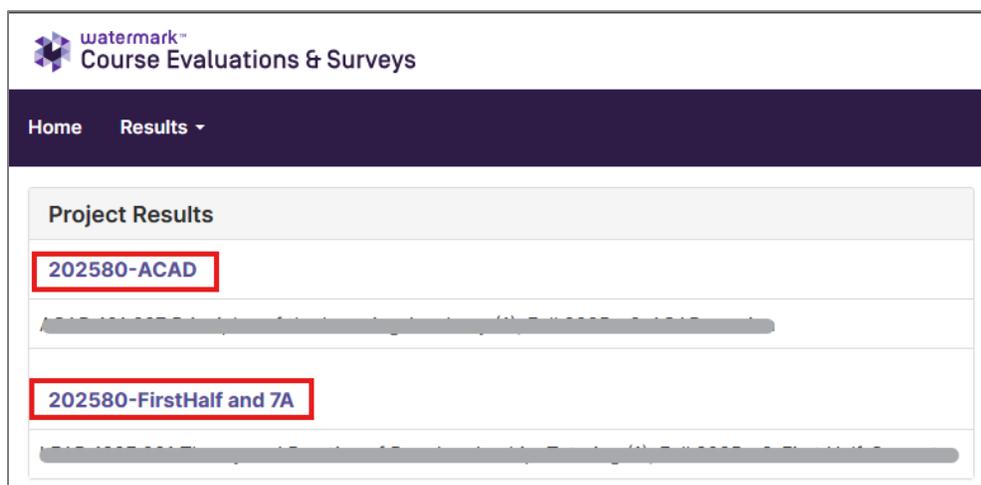# Quick Guide to downloading course evaluation reports

Step 1: Log in to Blackboard and go to the **Tools** page.
Click on the button labelled **Course Evaluations and Surveys**.

Note: you can access your account at any time via this link, but evaluation results will not be available for you to view until after the grading deadline for each term. You can also access this page via the link in the email you received letting you know that reports are available.

Step 2: Your home page will list the most recent evaluation reports available for you to download. Click on the term name to access reports for the courses listed. (You may see more than one term name if you taught a class during one of the partial-semester terms as well as full-term classes.)

Step 3: On the Project Results page, each of your classes that have a response report available will be listed, and there will be a download icon for each of them. Click on this icon and then select the report type you would like to download. (*See examples on page 2*)

Report Types

- <u>Detailed Report</u> – Multiple-choice question responses with a chart showing the percentages for each response, and with each response option shown on the table.

- <u>Detailed Report with Comments</u> – Same as the Detailed Report, but also includes the open-ended question responses.

- <u>Short Report</u> – Multiple-choice question responses in a condensed format, with no chart and the response options listed beneath the table.

- <u>Short Report with Comments</u> – Same as the Short Report, but also includes the open-ended question responses.