

## How to Generate CoursEval Reports:

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

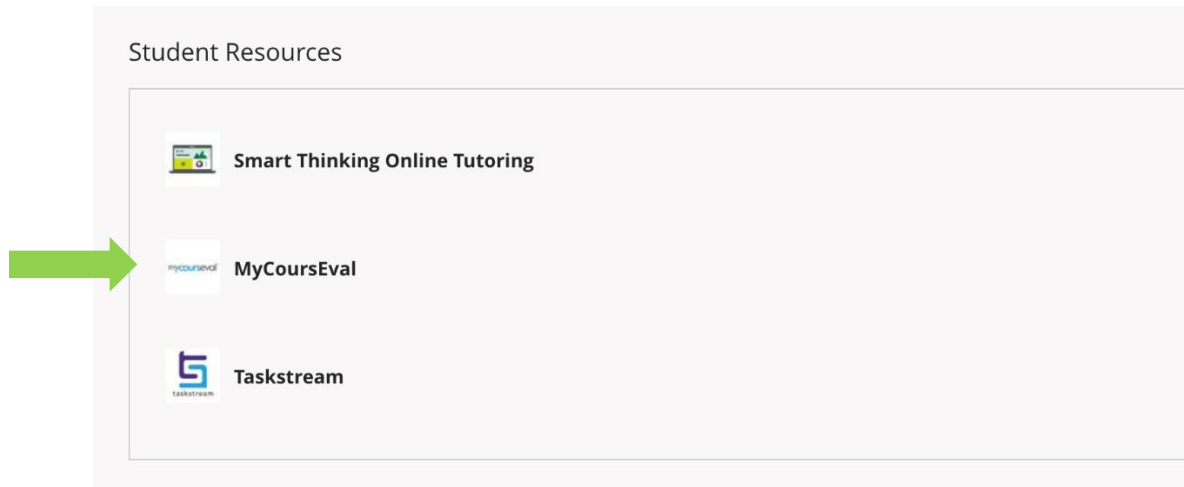


Figure 1

2. After logging onto CoursEval click **Reports** drop down menu located in the upper right (Figure 2).

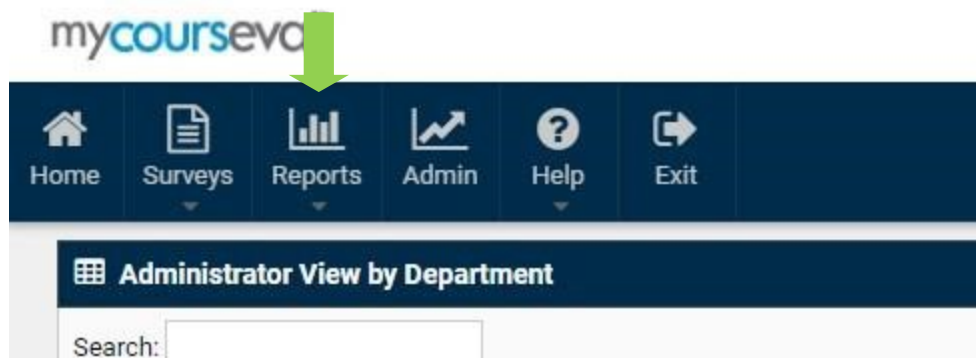


Figure 2

3. Select **Evaluation Reports** (Figure 3).

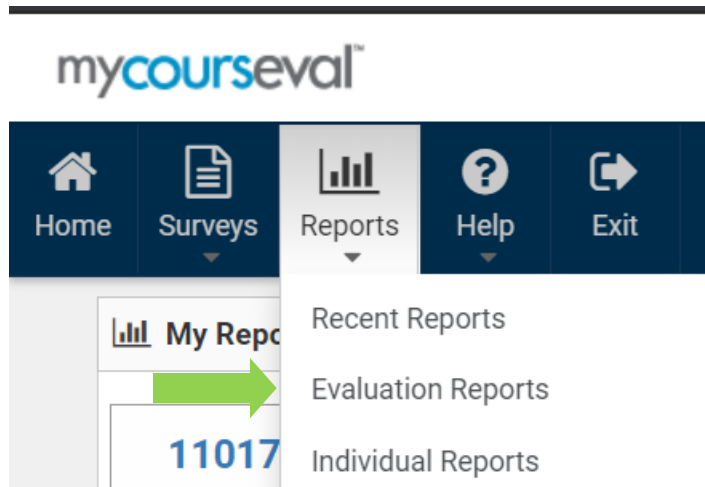


Figure 3

4. At the top select **Show All** in the Year, Period, Focus and Survey dropdown boxes (Figure 4).

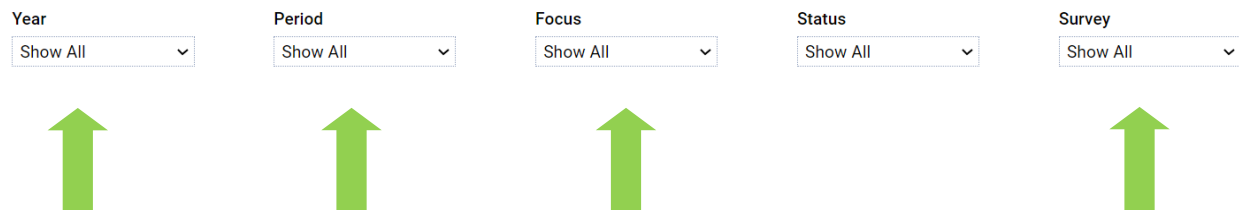





Figure 4

5. A list of your surveys will appear. In the Include column, **check the box** next to the reports you would like to download, and you may click **view**, **pdf**, or **print**. View will pop up a new window with the reports in it. PDF will pop up a new window with the reports, but with the option to save/ print. Print will bring up the reports in the print dialog box (Figure 5).

View 
PDF 
Print 

Resp. Exp.	% Rec'vd	Include	Access Role
21	76%	<input type="checkbox"/>	<a href="#">?</a>
8	63%	<input type="checkbox"/>	<a href="#">?</a>
10	70%	<input checked="" type="checkbox"/>	<a href="#">?</a>

Figure 5