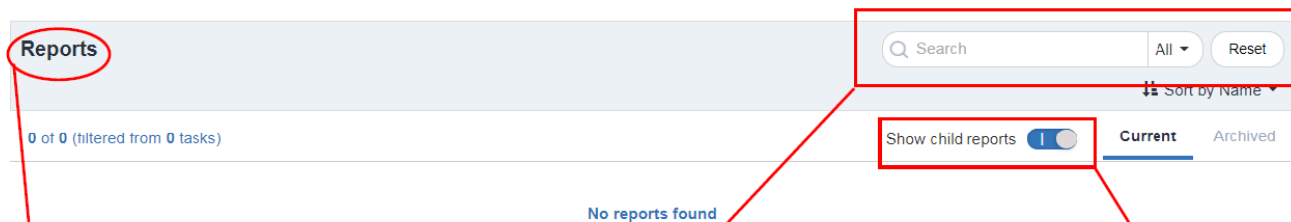
Toggle button:

To navigate between your reports more easily, you can also use the toggle button (highlighted in the below image). The toggle button (labeled as “show child reports”) condenses each semester into one folder. This could be of use if you are trying to navigate to one specific semester, or easily find historical reports.

Example of your dashboard and how to navigate:



Here is where the links to submit/edit your custom questions would be located, if you have any current custom questions



Here is where the links to your reports are located

This search bar allows you to search for reports, example you can search only to see "Spring 2018" reports, or for a specific type or name of instructor

This toggle button will allow you to condense your reports into "folders" for each semester to make it easier to navigate or find historical reports