

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

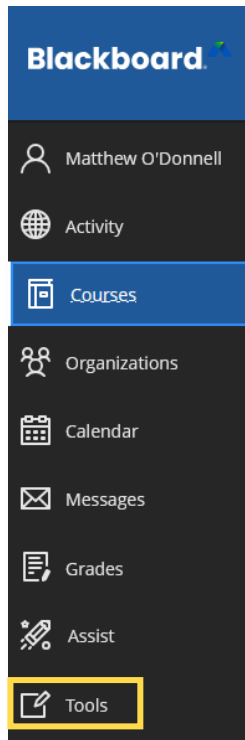


FIGURE 1

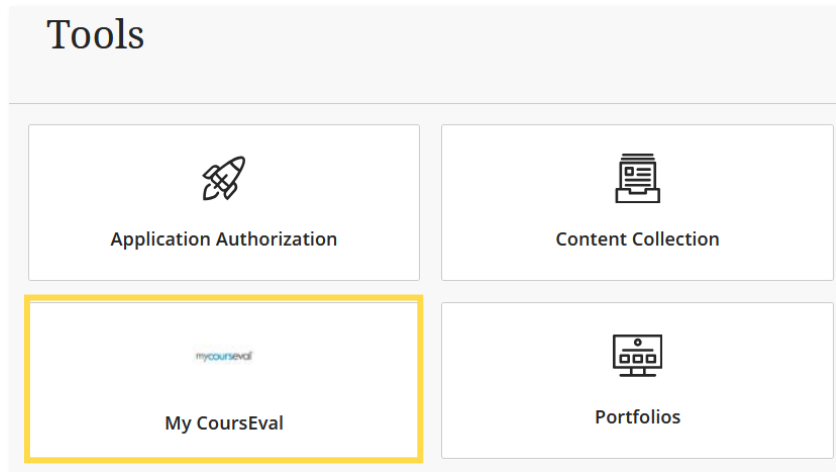


FIGURE 2

2. In the top right corner, click the **blue arrow icon** to launch to the full CourseEval portal experience (Figure 3).
3. Click the **Reports** button, then click **Evaluation Reports** (Figure 4).



FIGURE 3

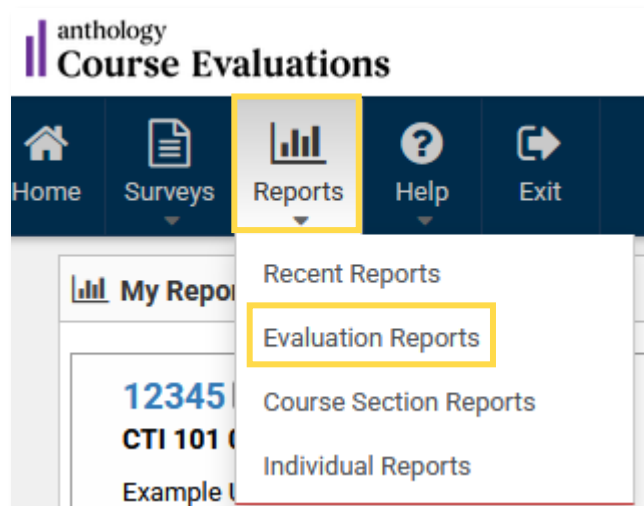


FIGURE 4

- At the top, choose the selections in the **drop-down menu** that are relevant to the survey. If you have multiple surveys, the search helps to narrow down what you will see on the screen (Figure 5).

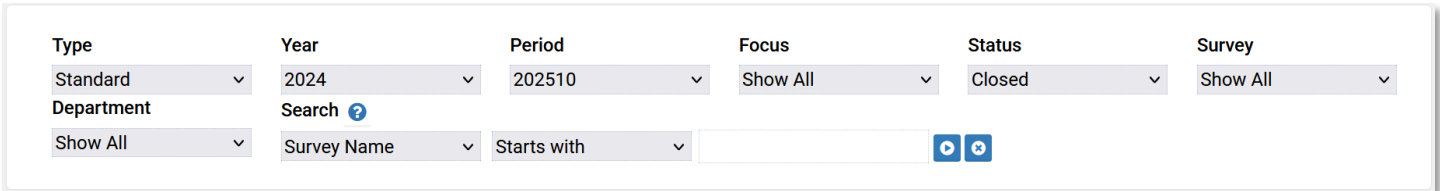


FIGURE 5

- Click the **check box** next to each survey you would like to generate a report for (Figure 6).

Course Number - Section ID	Survey Name	Status	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include	Access Role
12345	Spring 2025	Closed	May 11, 2025	CTI 101 01	User, Example	CTI	65	125	52%	<input type="checkbox"/>	

FIGURE 6

Note: Not all courses will have available CourseEval reports. Course reports for surveys which are still open to students and course reports which received less than five responses cannot be run.

If you need a report generated with less than five participants, please reach out to courseval@mail.ccsu.edu to request the report. Please note that the release **must** be approved by your department chair.

- Click the **View**, **PDF**, or **Print** button to either view the report, open the report as a PDF document, or to print out the report (Figure 7).



FIGURE 7

- To download a 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 6

Firefox:



FIGURE 7

Microsoft Edge:



FIGURE 8