

# Generate a CoursEval Department Report

1. Log onto Blackboard Learn and click **Tools** (Figure 1).

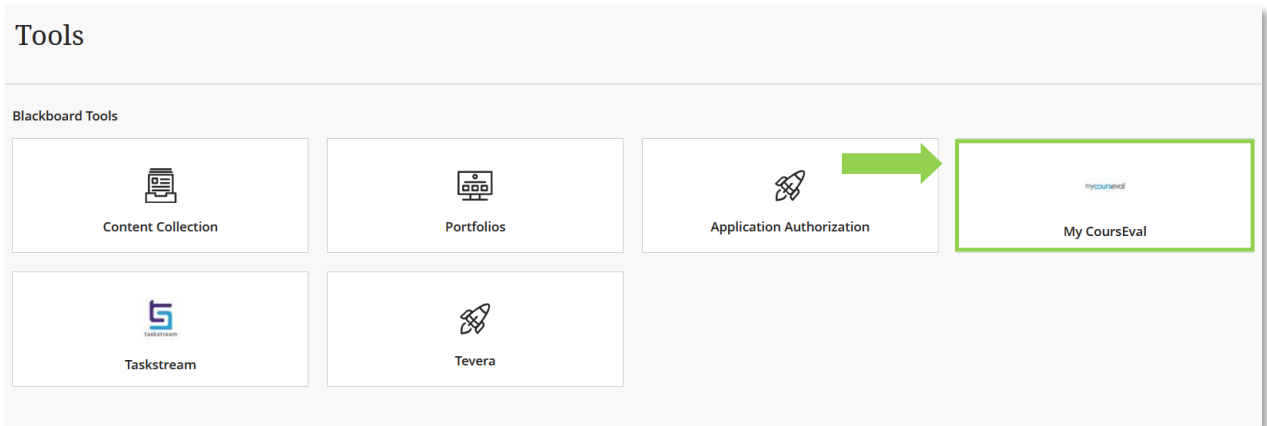


FIGURE 1

2. After logging onto CoursEval, click **Admin** (Figure 2).

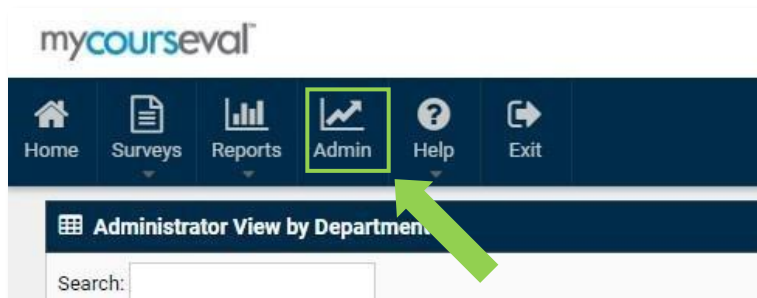
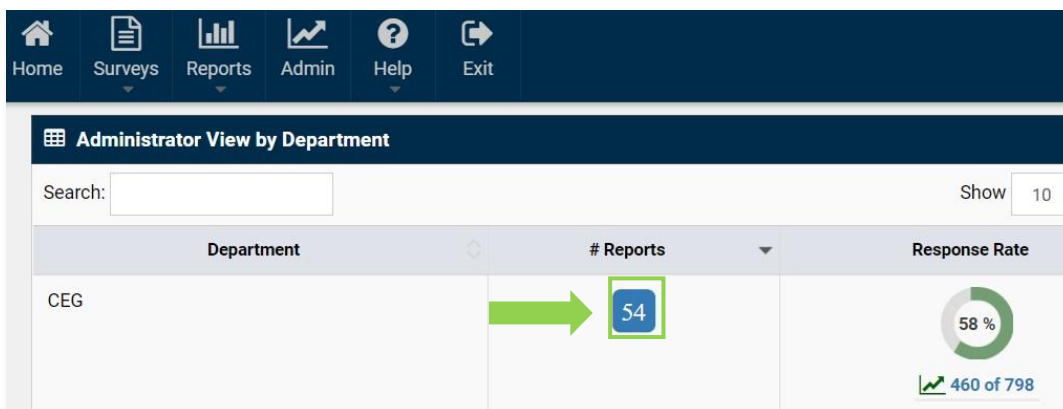


FIGURE 2

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



The screenshot shows the 'Administrator View by Department' page. It features a search bar, a 'Show' dropdown set to '10', and a table with the following data:

Department	# Reports	Response Rate
CEG	54	58 % 460 of 798

The number '54' in the '# Reports' column for the 'CEG' department is highlighted with a green box, and a green arrow points to it from the left.

FIGURE 3

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

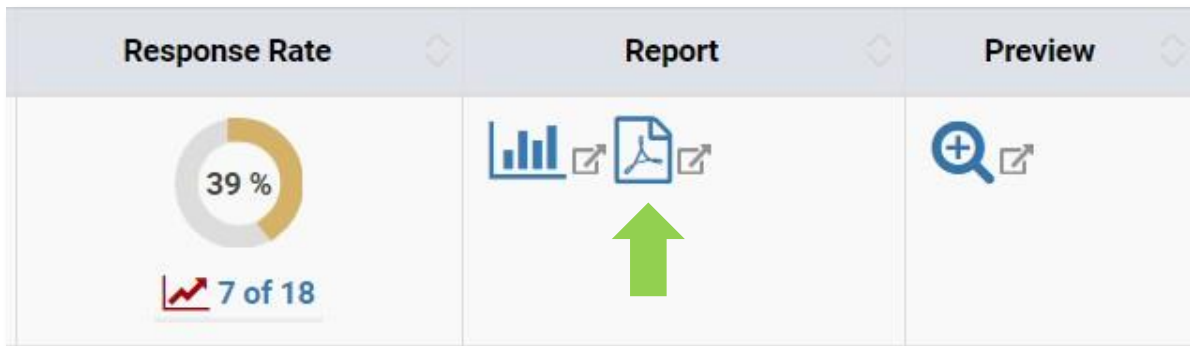


FIGURE 4

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

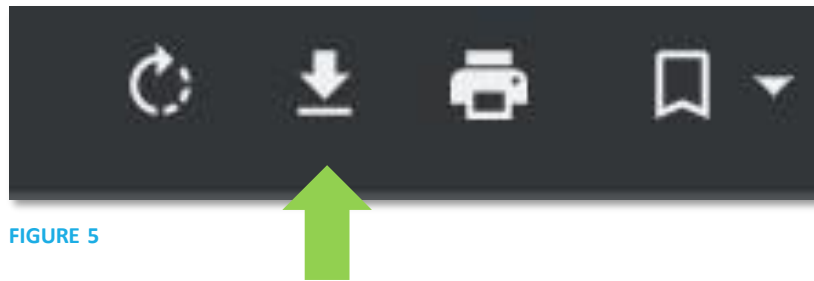


FIGURE 5