



Downloading Individual and Multiple Course Report

Purpose:

Steps Instructors and EvaluationKIT Administrators can use to download individual course reports or multiple courses in a batch report.

Terms and Definitions:



Downloading Individual Course Reports

Step 1


Browse to <https://uncoeval.evaluationkit.com/MyEval/Login.aspx>


Step 2

Log into EvaluationKIT.

Note: The password is not the same as your UNC account password.

Sign-In



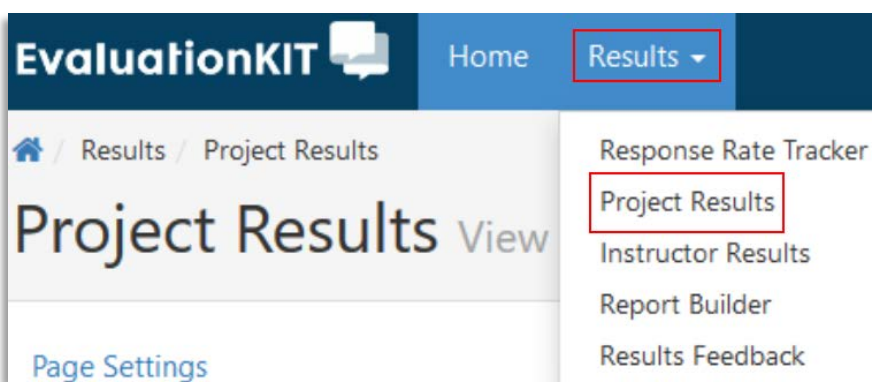


Login

[Forgot your password?](#)

Step 3

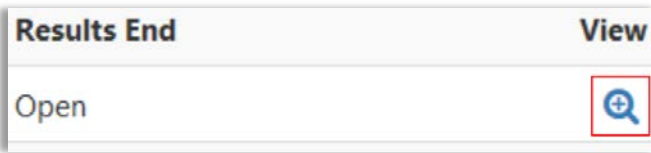
Click on **Results** and then **Project Results**.





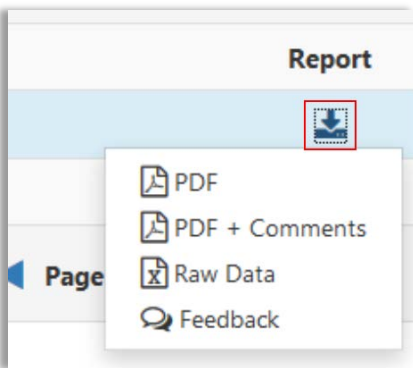
Step 4

Click on View next to the project you are wanting to download reports from.



Step 5

Click on Report to the right of the course you are downloading a report from.

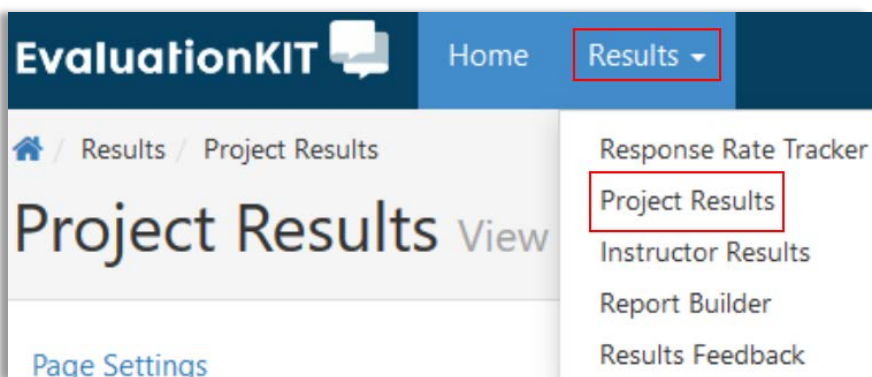




Downloading Multiple Courses in a Batch Report

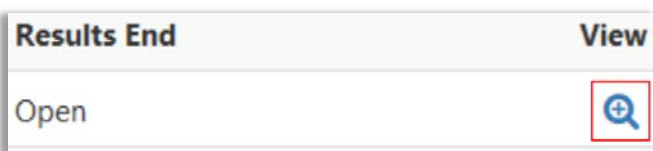
Step 1

Click on **Results** and then **Project Results**.



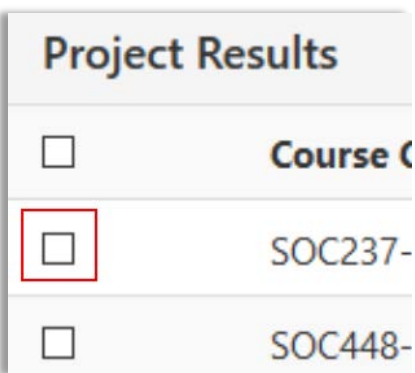
Step 2

Click on **View** next to the project you are wanting to download reports from.



Step 3

Select the courses you would like in this Batch Report.





Step 4

Click on **Batch Report**.

The screenshot shows a button labeled 'Batch Report' with a download icon. Below it is a table titled 'Project Results'.

	Course
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	SOC237

Step 5

Name the report and select how you want them downloaded.

The screenshot shows a window titled 'Batch Report'. It contains a text input field for 'Report Name'. Below the field are four radio button options and one checked checkbox.

Batch Report

Report Name

☒ Merge Multiple PDF Reports into one PDF for Selected Courses

☐ Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

☐ Aggregate Data for Selected Items into One Report

☒ Include Write-in Questions

Step 6

Click on **Go**.

Note: You will then receive the batch report via email.

The screenshot shows two buttons: 'Cancel' and 'GO'. The 'GO' button is highlighted with a red box.

Cancel GO