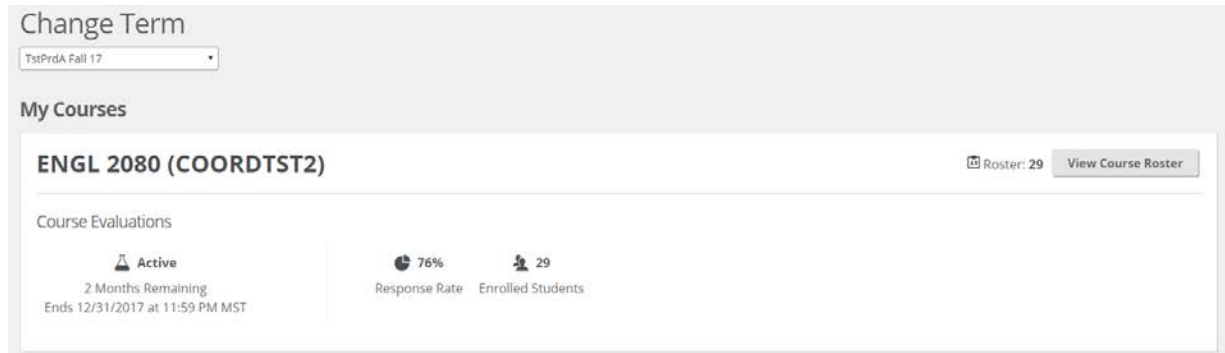


FCQ one sheet: For faculty

Faculty have their own personalized webpage that will display classes, rosters, and response rates. This is where you can monitor all of your FCQ activity.

- Access your Faculty Dashboard at <https://colorado.campuslabs.com/faculty>
- Select your campus for authentication
- Log in with your CU credentials

The homepage displays all your courses. Use the “Change Term” dropdown to select your desired term.

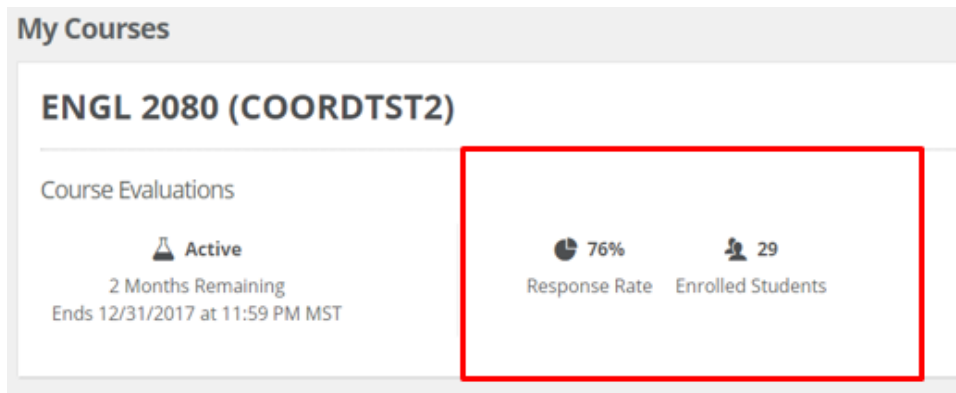


The screenshot shows a 'Change Term' dropdown menu set to 'TstPrdA Fall 17'. Below it is the 'My Courses' section for 'ENGL 2080 (COORDTST2)'. The course is marked as 'Active' with '2 Months Remaining' and 'Ends 12/31/2017 at 11:59 PM MST'. It also shows a '76%' 'Response Rate' and '29' 'Enrolled Students'. There are buttons for 'Roster: 29' and 'View Course Roster'.

The course block provides details for the administration window:

- An open administration will say “Active” with the end date and time listed below.
- Administrations that haven’t opened yet will list the start and end dates and times.
- Closed administrations will say “Completed” with the end date and time listed below.

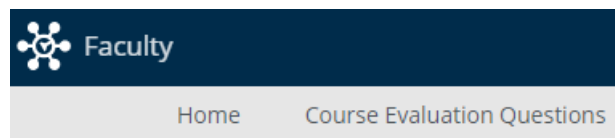
Use the course block to monitor response rates:



This is a close-up of the course block for 'ENGL 2080 (COORDTST2)'. A red rectangular box highlights the 'Response Rate' (76%) and 'Enrolled Students' (29) metrics. The course is also shown as 'Active' with '2 Months Remaining' and 'Ends 12/31/2017 at 11:59 PM MST'.

You may also view your course roster, but be advised that, to protect anonymity, it **will not** reveal which students have completed the FCQ or display their responses.

To view the FCQ questions, click on “Course Evaluation Questions” on the top tab:



If you want/need further assistance please contact us at fcq@colorado.edu or 303-492-7069.