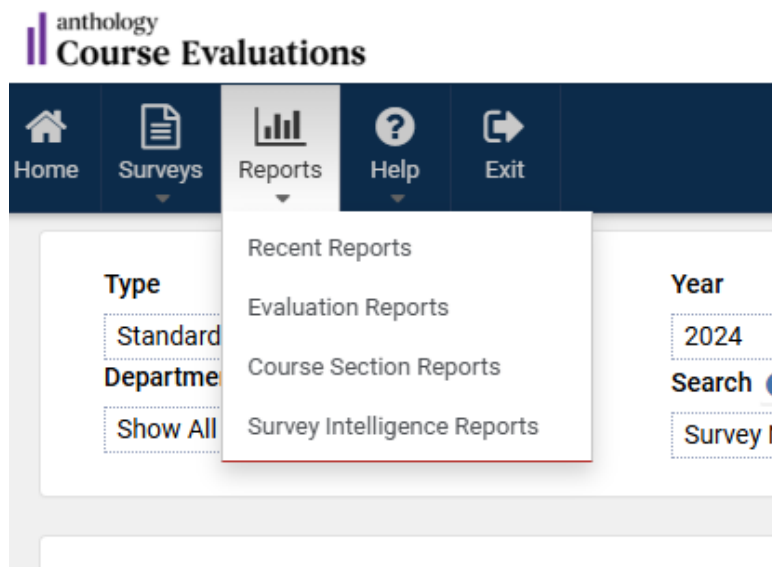


## How to Generate a Course Evaluation Reports in Anthology Course Evaluation

**Step 1:** Log In to Anthology Course Evaluation

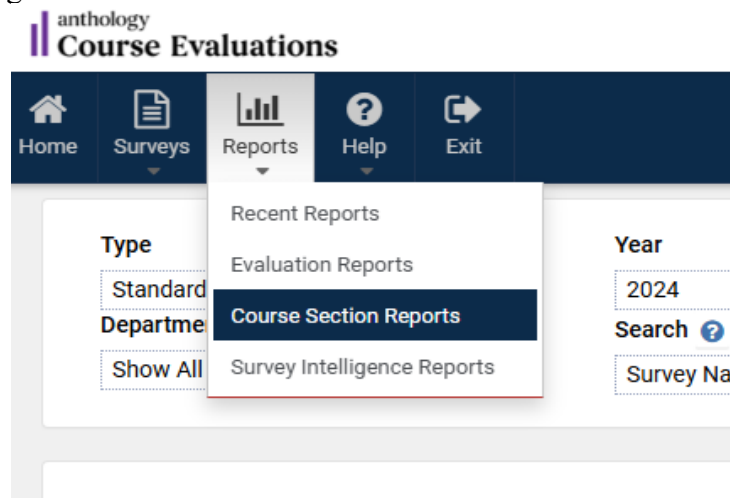
**Step 2:** Navigate to Reports

- Go to the Reports section



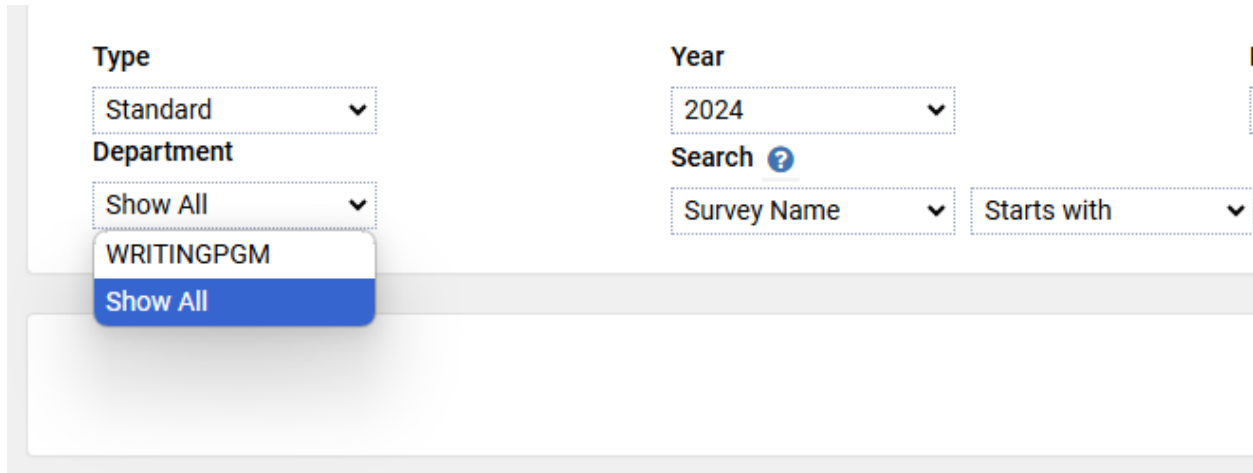
**Step 3:** Select a Report Type (Under Results)

- Choose the type of report
  - Evaluation Reports or Course Section Reports
  - Evaluation Report generates a standard evaluation report
  - Course Section Reports produce detailed course evaluation reports on a webpage, enabling instructors to view a visual summary of responses. This feature also compares data across the department and college and all surveys conducted during the same semester.



**Step 4:** Apply Filters for Department

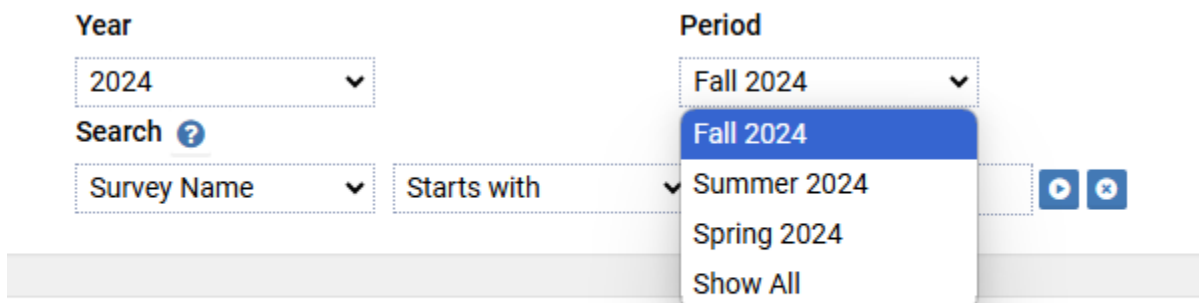
- Once the report type is selected, you will see a set of filters. Look for the “Department” filters.
  - Department Filter: Narrow down to a specific department within the chosen school (e.g., Department of History).



The screenshot shows a filter interface with two main sections: 'Type' and 'Department'. The 'Type' section has a dropdown menu currently set to 'Standard'. The 'Department' section has a dropdown menu currently set to 'Show All', with a dropdown list open showing 'WRITINGPGM' and 'Show All'. To the right, there is a 'Year' dropdown set to '2024', a 'Search' button with a question mark, and two more dropdowns: 'Survey Name' and 'Starts with'.

#### Step 5: Customize Date Range and Other Parameters

- If needed, adjust the “Period”, “Status”, and “Survey” to focus on specific terms



The screenshot shows a filter interface with two main sections: 'Year' and 'Period'. The 'Year' section has a dropdown menu currently set to '2024'. The 'Period' section has a dropdown menu currently set to 'Fall 2024', with a dropdown list open showing 'Fall 2024', 'Summer 2024', 'Spring 2024', and 'Show All'. To the right of the 'Period' dropdown, there are two buttons: a play button and a close button. Below the 'Period' dropdown, there is a 'Search' button with a question mark, and two more dropdowns: 'Survey Name' and 'Starts with'.

#### Step 6: Generate Report

- Check the desired course(s) to include in the report

Show  entries

Resp. Rec'd	Resp. Exp.	% Rec'd	Include	Access Role
39	39	100%	<input checked="" type="checkbox"/>	<a href="#">?</a>
15	115	13%	<input checked="" type="checkbox"/>	<a href="#">?</a>
15	115	13%	<input type="checkbox"/>	<a href="#">?</a>

- Click the “View” (opens in a web view) or “PDF” (opens in a PDF view) button to generate the report(s)

[View](#) [PDF](#) [Print](#)

Show  entries

% Rec'd	Include	Access Role
100%	<input checked="" type="checkbox"/>	<a href="#">?</a>

### Step 7: Review the Data

- Look through the generated charts, graphs, or tables to examine the course evaluation data by school, department, and course.