

Download SRI Information in the Format Approved by Academic Affairs

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Academic Affairs has approved a specific format for SRI information included in rank, tenure, and promotion (RTP) review files. This article outlines the steps for downloading this information in the approved format.

Steps

1. Log onto the SRI system from MyUVU (instructions are found on the [Bi Services SRI page](#))
2. Check the *Show Comparative Averages* box

Evaluation Results

CRN Term **2021 FALL** College Department Professor ID

Schedule Code Instr Method Campus Section Status

Sort By 1 Sort By 2 Output Records Excel

Only Courses **with** Surveys Show Group Summary Only

Only Courses **without** Surveys Include 95% Confidence Interval

Show Comparative Averages Include Min / Max / Median

Show Detail Comparative Stats Display Question Code

Show Number Response Counts Hide Text Entry / Comments

Do not use Report Cache

Course Summary 500 Search

Please specify more criteria for the search.
You can use % as a wildcard (ie: ke%)

Term	Coll	Dept	Sch	Inst	Camp	Stat	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled
Total:														
Records: 0 Time: 0.00 Seconds														

3. Navigate to the term that you are interested in and select *Search*

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Total:														
Records: 0 Time: 0.00 Seconds														

4. Click on the number in the *Evals Taken* column next to the class you want to download

Evaluation Results

CRN Term **2021 Summer** College Department Professor ID

Schedule Code Instr Method Campus Section Status

Sort By 1 Sort By 2 Output Records Excel

Only Courses **with** Surveys Show Group Summary Only

Only Courses **without** Surveys Include 95% Confidence Interval

Show Comparative Averages Include Min / Max / Median

Show Detail Comparative Stats Display Question Code

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Course Summary 500 Search


Term	Coll	Dept	Sch	Inst	Camp	Stat	Course	CRN	Description	Professor	Evals Taken	Total Enroll	% Comp	Reporting Disabled
2021 Summer	SC										4	9	44.4	
2021 Summer	SC										3	24	12.5	
2021 Summer	SC										7	28	25	

5. The SRI results for that class will be displayed along with the comparative averages (it may take a while to load)
6. Click anywhere on the page and select all (Ctrl-A). Everything on the page should highlight
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. **Important!** Verify that the file has completely saved to your computer or storage location. You can validate this by opening it from that location
11. Once the file is completely saved, use your browser's back button to return to the class list (shown in step 4)
12. Choose the next class if needed (step 4) or start again at step 3 for another term

Related Articles

- [SRI Report Access](#)

Contact Support

 For any issues related to the Watermark Faculty Success system, a **Faculty Portfolio Support** ticket must be submitted through the [UVU Service Center Portal](#).