SIRF or Course Evaluation - How to view reports

Action

Communication plan from Laura Benson Marotta in IRPE to instructors when SIRF (course evaluation) results are available:

⚠️ The “click on the blue linked course” step (10) is easy to miss, which can lead to confusing results and errors..

Your course evaluation results are now available for your review.

Instructions

1. Go to MyUAlbany
2. Click Employee Log On
3. Enter your NetID and your password
4. Go to the Academic Services and Advising tab
5. Click on the Course Evaluations (for participating faculty) on the lower left-hand side of the page
6. You will be automatically authenticated to the IOTA system
7. Click Recent Evals
8. Choose the item with your course end date from the drop down menu.
   Please note clicking on the triangle to the left of any Evaluation Session will expand the selection.
9. A list of your courses within the evaluation session will appear.
10. Click on your blue linked course and a bench mark course report will open automatically
11. To access your student comments find the Viewing/Printing Options at the right side of the screen
12. Use the drop down menu at Viewing/Printing Options to choose View Graphs/Comments or Custom Report. Clicking Custom Reports will take you to the Custom Reports menu.
13. Your student comments and student demographic information are in the report: Student Instructional Rating Form (SIRF) - Combined Standard/Specialized Course Results. You can also use the "Viewing/Printing Options" to print a report.

Additional information

This survey is hosted by IOTA Solutions on behalf of University at Albany - SUNY.

If you are having difficulty accessing your report please email Laura Benson Marotta or our customer support representative lcrowley@iotasolutions.com.

Need more help? Contact the ITS Service Desk.