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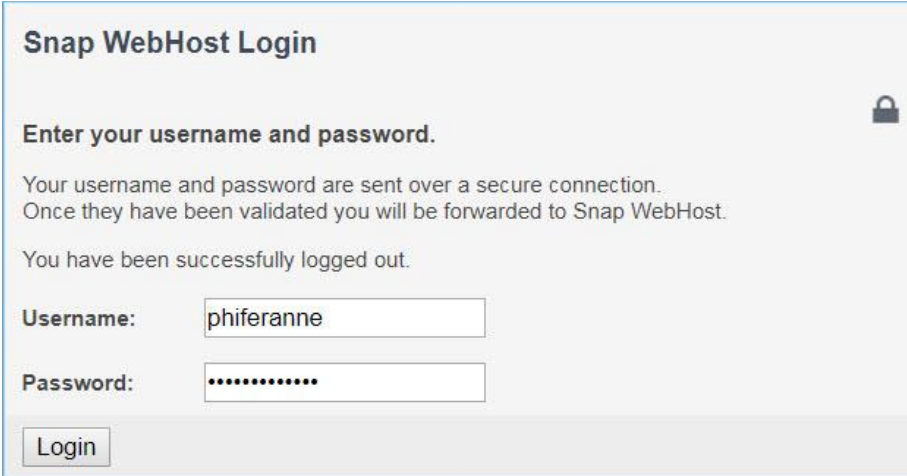**Technology**
A&M·COMMERCE

Accessing Reports from Snap Surveys for Department Heads

Snap Surveys is the tool used to deliver our fully online course evaluations. Follow the instructions below to access both your course section reports and instructor summary reports.

1. Go to the Snap Surveys landing page, https://srte.tamuc.edu/snapwebhost/

2. Input your Active Directory credentials, the same credentials you use to log in to a computer (LastnameFirstname). **This input field is *case sensitive*, so please ensure your name is all in lowercase.**

3. You will be prompted with a drop-down menu. Click the down arrow and choose your department ID from the list, rather than your personal ID. Your department ID should be an abbreviation of your department name. For example, if you are the department head for Sociology and Criminal Justice, your departmental ID is "soc".
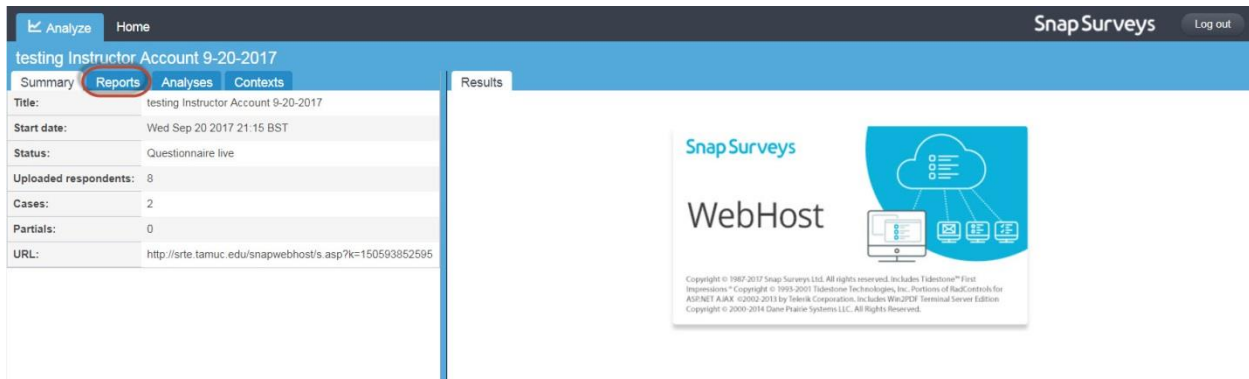
4.When you open Snap Surveys, a survey will be available to you. It will be called "Course Evaluations". Click the name, in blue, to open the reports interface.


5. Once you have the survey open, you will see this screen. Click the "Reports" tab to run your reports for the survey.

6. There are three reports available for you to run. You only need to look at the report labeled "Department Heads". The other two reports will be instructor data and may not be accurate since your departmental account is not teaching a class. You can run the Department Heads report by clicking the name of the report and then looking in the "Results" window for your report to appear.
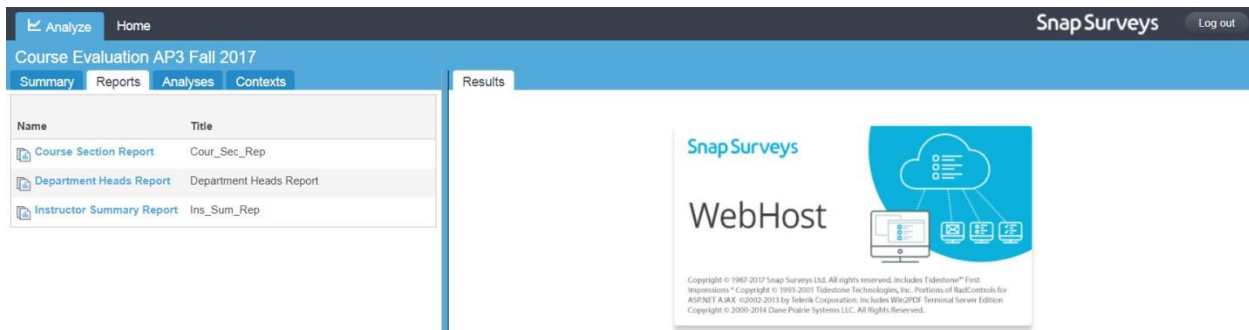
7. To download or print your reports, use the icons at the top of the "Results" window. The arrow pointing down is the download icon, and clicking the printer will allow you to choose your print settings.
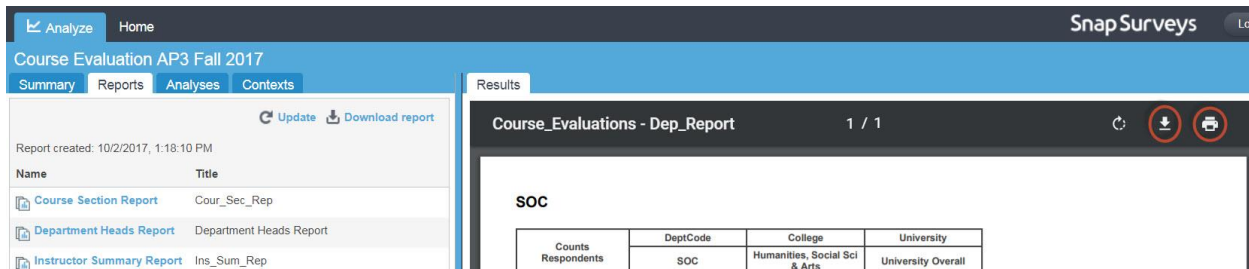
If you have further questions about accessing reports from Snap Surveys, please contact the Office of Academic Technology at (903) 886-5511, or by e-mailing course.evaluations@tamuc.edu