

DOWNLOADING YOUR EVALUATIONS FROM WEBPORTAL FOR YOUR PERFORMANCE REVIEW OR PERIODIC EVALUTION.

- 1. Log into WebPortal using Chrome or Firefox.
- 2. Navigate to the left menu and select Faculty Evaluation Result

Web Portal				
Research Faculty Log Out				
Joanna Brooks				
Faculty Evaluation Result				
FTES				
Grade Change				
Incomplete Agreement				
WebDrop				
WebGrades				
WebRoster				
Message Center				
Change Password				
	Welcome, Joanna Brooks, to the SDSU WebPortal Please select an option from the menu.			

3. Navigate to the left menu and select List Sections



4. Select a term, the survey instrument, and report type. Selecting Detail will yield a report of all quantitative and qualitative data, including comments. Click the "Next" button. A list of sections will appear. Select the section you would like to access.

Main	List of sections				
REPORTS List Sections Faculty (Summary)	Displays the results for each section for each instrument. Includes quantitative and qualitative results.				
	Step 1: Select Period.				
	Period:	Fall 2009 V			
	Step 2: Select Instrument.				
	Instrument:	Survey_id 71354 Dept of English and Comparative Literature ✓			
	Step 3: Select Report Type.				
	Туре:	Summary			
	Next	Detail			
	1 ENGL 220 (21100)				

5. Select "Quantitative," or "Qualitative" to view results. Once you have selected the kind of data you'd like to view, select "Printable Version" to access a version formatted for export to PDF via your browser. You may also access a printable version with both Quantitative and Qualitative results by selecting "Print Combined Report."

Main REPORTS	Section Detail		
List Sections Faculty (Summary)	Class:	ENGL 0220 - INTRODUCTION TO LITERATUR	
	Instructor:	BROOKS, JOANNA	
	Schedule Number:	21100, Fall 2009	
	Instrument:	Survey_id 71354 Dept of English and Comparative Literature	
	Enrolled in class: 127		
	Responded to this evaluation: 114		
	Response Percentage: 89.76%		
	Quantitative Qualitative Printable Version Print Combined Report		

Quantitative