

Checklist

All departments need to run the Student Ratings of Instruction Evaluation Checklist and department course listing. The checklist is crucial to IRAP when producing requested reports. To find and run the SRI evaluation checklist in Peoplesoft, please follow the instructions here:

- Click on Reports Portfolio
 - Student Administration
- Under student records click on Faculty Evaluation Checklist, then click on the following:
 - Search
 - Report
 - Enter the following information
 - Academic Institution
 - Term
 - Academic group
 - Academic organization
 - Save
 - Run
 - Under select/check box
 - "OK"
 - Reports manager
 - Keep refreshing until details appears
 - Click on details and PDF file opens
 - Print
 - This checklist must accompany the evaluation packets when delivered to IRAP

The screenshot shows the 'Process Scheduler Request' window in PeopleSoft. On the left, a navigation menu has 'Student Administration' circled in red. The main window displays the following information:

Process Scheduler Request

User ID: 105239816 Run Control ID: report

Server Name: PSUNX Run Date: 06/26/2007

Recurrence: Run Time: 2:42:08PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Faculty Eval. Chk List - Rpt	FRSR0016	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Faculty Eval. Chk List - Labs	FRSR0017	SQR Report	Web	PDF	Distribution

Buttons: [OK](#) [Cancel](#)