

Instructions for downloading your SRI files in the format approved by Academic Affairs

1. Log onto the SRI system (instructions here: <https://www.uvu.edu/academicit/faculty-sri.html>)
2. Check the *Show Comparative Averages* box.

Evaluation Results

CRN Term College Department Professor ID
 % 2021 Summer
 Schedule Code Instr Method Campus Section Status
 Sort By 1 Sort By 2 Output Records Excel
 Department Summary 500 Search

Only Courses with Surveys
 Only Courses without Surveys
 Show Comparative Averages
 Show Detail Comparative Stats
 Show Number Response Counts

Show Group Summary Only
 Include 95% Confidence Interval
 Include Min / Max / Median
 Display Question Code
 Hide Text Entry / Comments
 Do not use Report Cache

Term	College	Department	Evaluations Taken	Total Enrollment	% Complete
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3. Navigate to the term that you are interested in and select *Search*.

Evaluation Results

CRN Term College Department Professor ID
 % 2021 SPRING
 Schedule Code Instr Method Campus Section Status
 Sort By 1 Sort By 2 Output Records Excel
 Department Summary 500 Search

Only Courses with Surveys
 Only Courses without Surveys
 Show Comparative Averages
 Show Detail Comparative Stats
 Show Number Response Counts

Show Group Summary Only
 Include 95% Confidence Interval
 Include Min / Max / Median
 Display Question Code
 Hide Text Entry / Comments
 Do not use Report Cache

Term	College	Department	Evaluations Taken	Total Enrollment	% Complete
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4. Click on the number in the *Evals Taken* column next to the class you want to see.

Course Evaluation Reporting

Courses for: [REDACTED]

CRN Term College Department Professor ID
 % 2020 FALL HS COMM
 Schedule Code Instr Method Campus Section Status
 Sort By 1 Sort By 2 Output Records Excel
 Course Summary 500 Search

Only Courses with Surveys
 Only Courses without Surveys
 Show Comparative Averages
 Show Detail Comparative Stats
 Show Number Response Counts

Show Group Summary Only
 Include 95% Confidence Interval
 Include Min / Max / Median
 Display Question Code
 Hide Text Entry / Comments
 Do not use Report Cache

If nothing is listed below, hit the search button for data to populate.
 If you change any settings with the above checkboxes, please hit the search button to save the changes.
 Click on the Professor name to see all Courses for that particular Professor.
 Click on the number under "Evaluations Taken" to see detail information for that particular Course.

Term	Coll	Dept	Sch	Inst	Camp	Stat	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled
2020 FALL	HS	COMM	W	LEC	M	A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	22	36.4	
2020 FALL	HS	COMM	W	LEC	M	A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3	20	25	
2020 FALL	HS	COMM	W	LEC	M	A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3	21	14.3	
Total:											16	63	25%	

Records: 3 Time: 0.04 Seconds

5. The SRI results for that class will be displayed along with the comparative averages (may take a while to load).
6. Click anywhere on the page and select all (Ctrl-A). Everything on the page should highlight.

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7. Launch the print app by selecting Ctrl-P.
8. Make sure that the *Destination* field says **Save as PDF** and select the *Save* button.
9. Save the file in the location of your choice.
10. Use your browser's back button to return to the class list (shown in step 4).
11. Choose the next class if needed (step 4) or start again at step 3 for another term.