**Step 1:** Logging into Course Assessment

BannerStudent for Faculty->Faculty and Advisor Main Menu->Course Assessment Reports

Log in using your Dartmouth ID and Password. Ex: D1278n1 and password

This will bring you to IRA, the tool used to view reports.

**Step 2:** Course Assessment Dashboard

Click the "Dashboards" menu, located to the right of the blue bar at the top of the window.

Click "Course Assessment"

**Step 3:** Main Menu

You will automatically be redirected to the Course Assessment “Main Menu”. Here you may see multiple tabs depending on whether you are a Chair or Dean.
Step 4: Main Menu Report Options

Select the report you would like to view.

Under the “Individual Reports” section are the course reports that you have had since 2006, however these now run at a much faster rate.

Under the “New Reports” section are new reports (starting Dec 10th, 2012). They include histograms and line charts that allow you to compare your course to your Department, Division and College, and to track it over time.

The fastest way to view your current course is to select it from the course list.

Step 5: Course List

Select your term

From here you have two options by following the available hyper links.

1. Go directly to the Single course report to see a summary of your students’ responses.
2. Or, select “Individual Responses” which allows you to see each student's response to all questions.

Select “Single Course Report”

Step 6: Single Course Report

Each individual Question is a hyper link to the new comparison report.

For student “Free text” responses you have two ways to access it.

1. You can click to view all responses for a particular question. A popup printable window will appear.

2. At the bottom of the report you can click “View all responses for all questions.” It will refresh the screen and all responses sorted by question will be available at the end of this report. These can be printed or downloaded.
**Step 7:**

*Comparison reports per question.*

If you navigated to this report by following a hyper link from the single course report (step 6) you will not need to once again fill the top filter selection; it should already be populated for you. If you navigated here from Step 4 you will search for your course using the prompts and then click “Go”.

You can get to the "Report Over Time by Student Response" report by selecting the next tab.

In the “Result” section you will see a histogram comparing your course to your department, division, and college. In this comparison, your course data are not included in the department, division and college statistics for comparison purposes.
**Step 8:**
*Student Responses over time per question.*

When navigating from the course comparison report the prompts will be prepopulated with your previous course choice. In the course detail section there will be a list of all courses included.

If you would like to include all, only certain sections of a course or combine courses with different names then use the filter/prompt to view all the possible courses for the selected term and double click each course you would like to include. These courses will be incorporated in the results. **This will be especially helpful for special topics courses where the title of each section may be different.**

You can navigate to see the Mean/Median for that question over time by selecting the next tab.

**Step 9:**
*Mean and median over time per question.*

This is similar to step 8 except it includes the mean and median of the all the student responses.