

Student Course Survey Reports

How to view your SCS reports in PeopleSoft

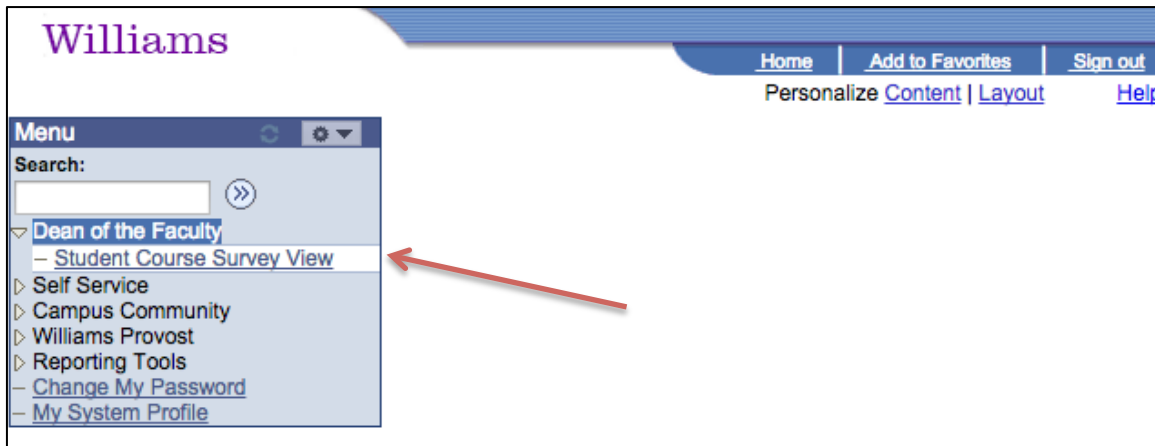
Your current and past SCS reports are now available to you through the Williams Student Records system. **SCS quantitative reports are no longer printed and delivered through campus mail. You will receive blue sheets in campus mail once your grades are turned in. Department and program chairs will continue to receive printed chair's packets in campus mail once all grades for the unit are turned in.**

It is important to note that the SCS reports themselves have not changed, but how they are distributed to faculty is changing.

Once you've turned in all your grades at the end of the semester and they've been posted by the Registrar's Office, you will automatically be granted access to your SCS reports for the semester, once they are available.

Steps to retrieve SCS Reports

1. Open a web browser (e.g. Firefox, Chrome, Internet Explorer, etc.) and direct it to the Williams Student Records System, located at: <https://sarah.williams.edu>
2. Log in using your W##### number and PeopleSoft password. If you have forgotten your password try the Reset My Password link (note your PeopleSoft password is different than your email password unless you made them the same). If you still have trouble logging into the system, please contact the OIT Faculty/Staff Help Desk at x4090 for assistance.
3. Once logged in you will see a menu on the left side of the screen. **Select "Dean of the Faculty" and then Select "Student Course Survey View"**



4. ***Please read the text carefully – and note in particular that you will need to have pop-ups blocking disabled in order to view reports. Note also that you'll need to be connected to the VPN if you're accessing the system from off campus. See page 3 of this document for more information on the VPN and disabling pop-up blocking.***

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Student Course Survey View

Please select the academic term for which you would like to see your Student Course Survey reports. Then click on the "View SCS Reports" button to view the reports.

When reports for the current term become available, that term will appear in the list, provided you taught a course and administered the SCS. If you are missing any grades for the term you select, or if your grades have not yet posted, you will not be able to view your reports. Reports are available electronically back to Spring 2007.

The list of reports for the term you select will pop up in a new window, so make sure to enable pop-up windows for this site. If you are accessing this from off campus, you will need to be logged in to the VPN to view your reports.

If you have any questions, contact Courtney Wade <cwade@williams.edu>

Select Term:

[View SCS Reports](#)

5. As instructed, select the term you'd like to view and click the yellow button at the bottom of the page. You will see a listing of all of the semesters for which you have available SCS reports, going back to Spring 2007.
6. If your grades are not yet posted or if you have any missing grades, you'll get a message telling you this. If your reports are not available, you think you have entered all grades, and the Registrar's Office has had a reasonable amount of time to post them, contact the Registrar's Office to determine which grades are missing.
7. If your reports are available, a new browser window will pop up. If you taught multiple courses during the semester selected, or if you had teaching FTE in more than one department or program, you will see a list of all SCS reports for that semester.
8. In order to access a PDF of the report itself, simply click on the blue underlined text on the right side of the screen.

SCS Reports

| Term | Dept Name | Academic Subject | Catalog Number | Section Number | |
|-----------|-----------------------|------------------|----------------|----------------|--------------------------|
| Fall 2010 | Philosophy Department | PHIL | 115 | 01 | Document |
| Fall 2010 | Philosophy Department | PHIL | 209 | 01 | Document |

If you have any questions, please contact Courtney Wade <cwade@williams.edu> x4139 or James Cart <jwc2@williams.edu> x4097.

How to connect to the VPN

OIT maintains instructions on how to connect to the VPN from off campus here:

<http://oit.williams.edu/help-docs/networks-wireless/vpn/>

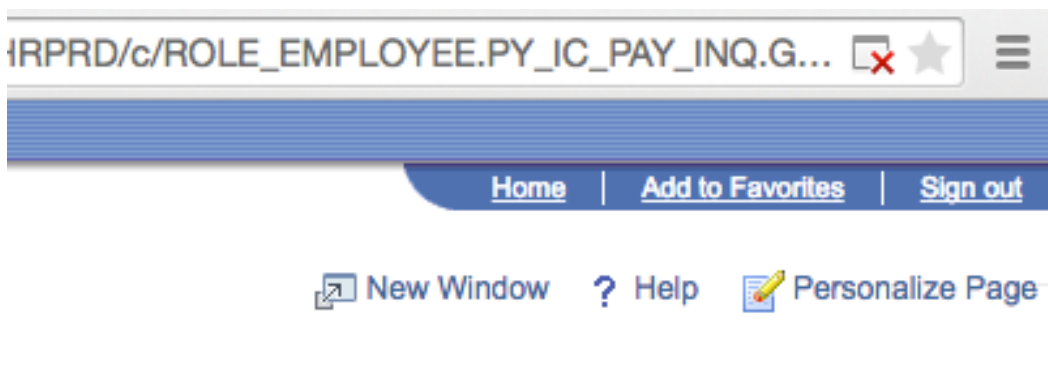
In short, you need to install the program found here:

<https://oit.williams.edu/software/download/?appID=113>, then reboot your computer if you're on a PC, and run the program and log in with your Williams username (e.g. abc1 or flast) and password (same as your email password).

How to enable pop-up windows in Chrome

Pop-up windows are disabled by default in the Chrome web browser. To enable them for

PeopleSoft, click the small red "x" at the right hand side of the address bar: 



This will bring up the following dialogue:



Select "Always allow pop-ups from sarah.williams.edu" and click done. When you try again to view a report, it should appear in a new window or tab, depending on your browser settings.