

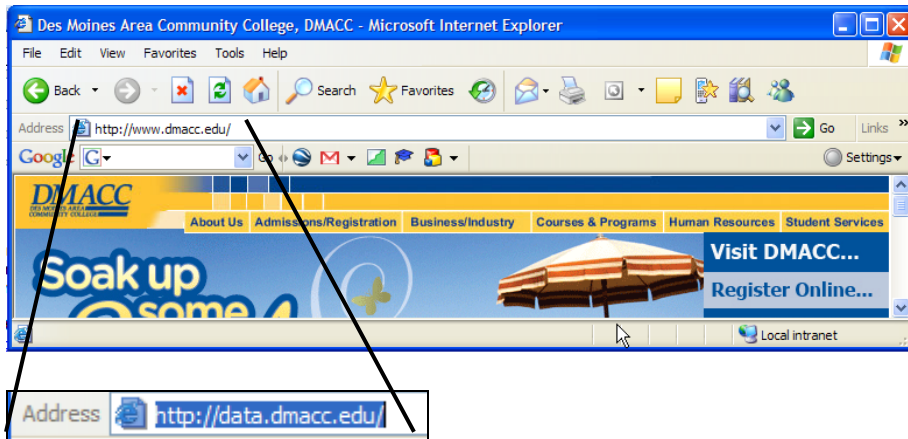
## Teacher Improvement Status Report

Each faculty member included in DMACC's Teacher Improvement (TI) process is able to access a report showing both summary and detail information regarding the TI units he or she has earned. Each person using the system will only be able to access their own information. If you have any questions about your report, please contact Kim Lacey at x.6439 or [kalacey@dmacc.edu](mailto:kalacey@dmacc.edu).

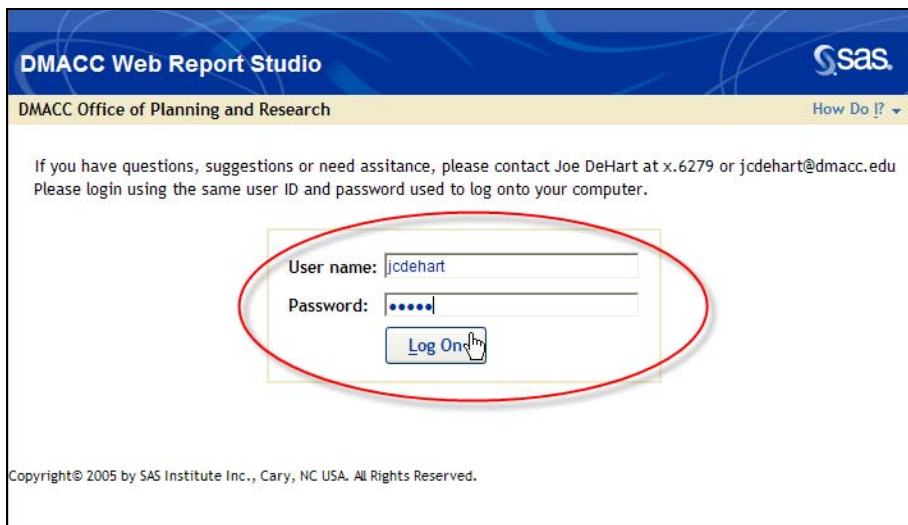
### Step 1:

To access this report, you must be using a computer that is connected to the DMACC network. You will not be able to access this report at home unless you are using the DMACC virtual lab.

Open an Internet browser and enter <http://data.dmacc.edu> into the address bar as shown below



Once you have entered the web address, hit the Enter key and you will see a screen similar to the following.



## Step 2:

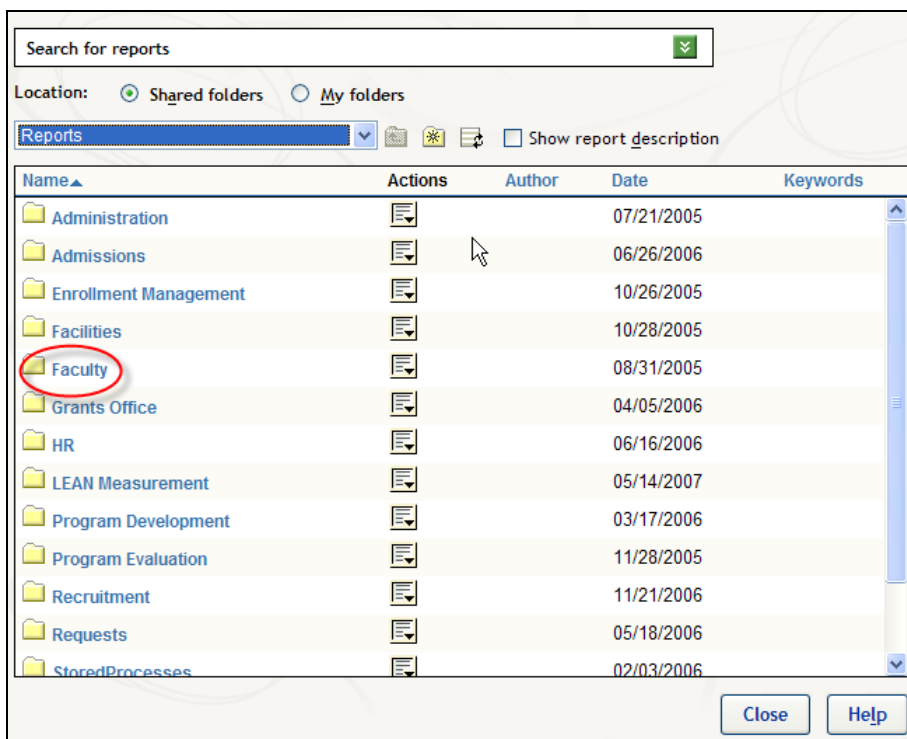
On the above screen, enter your user ID and password and click the “Log On” button. Your user ID and password are the same as those you use to log onto your computer at DMACC.

Once you have successfully logged on, you will be given a choice to either create a new report, or open an existing report. Please click once on “Report<Open” as shown below.



## Step 3:

Once you click “Report>Open”, a new window will open up similar to the one below. If you have already used the SAS system, you may already be in the Faculty folder. If this is your first time, please click one once on the Faculty folder as shown below. You may navigate around the SAS system by using the drop-down menu.



## Step 4:

Once inside the faculty folder, you will see a report titled, “TI Unit Report” . Click once on this report and after a few seconds, your TI information will appear on the screen.

Search for reports

Location:  Shared folders  My folders

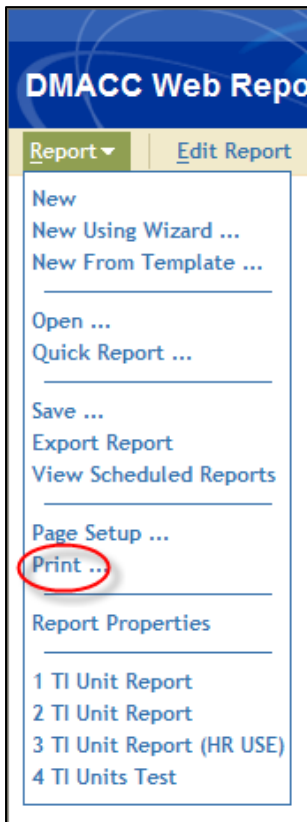
Faculty      Show report description

Name▲	Actions	Author	Date	Keywords
Class List	<input type="button" value=""/>		01/12/2007	
Course Retention Comparison	<input type="button" value=""/>		01/12/2007	
Grade Distribution Comparison	<input type="button" value=""/>		01/12/2007	
TI Unit Report	<input type="button" value=""/>		06/14/2007	

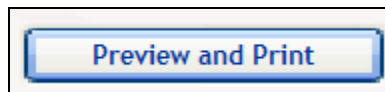
If you receive a message similar to the following, you are not in the TI database or there is a problem accessing your information.

No data returned for this person. Please try again  
 If you feel you have reached this message in error, please  
 contact Kim Lacey at x6439 or [kalacey@dmacc.edu](mailto:kalacey@dmacc.edu)

To print this report, click once on the Report drop-down menu as shown below located on the left side of the screen.



When you click print a new print window will appear. Click the Preview and Print button as show below.



The system will create your report in the form of an Adobe PDF. Adobe reader will automatically open showing you your report. If you do not have Adobe Acrobat reader, please go to <http://www.adobe.com>

Thank you for using the TI Units report!