

## Accessing/Running SLE Reports

You may enter SLE via <https://beav.es/Student-Learning-Survey> or [My OSU \(https://my.oregonstate.edu\)](https://my.oregonstate.edu).

At the top right of the welcome screen is a **Menu** button which serves as the gateway to the various reports.

There are a variety of reports available:

### Individual Instructor (usually used for P&T)

- After you've logged into SLE and clicked on the Menu button, then Reports, click on Report Browser
- Select the Term ->Instructor
- Ratings Summary, located at the upper right, is a pull-down menu offering various reporting options

### Batch Reports

- After you've logged into SLE and clicked on the Menu button, then Reports, click on the link "Report Browser"
- Select the appropriate term, school and/or department OR under "Term" leave "All" selected and in the search field enter a term (e.g. last name if you are looking for an instructor)
- In the middle of the screen is a blue "view all" link. Click on that link.
- At the top of the table that lists the courses, select the "Action" box. This will check all of the courses. You can select or deselect courses to customize the export.
- Click on the orange link at the bottom of the page called "Create Batch File"
- Select either "Batch PDF reports" or "batch quantitative Excel."

NOTE: The batch pdf reports take a while to download and have individual reports that have to be opened one-by-one. If you want all of the evaluations in one file, then select Excel (it also downloads much more quickly).

### Rollup Reports

Before running Rollup Reports, **always ensure that at least three instructors are included.**

Instructions on how to do this are at the bottom of the sheet.

- After you've logged into SLE and clicked on the Menu button, then Reports, click on the link "Rollup Reports."
- Under "Drill Down" (located on the left side of the page), select the term for which the report is required
- If more than one listing exists, select the one you require
- You can continue to drill down to subject and number if you wish. (just a note, few people choose to do drill down this far.)
- Under "Filter" (located on the right side of the page), you may filter down to the level you need:
- Level will allow you to separate out Grad courses.
- Course level will allow you to refine the level of course (i.e., 100, 200, etc.) Again, ensure at least three instructors teach at each level before conducting a Rollup Report.

**Checking for a minimum of three instructors**

- Menu - Reports - Report Browser
- Select the term, school and department
- Individual courses will appear below
- Look at the courses and instructors associated with the report you are running
  - If there are fewer than three instructors, DO NOT run or make these reports available