

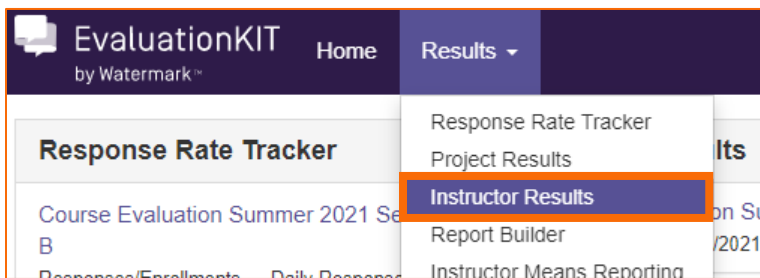
Accessing Reports from Multiple Semesters for Chairs

Chairs can access course section reports of instructors within their department in EvaluationKIT. Instructor reports from multiple semesters can be accessed by using the Course Section results tab.

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.

Department chairs 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 **Results** and then **Instructor Results**.



2. Under the Search section, **filter** by Instructor First Name, Instructor Last Name, Project, or Hierarchy Level. When selecting the Project dropdown bar, you may have to scroll the page to the right to choose the **Select** icon. Once the desired filters are set, select the **Search** icon.

A screenshot of the EvaluationKIT search interface. At the top is a search bar with a magnifying glass icon and the text 'Search'. Below it are four input fields: 'Instructor Firstname', 'Instructor Lastname', 'Project', and 'Hierarchy Level'. The 'Project' dropdown menu is open, showing 'Select' and a downward arrow. Below the input fields is a 'Show Columns' section with checkboxes for 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', and 'Project', all of which are checked. At the bottom are 'Search' and 'Reset' buttons.

3. Course sections that match the filter 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.

A screenshot of the EvaluationKIT search results table. The table has columns for 'Hierarchy Level' and 'View'. The first row shows '1B-WA-2021SU' under 'Hierarchy Level' and 'Biology Department' under 'View'. A download icon is visible to the right of 'Biology Department'. A dropdown menu is open over the first row, showing options: 'Detailed Report + Comments' (highlighted with a blue box) and 'Response Report'. The second row shows '01B-WA-2021SU' and 'Biolog'. The third row shows '1B-WA-2021SU' and 'Biology Department' with a download icon.

4. To download multiple course section reports at once, **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.

<input type="checkbox"/>	Code	Title
<input checked="" type="checkbox"/>	BIO-102-01B-WA-2021SU	BIO-102-01 Disease-Hu
<input checked="" type="checkbox"/>	BIO-102L-01B-WA-2021SU	BIO-102L-0 Disease La

5. **Name** the batch report.

Report Name
Summer 2021 Department Course Reports

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

Report Type
Detailed Report + Comments

7. 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

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