## 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.

Project							
Select		^					
	Title						
	Course	Evaluation Summer 2021 Session B					
	Filter:						
Page Size	500	V	Apply Filter   Hide Filte	r - Records 1 - 1	of 1 - Pages 📕	<b>1</b>	M
					Cance	el Sel	ect

3. Select the **Search** icon.

Q Search				
Project				
1 Project(s) Selected				
Show Columns				
✓ Course Code ✓ Title ✓ Unique ID ✓ Hierarchy Level ✓ Project				
Search Reset				

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.

	Hierarchy Level	View
1B-WA-2021SU	Biology Department	rt + Comments
01B-WA-2021SU	Biolog 🖉 Response Rep	port
1B-WA-2021SU	Biology Department	*

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.

📩 Batch Report		
Co	urse Results	
	Code	Title 🔺
	BIO-102-01B-WA-2021SU	BIO-102-01 Disease-Hu
	BIO-102L-01B-WA-2021SU	BIO-102L-0 Disease La

## 6. **Name** the batch report.

Report Name				
Su	mmer 2021 Department Course Reports			
Rep	ort Type			

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

Report Type			
Detailed Report + Comments	~		
Download Multiple Reports as	ZID File for Selected Courses		

- 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.



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