

IDEA-CL

Save/Print Report Guide

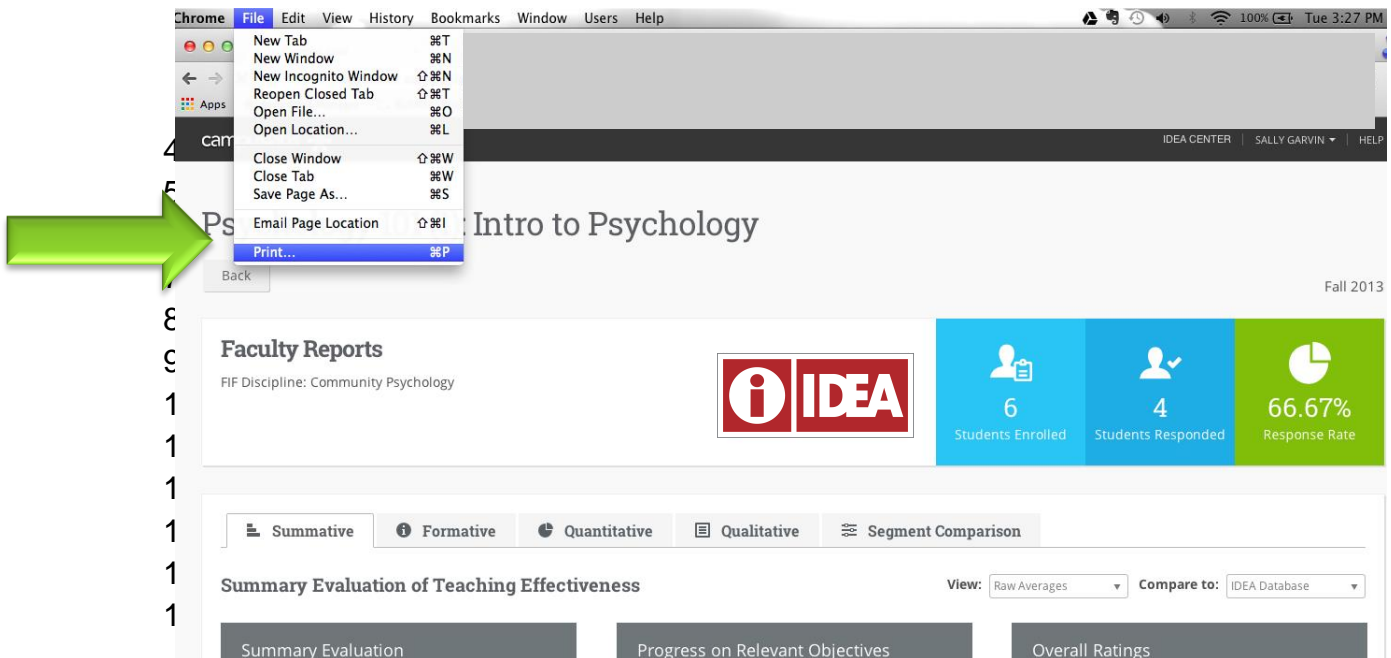


This document will assist faculty and administrators who wish to save or print the report (or report segments) for archival purposes or documentation. First, it is advised that the academic unit (department, program or division) determine *specific tabs* and *views* to be saved. Remember, faculty and administrators have access to each report in its entirety on the IDEA-Campus Labs platform at any time.

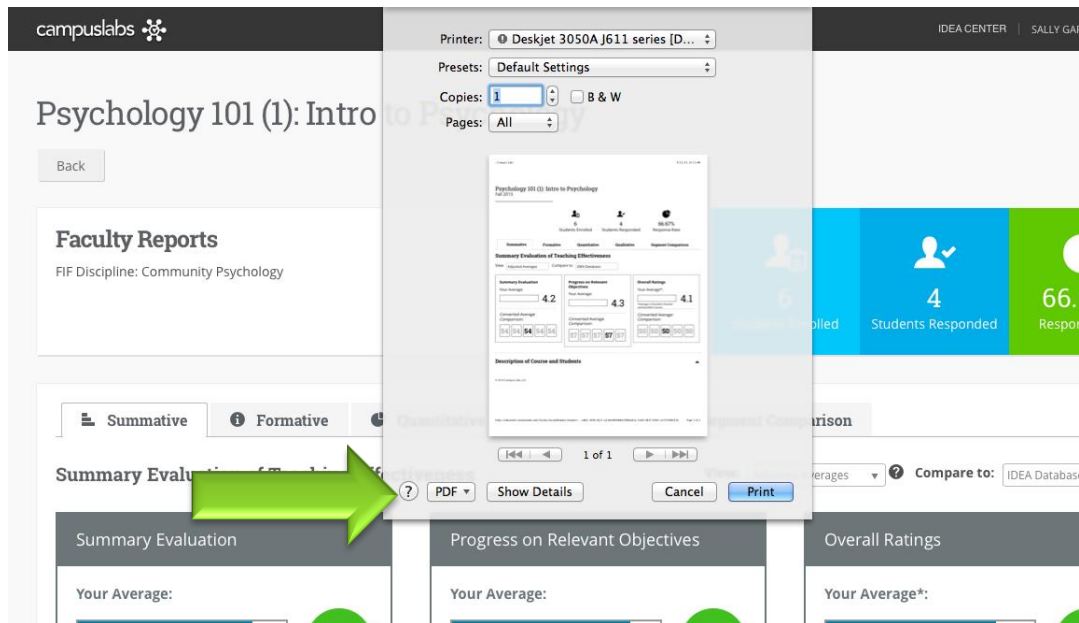
1. View the report on the Campus Labs Platform by clicking "View Results".
2. Click each tab in the report ("Summative", "Formative", "Quantitative", "Qualitative" and "Segment Comparison") to display the data --remember there are options to select specific views and to collapse and expand items. What you see on the screen is what will be saved.

The screenshot displays the IDEA-Campus Labs interface. At the top, the 'campuslabs' logo is on the left, and 'IDEA CENTER | SALLY GARVIN | HELP' is on the right. Below the header, the 'Faculty Reports' section shows 'FIF Discipline: Community Psychology' and the IDEA logo. Three summary cards are visible: '6 Students Enrolled', '4 Students Responded', and '66.67% Response Rate'. A green arrow points to the 'Summative' tab, which is selected. Below the tabs, the 'Summary Evaluation of Teaching Effectiveness' section shows three bar charts: 'Your Average: 4.4', 'Your Average: 4.6', and 'Your Average*: 4.2'. A dropdown menu for 'View' is open, showing 'Raw Averages', 'Adjusted Averages', and 'Raw Averages'. A green arrow labeled 'Views' points to this dropdown. Below this, the 'Teaching Methods and Styles' section is shown. A green arrow labeled 'Collapse' points to a green bar representing 'Strength to retain'. A green arrow labeled 'Expand' points to a red bar representing 'Consider increasing use'. The interface includes various navigation and data visualization elements.

3. Click "File" and then "Print" (do NOT right-click Print)

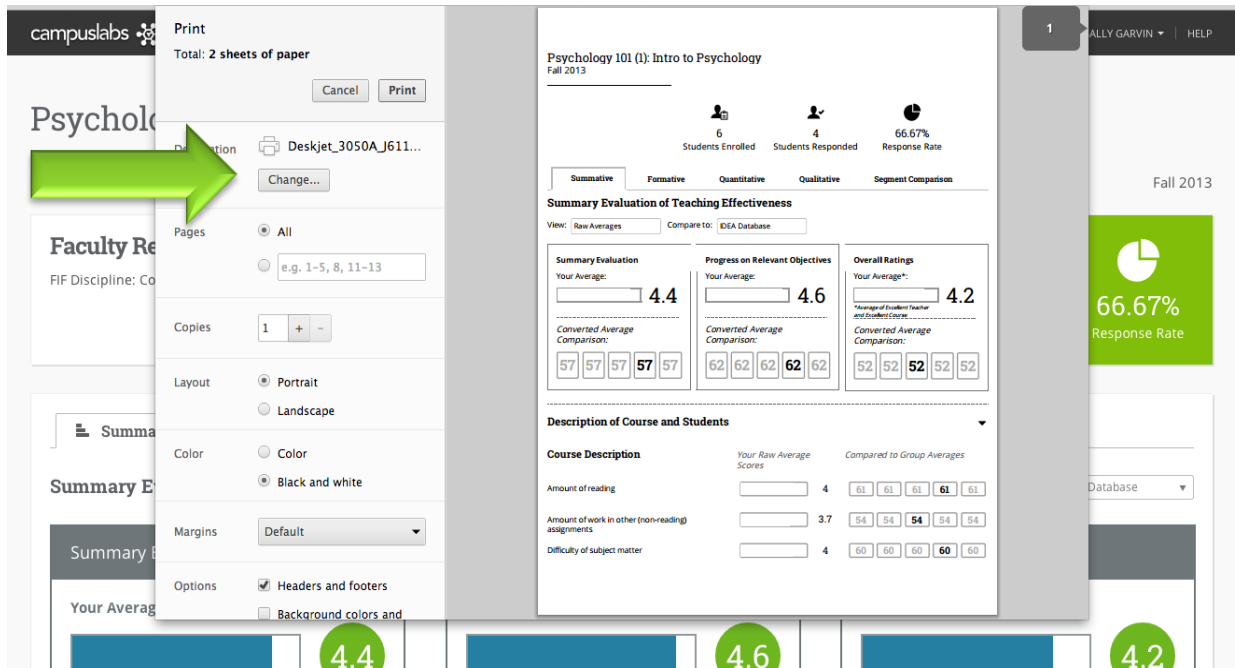


4. For **Safari** and **Firefox** users there is a PDF option directly in the Print dialog box.

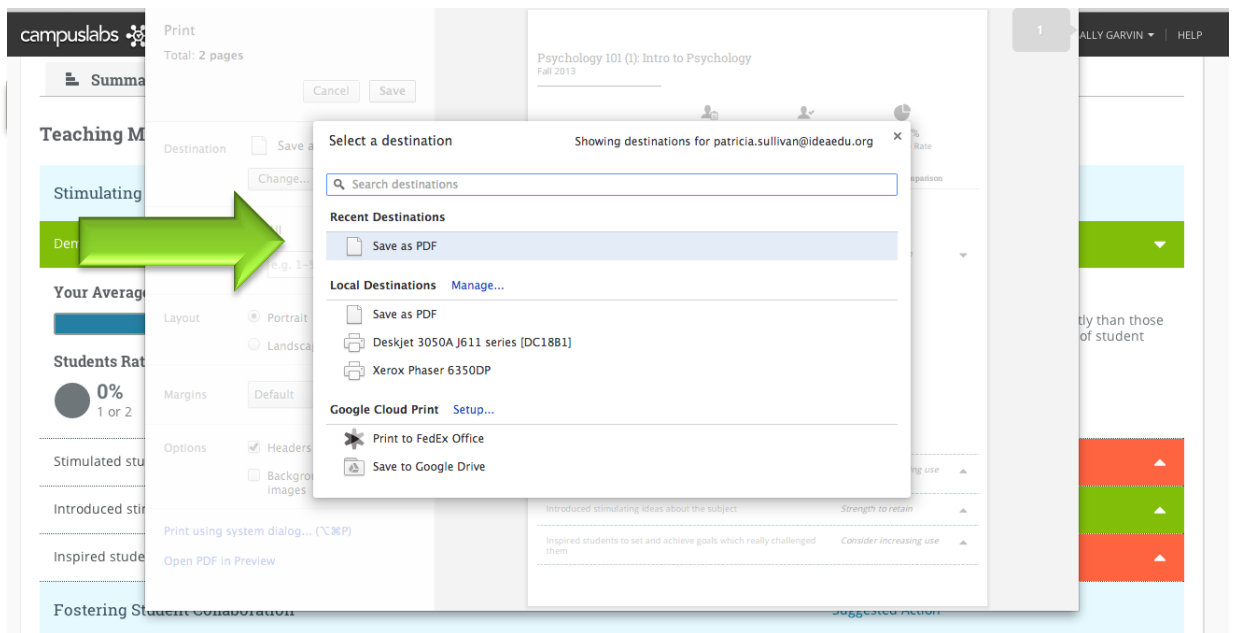


- In **Chrome** there is the option to change the print destination from the printer to PDF. To do this, select "File", "Print", scroll down to "destination," click "change" (a) and select "save as PDF" (b)

Chrome a.



Chrome b.



- For Windows Internet Explorer users, there are several different approaches to saving the report as PDF. Most require setting up a PDF

printer, which is a simple process. Any of the following options will work, just be sure to uncheck bloatware such as the Ask Toolbar during the setup process.

- a. CutePDF Printer: <http://www.cutepdf.com/products/cutepdf/writer.asp>
- b. Adobe PDF: <http://www.adobe.com/products/acrobat/print-to-pdf.html>
- c. PDFCreator: <http://sourceforge.net/projects/pdfcreator/>