

How to Generate Department CourseEval Reports:

1. Log into Blackboard Learn and click **Institution Page** (Figure 1).

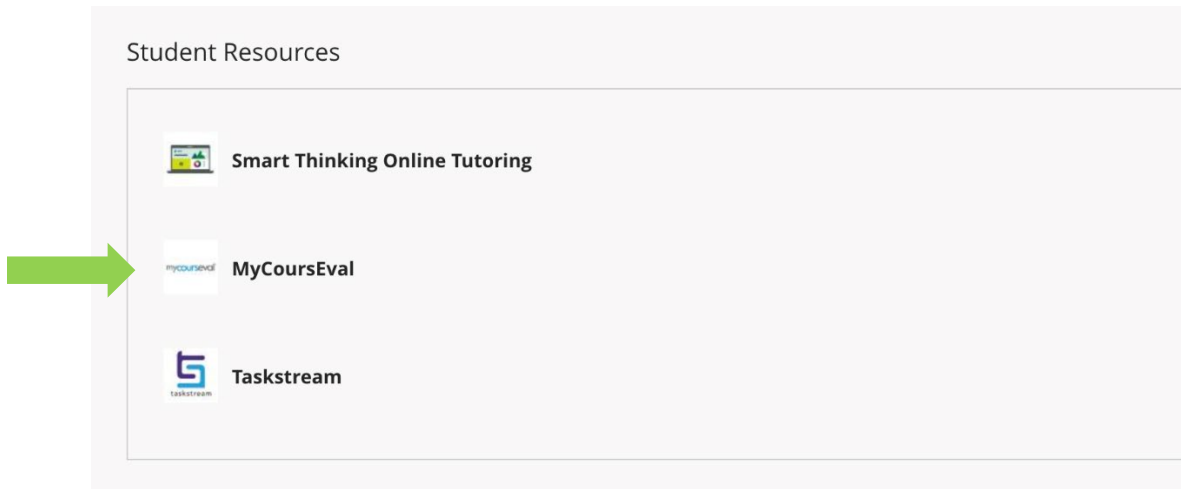


Figure 1

2. After logging onto CourseEval click **Admin** (Figure 2).

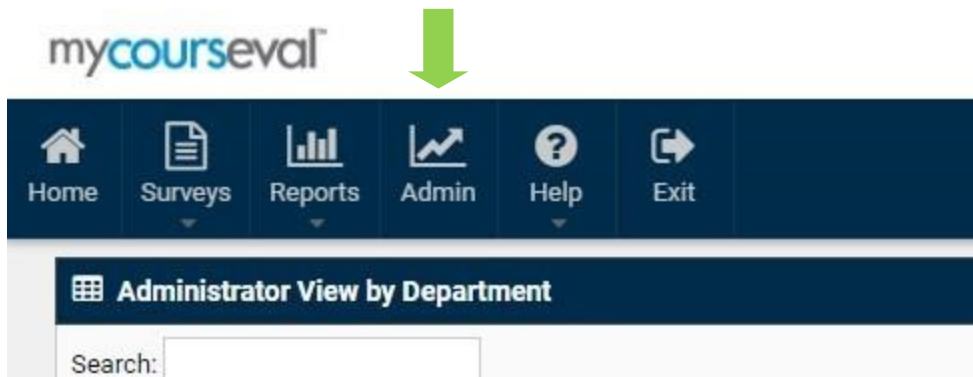


Figure 2

3. Click on the number under the column **# Reports** (Figure 3).

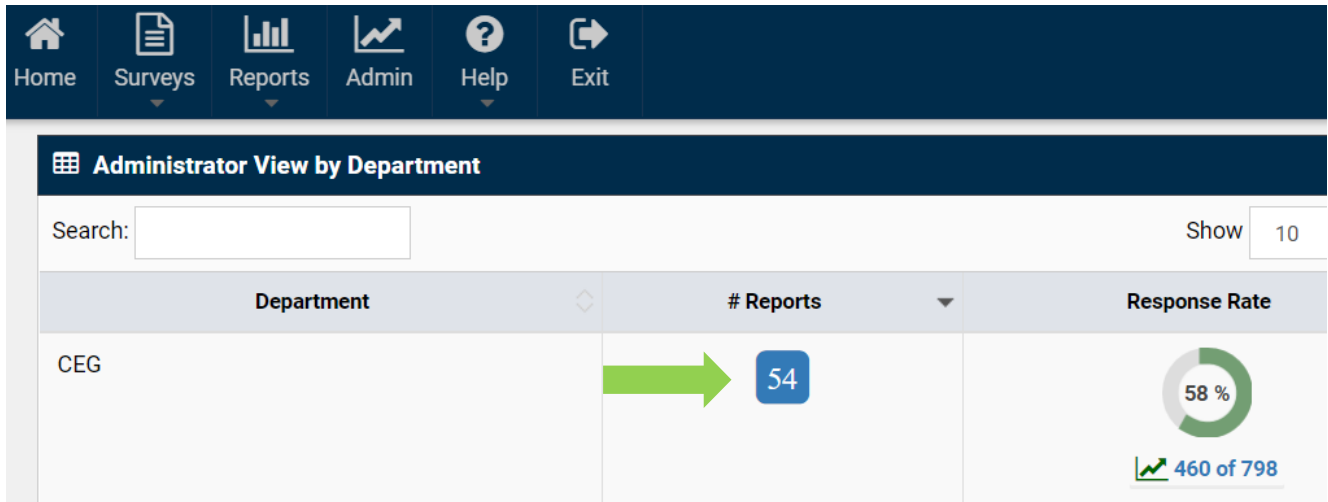


Figure 3

4. Click on the pdf icon to view the results as an online pdf (Figure 4).

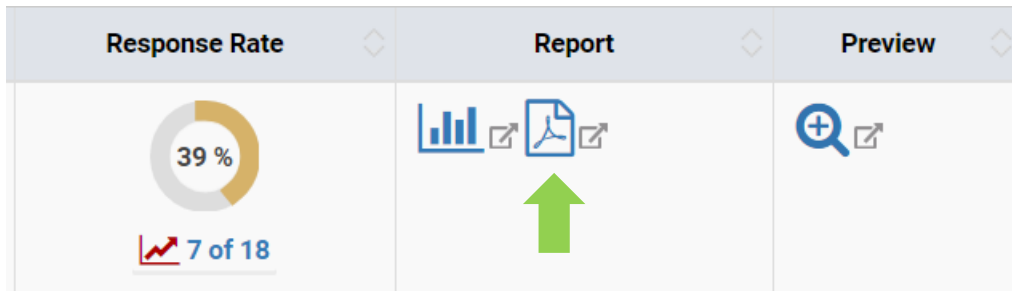


Figure 4

5. To **download the pdf report**, click the downward facing arrow (Figure 5).



Figure 5