

## Settings for Saving All Reports for an Individual Instructor in One Batch

1. Please go to [courseval.valpo.edu](http://courseval.valpo.edu) and log into the system through the MyCourseEval portal.
2. Please click on "Evaluation Reports" by hovering over the "Reports" icon on the upper left hand corner of the web page.
3. Please check to ensure that the Year, Period, and Survey drop down boxes are set to "Show All." Also, please check that Type = "Standard," and Status = "Closed."
4. Please select "Individual (All)" from the View drop down box.
5. Type the faculty member's last name in the Search box.
6. Please select "100" in the Show number of entries box on the right side of the page.
7. Click on the "Include" box to select all the desired reports.
8. You may either click on the blue View, PDF, or Print buttons to save your reports. If you click on the blue View or Print button and save as a PDF from those screens, the formatting of the reports looks "cleaner."

Please be patient. It may take a few minutes for the system to create the file depending on its size.

The screenshot displays the MyCourseEval system interface. At the top, there is a navigation bar with icons for Home, Surveys, Reports, Admin, Help, and Exit. Below this, there are several filter and search options:

- Type:** Standard
- Year:** Show All
- Period:** Show All
- Status:** Closed
- Survey:** Show All
- Department:** Show All

There is also a search section with a "Survey Name" dropdown, a "Starts with" dropdown, and a search input field containing "Zygmunt".

Below the search section, there are "View" and "Settings" options. The "View" dropdown is set to "Individual (All)" and the "Settings" dropdown is set to "STANDARD survey c". There are also "Options", "View", "PDF", and "Print" buttons.

The main content area is titled "Evaluation Reports" and features a search input field with "Zygmunt" entered. To the right of the search field, there is a "Show" dropdown set to "100" and the text "entries".

At the bottom, there is a table header with the following columns: Course Number - Section ID, Survey Name, Year, Period, Close Date, Course Name, Assessed / Responsible Individual, Department, Include (with a checked checkbox), and Access Role.

9. The Office of Information Technology has created a folder on the S:\ drive for evaluation results by department. Please contact Kevin Ledbetter at [kevin.ledbetter@valpo.edu](mailto:kevin.ledbetter@valpo.edu) if you, your department chair, or dean would like to have access to this folder.