

# Activity Insight Instructions #3: How to Create Your Faculty Evaluation Report

## Complete Annual Faculty Evaluation Information

### Run Reports (4 steps)

- Under 1 - In Report Select box, use drop down arrow to, scroll down & choose either **ISU, DHS or COT Annual Faculty Evaluation**
- Under 2 - **Date Range**; change **Start Date** and **End Date**, if required
- Under 3 - **Report Options**: use down arrow to choose **a-Type of Evaluation**
- Under 4 - **File Format**: Use **WORD format**. All evaluations must be in WORD  
**Page Size**: Use **Letter**

### Click Run Report button (Top right)

### Choose the Open Button

- To open a file similar to: **20131010-105136-CDT.doc** from **digital measures.com**

### Click the Enable Editing button when the report opens in Word

- So you can edit the evaluation report that is open in Word
- *Save your report before you begin modifying/editing*

### Review and Edit all Activity Insight entries for accuracy

- Please note: Your **Summary of Teaching** data may not accurately reflect the courses you are currently teaching because of the time-frame involved to push the data from Banner to Activity Insight

### Complete Items IX thru XII (this is not part of Activity Insight)

### Forward your completed evaluation to your Department Chair

- Your Department Chair will **complete Part 2** and **print the evaluation document for review and signature**
- Your Department Chair will **meet with you to discuss the evaluation and complete the signature section**. *You have five days to respond, in writing, to your Department Chair's comments*
- The evaluation will be sent to the **Dean**, who will **review Parts 1 & 2, and complete Part 3**
- Your evaluation will be **returned to your Department Chair for a final review**. *You have five days to respond, in writing, to your Dean's comments*
- A **copy of the original** will be given to **you and your Department Chair**
- The **completed and signed original** will be sent to the **Academic Vice President**