

FAQ on SIEs - Administrators and Staff

Q: Which reports can I access?

A: SIE results are reported at four levels each semester: for each individual course and instructor, for each department, for each college, and for the university. You have access to all the reports for the courses listed for your department or college in Banner. So department chairs have access to all of the individual course and instructor reports for the courses in their department and to their department report. College deans have access to all of the individual course and instructor reports for the courses in their college, all of the department reports for the courses in their college, and their college report. The Provost and Associate Provost have access to all the overall institutional report which provides aggregate results as well as disaggregated results at the department and college level.

Q: How do I access my reports?

A: SIE reports from previous semesters can be accessed at any time through Canvas or MyUAH. In Canvas, click on a course and then select the link for Reports at the bottom of the menu on the left hand side of the page. For MyUAH, scroll down under Employee Services to the Faculty & Advisors section and click the Student Instructor Evaluations link. Both of these will lead to your dashboard in the SIE software. The top portion of your screen shows tasks and is only active while a survey is in progress. The lower portion of the screen shows your first five reports. To access a report, click on the report name.

Since you have access to hundreds of reports, several features may be helpful in finding the right one.

- Use the Search field to filter the list of reports by simply typing your search term. Click the gray “x” in the field to remove the search parameters. Search terms can be a course number or instructor name for an individual report or other key words such as “department”, “college,” or “fall.”
- Use the sort option to order the current list (filtered or unfiltered) by name, category (year), or subcategory (semester). Click the button a second time to reverse the order.
- Toggle the “Show child reports” setting to combine all reports at the same level for the same semester under one title. When this setting is on, each individual report for each course and instructor, as well as each department and college report, shows as a separate item. When this setting is off, all of the individual reports for a given semester show as a single item. Click on the parent report to access a list of the individual child reports as downloadable pdfs.

Q: How can I set up access for my assistant?

A: Access to SIE reports can be given for office staff or other administrators at the request of the appropriate department chair or college dean. Please email the request to the SIE Administrator at sie@uah.edu with the list of reports they should have access to (specific tiles or a generic description) and the time frame (past, current, future, or all).

Q: Can I get specialized SIE data or reports?

A: Departments or college who find that the current reports available do not provide the information they need should contact the SIE Administrator. There are a wide variety of reporting options and formats (including Excel) available besides the standard ones. These can be developed and distributed upon request. Please note that reports can only be run at the course level or higher; no individual student results are available.

More Questions? Contact Ginny Cockerill, the SIE Administrator, at sie@uah.edu or x. 6254.