Accessing Reports from Multiple Semesters for Instructors

Instructor reports from multiple semesters can be accessed together by using the Instructor Results tab in EvaluationKIT.

Reports since the 2021 Summer Session B can be accessed in EvaluationKIT. Please fill out the OIERP [request for information form](#) to request reports from prior semesters.

Instructors receive an email with an EvaluationKIT access link when evaluation reports are released each semester. EvaluationKIT can also be accessed via the Course Evaluations link in Canvas.

1. Enter the EvaluationKIT platform. To access instructor reports from multiple semesters, first select **Instructor Results**.
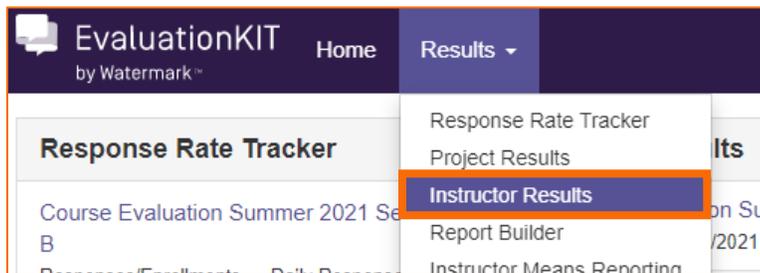
2. **Check/select** the desired project(s) in the dropdown bar.
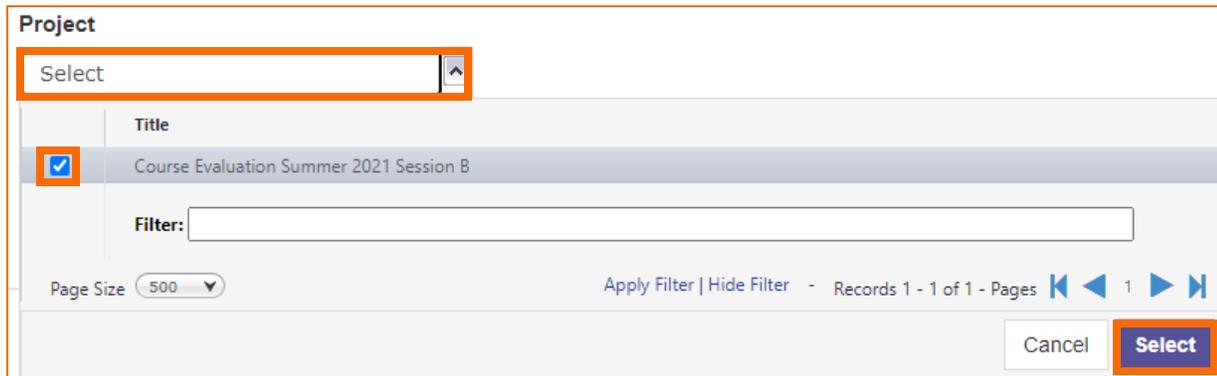
3. Select the **Search** icon.
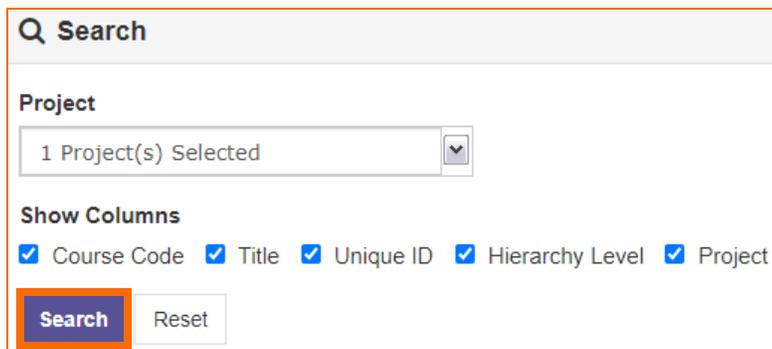
4. Course sections will appear below. To download an individual course section report, select the **download icon** to the right of each section. Then, select **Detailed Report + Comments**. Save the download.

5. To download multiple course section reports, **check** the boxes adjacent to the desired sections. Or, check the **select all** box beside the Name column header. Then, select the blue Batch Report icon.

6. **Name** the batch report.

7. In the **Report Type** dropdown bar, select **Detailed Report + Comments**.

8. Select one of the following options. Then, select **Go**.

   a. Merge Multiple Detailed Reports into one PDF for Selected Courses: Individual course section reports will be compiled into a single PDF report. Data is not aggregated.

   b. Download Multiple Detailed Reports/Batch as ZIP File for Selected Courses: Course section reports will be downloaded as individual PDF files into a single ZIP file. Data is not aggregated.

   c. Aggregate Data for Selected Items into One Report: Results for all selected course sections will be aggregated into one single PDF report.

Report Type

Detailed Report + Comments

◉ Download Multiple Reports as ZIP File for Selected Courses

○ Merge Multiple Reports into one PDF for Selected Courses

○ Aggregate Data for Selected Items into One Report

Cancel   **GO**

9. You will receive an email with a link. Select the emailed link and **save** the file(s).