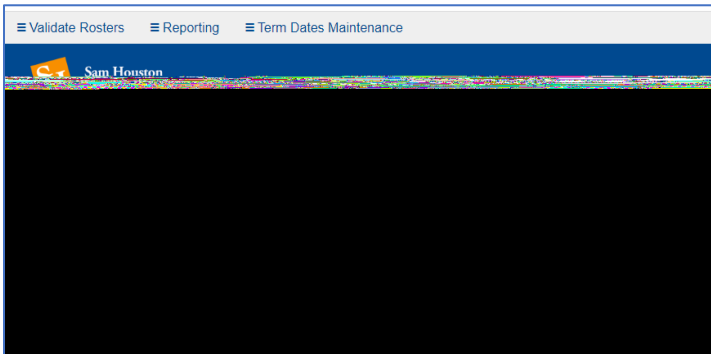


FAEV REPORTING: FACULTY COMPLIANCE

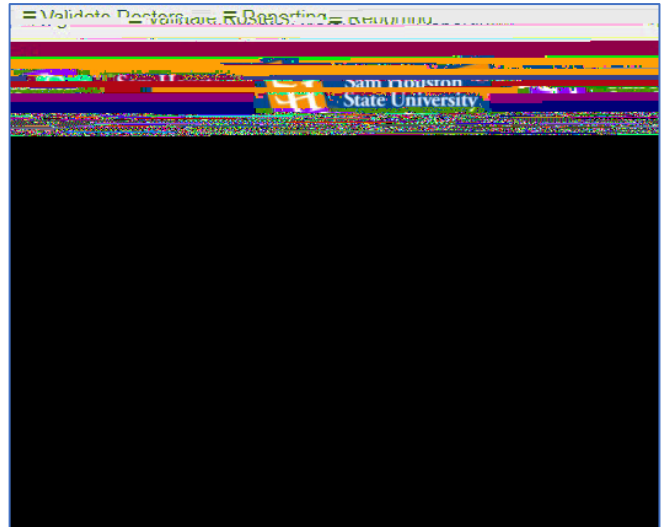
To determine whether FAEV reporting has been completed:

Submit

Use the drop-down menu to select a term; or, select a specific



4. Click CSV Download for your report results



5. Open the Excel spreadsheet. Expand columns Q and R for review.

- Column R is the Course Finalization Date
 - o If there is a date, the faculty member has validated the course; no further action required.
- Column Q is the Non-participating Student Count
 - o If there is a "0" in column Q and a date in column R, the faculty member has reported that all students in the course are engaged.
 - o If there is a number other than "0" in Q and a date in R, the faculty member has reported one or more of their students as not engaged.

