Guidelines and Tips for Accessing SPOTS Reports

Please read this entire document if you need to access SPOTS reports via ecuBIC or are having problems doing so. If you are not following one or more of the following guidelines you may not be able to log in and/or see or access or SPOTS reports.

The most common problem

- Assuming you do have access to your reports, the most common problem is that you can log into ecuBIC but then cannot see your reports, or the screen is largely blank. In this case try a different browser. Firefox and Internet Explorer seem to work best for PCs. If you are using a Mac, also try the Safari browser.

Also make sure you are following these guidelines

Requirements to access reports

- Be under contract with ECU in the term/session when you are trying to access the reports.
- Have a valid ECU userid and password.
- Use the link to ecuBIC which is found on the front page of the website for Institutional Planning, Assessment, and Research (IPAR) at www.ecu.edu/ipar. On the front page, look in the “Quick Links” section and click on the link entitled “SPOTS Reports (ecuBIC) and Access Instructions”. This link is for unit heads and faculty.
- If you are a TA please contact IPAR at ipar@ecu.edu and request the TA link to ecuBIC.
- Note: For the most recent term SPOTS results, reports are not available until 2 weeks after Commencement of the close of the session.

Setting up Access for a supervisor (Chair/School director) to see their faculty reports

- The supervisor (e.g., chair/school director) opens his/her “reporting structure” in Pirate Port and enters faculty in a list.
- Faculty then receive a message that the supervisor is claiming to be their employer.
- Faculty log into their own reporting structure in Pirate Port and approve supervisor as their employer
- If faculty still have a previous employer in their reporting structure, they must release that person before they can approve the new supervisor
- When the faculty person appears in the supervisor’s list and also has been approved by the faculty member, then the supervisor can view the SPOTS reports of the faculty (but not the student comments)
- Supervisors will not be able to view reports of faculty who are no longer currently employed in their department/school at ECU.
Login procedure to ecuBIC

- Use only your ECU userid and password.
- If logging in from off-campus type in INTRA\ just before your userid.

Dashboards to use in ecuBIC to view reports

- If you want to view a course that you taught click on “SPOTS_Instructor_Dashboard”. This also applies to supervisors who taught a course.
- If you are a supervisor trying to access reports of your faculty, click on one of the “Dept_Head” ecuBIC dashboards. These two dashboards will only work for supervisors.