

Generating CoursEval Reports

1. Log into Blackboard Learn. Click on **Tools** on the left navigation pane, then choose **MyCourseEval** (Figure 1).

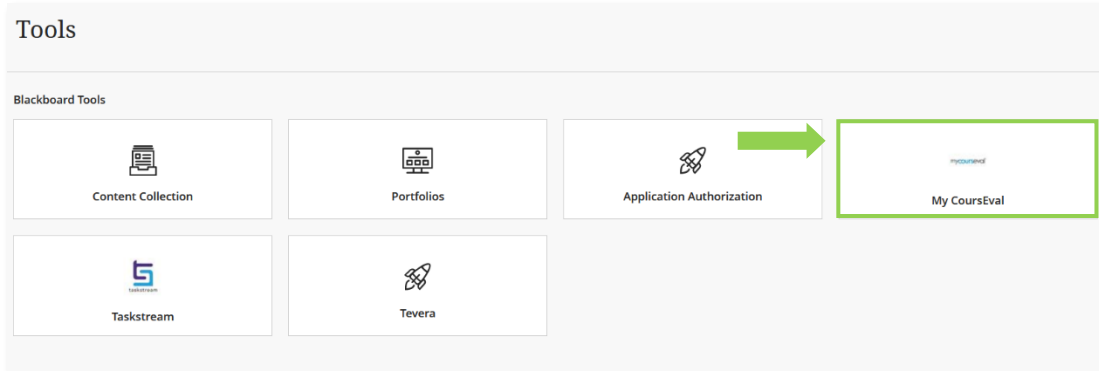


FIGURE 1

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

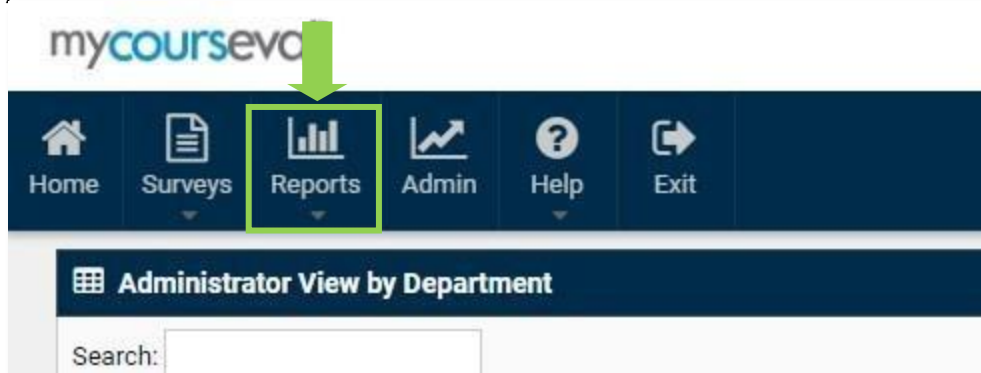


FIGURE 2

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



FIGURE 3



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- 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 4).

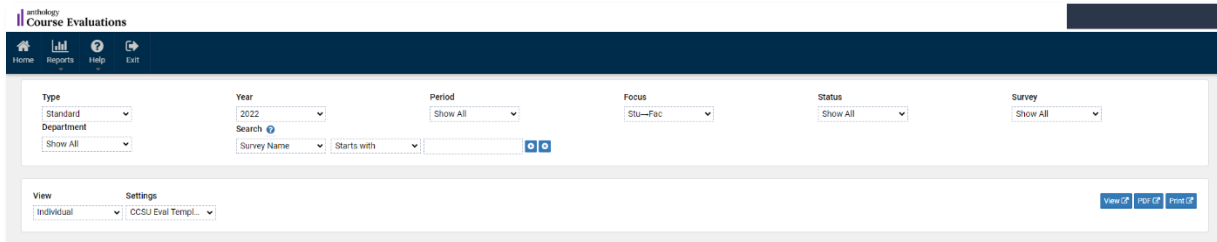


FIGURE 4

- 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).

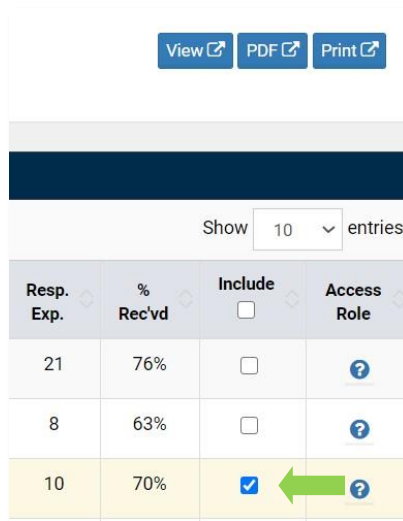


FIGURE 5