How to Generate a Course Evaluation Reports in Anthology Course Evaluation
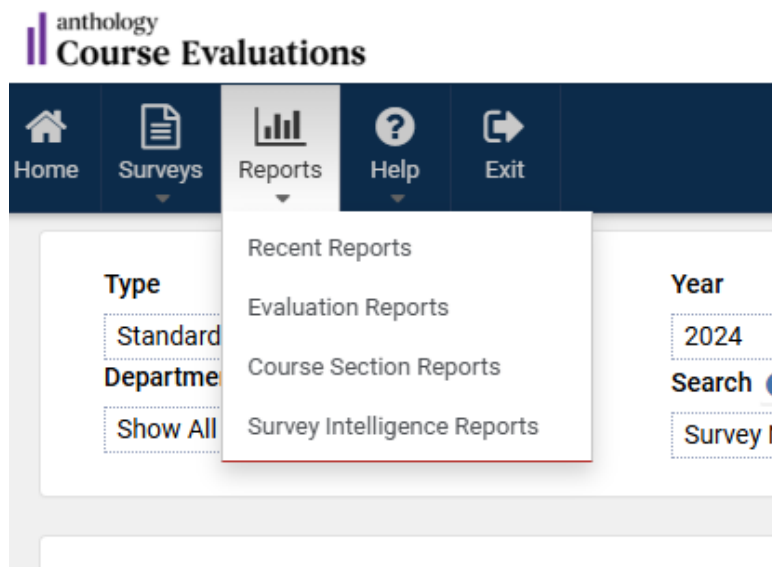
**Step 1:** Log In to Anthology Course Evaluation
Step 2: Navigate to Reports
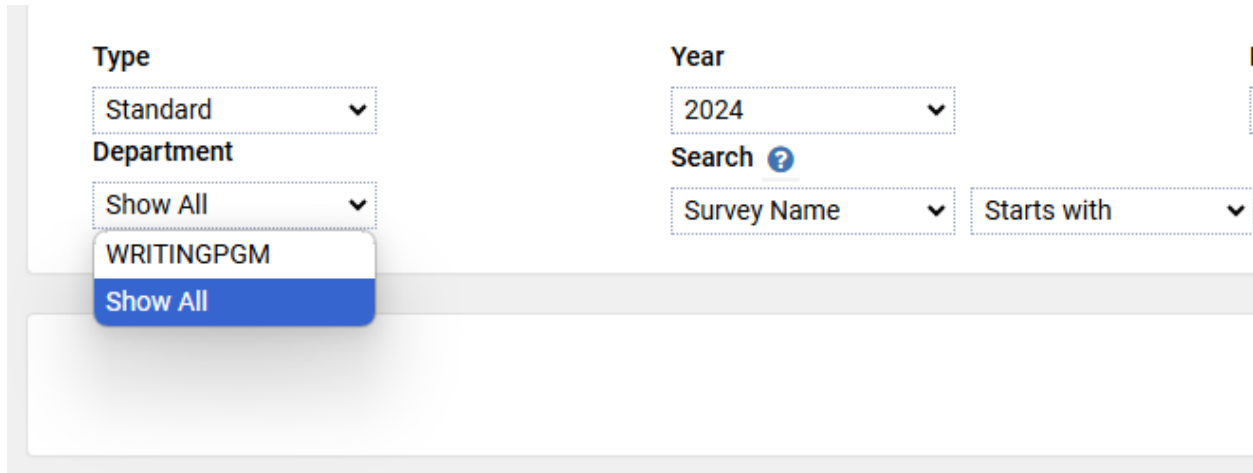- Go to the Reports section

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.
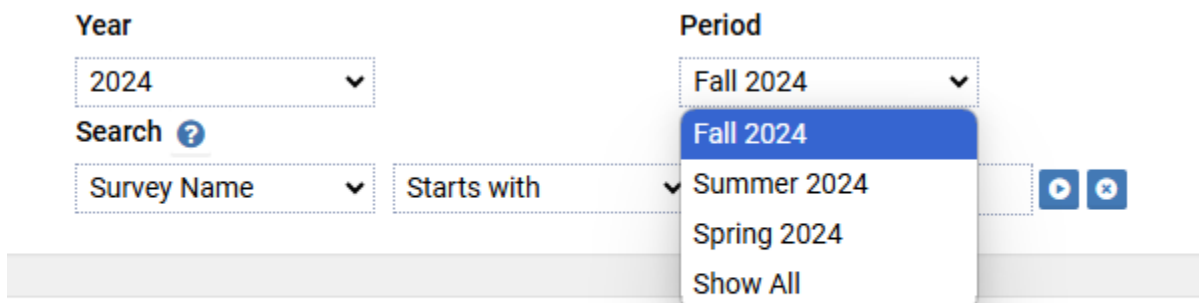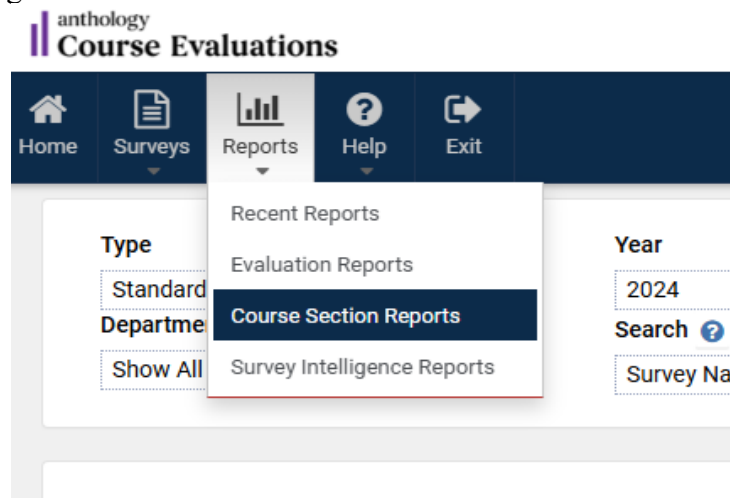

Step 4: Apply Filters for Department

- 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).

Step 5: Customize Date Range and Other Parameters
- If needed, adjust the "Period", "Status", and "Survey" to focus on specific terms

Step 6: Generate Report

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

Show 10 ⌄ entries

Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include ☐	Access Role
39	39	100%	☑	?
15	115	13%	☑	?
15	115	13%	☐	?

● 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 10 ⌄ entries

% Rec'vd	Include ☐	Access Role
100%	☑	?

Step 7: Review the Data
● Look through the generated charts, graphs, or tables to examine the course evaluation data by school, department, and course.