Office of Institutional Research and Strategic Planning Fall 2018

Faculty Evaluation Report Viewing Instructions

- 1. Go to https://survey.confederationcollege.ca/Blue/
- 2. Login with your college username and password.
- 3. If you get a prompt screen (as shown below) that asks you to select a data source, select "Instructors". This will bring you to the Dashboard. If you don't get a prompt screen, you will go directly to the Dashboard.



4. There will be two areas of the Dashboard to search in. The bottom portion (shown below in yellow) is where your Faculty Evaluation report(s) will be listed. If the current semester's reports are not displayed, use the filter options, ensuring View is set to Current.

		Dashboard	
My Space Home Dashboard My Preferences	Task Type No Task Task Status All Category All Subcategory All Language All Subcategory All Subcategory All All Subcategory Al		
General	Subject Category Subcategory	Project Title	<u>Due Date</u> ▲
⊖ Sign Out	There are no tasks assigned to you at the moment.		
	Project Not Available *		
	Search For Report Title • Find Clear Search		
	Results: 0 - 0 of 0 Item(s)		
	Category Subcategory Project Title	<u>Report Title</u>	Expiry Date 🛆

- 5. Once you have found the report, click "View Report" on the right. To open a screen with a link to the evaluation results.
- 6. There you can view the results online or download a PDF.

If you have any issues accessing reports, please contact Kaela Wilson, Research Analyst at kaela.wilson@confederationcollege.ca or call 475-6627.