

Note: You must be a department chair to generate department reports.

1. Log into Blackboard Learn. Click on **Tools** on the left navigation pane (Figure 1), then click on the **My CoursEval** button (Figure 2).

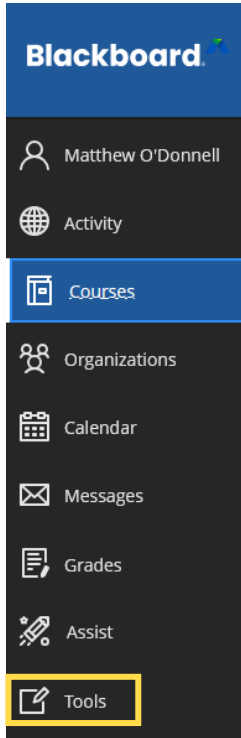


FIGURE 1

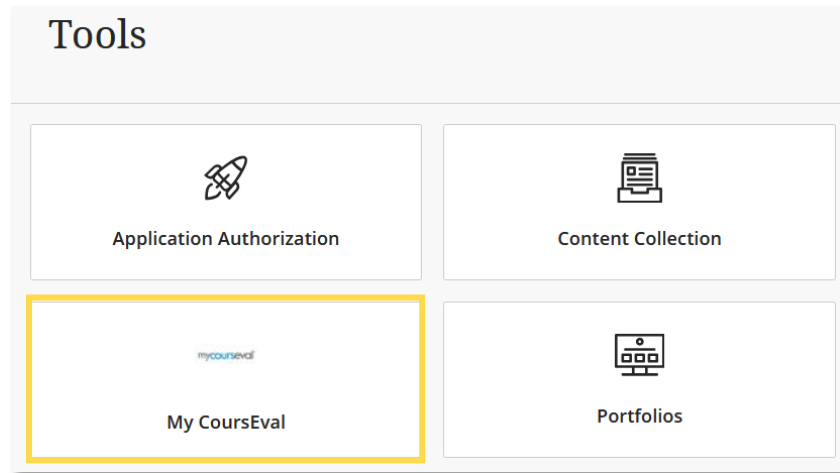


FIGURE 2

2. In the top right corner, click the **blue arrow icon** to launch to the full CoursEval portal experience (Figure 3).
3. Click the **Admin icon** at the top of the screen (Figure 4).



FIGURE 3

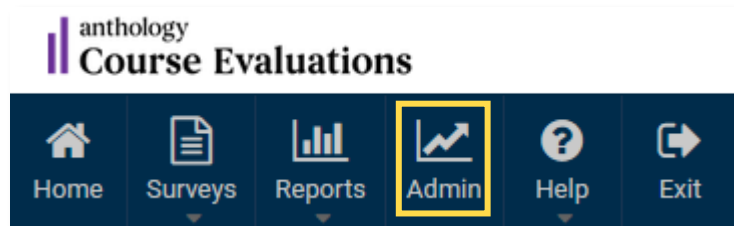


FIGURE 4

4. For the department you'd like to generate reports for, click the button in the **# Reports** column (Figure 5).

Administrator View by Department		
Search: <input type="text"/>		Show 10 entries
Department	# Reports	Response Rate
CTI	10	35 % 26 of 75

FIGURE 5

5. Click the **PDF icon** in the Report column to view the report as a PDF (Figure 6).





Course Number	Course/Survey Name	Faculty	Deadline	Response Rate	Report	Preview
12345	CTI 101 01 Spring 2025	Example User	Closed on <b>May 11, 2025</b> 11:59 PM	 16 of 25		

FIGURE 6

Note: Not all courses will have available CoursEval reports. Courses which do not have available CoursEval reports will have a  **graph strikethrough icon**. You can see why the CoursEval reports are unavailable by clicking the icon.

6. To download the PDF report, click the **download button** at the top right of the screen.  
Note: The appearance of the download button may vary based on the Web browser you are using.

Google Chrome:



FIGURE 7

Firefox:

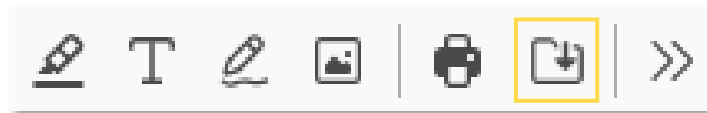


FIGURE 8

Microsoft Edge:



FIGURE 9