Adding your SSI Data into Faculty180 using the *New* SSI screens:

https://webapps.spccollege.edu/ssi/
Log into: [https://webapps.spcollege.edu/ssi](https://webapps.spcollege.edu/ssi)

At the main screen of the SSI Assessments website, look for the “Course” column and click on one of the courses:
A screen like this one will appear. Scroll down and look for “Composite Scores (Combines Category scores and calculates average)”
Look for the following columns circled in red:

<table>
<thead>
<tr>
<th>Composite Scores (Combines Category scores and calculates average)</th>
<th>Section:1946</th>
<th>POS2041</th>
<th>SOCSCI-LD</th>
<th>Blended</th>
<th>All SPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Engagement</td>
<td>Scores</td>
<td>Stdev</td>
<td>Entries</td>
<td>Scores</td>
<td>Entries</td>
</tr>
<tr>
<td>FE</td>
<td>6.54</td>
<td>1.1</td>
<td>95</td>
<td>6.29</td>
<td>4396</td>
</tr>
<tr>
<td>Preparation and Organization</td>
<td>6.52</td>
<td>1.3</td>
<td>91</td>
<td>6.38</td>
<td>4893</td>
</tr>
<tr>
<td>Course Instruction</td>
<td>6.59</td>
<td>0.8</td>
<td>96</td>
<td>6.32</td>
<td>4976</td>
</tr>
</tbody>
</table>

Each column has a “Scores” column. Those are the columns containing the values to be entered in Faculty180 module 13, sections B, C, and D. Please keep in mind that the main columns will have different names on your screen depending on your program and teaching mode.
Log into Faculty180 and open up module 13 (SSI Data). Please make sure you see the following page on your screen:
After filling up the information in section A, you can start adding the scores from the SSI Assessments website into Faculty180 module 13, section B “Faculty Engagement”:

Notice how the values obtained from the SSI Assessments website match the ones entered in Faculty180 module 13, section B

(Please keep in mind that the course section and program name will look different on your screen).
After section B, you can now start adding the scores from the SSI Assessments website into Faculty180 module 13, section C “Preparation and Organization”:

Notice how the values obtained from the SSI Assessments website match the ones entered in Faculty180 module 13, section C.

(Please keep in mind that the course section and program name will look different on your screen).
After section C, you can now start adding the scores from the SSI Assessments website ontoFaculty180 module 13, section D Course Instruction:

Notice how the values obtained from the SSI Assessments website match the ones entered in Faculty180 module 13, section D

(Please keep in mind that the course section and program name will look different on your screen).
On the SSI Assessments website, back out to the main screen and look for the “Rate” column. This is the percentage of total submissions for each course. In this example, we are looking at the rate for the course POS2041 section 1946:

(Please keep in mind that names and values on this slide will look different on your screen).
In Faculty180, enter the course rate in module 13 section E “SSI Response Rate”:

(Please keep in mind that the value on this slide will look different on your screen).
In section F, click “Browse” to upload your SSI Data PDF file (download available at SSI Assessments website).

When ready, click on “Save and Return” to finish.