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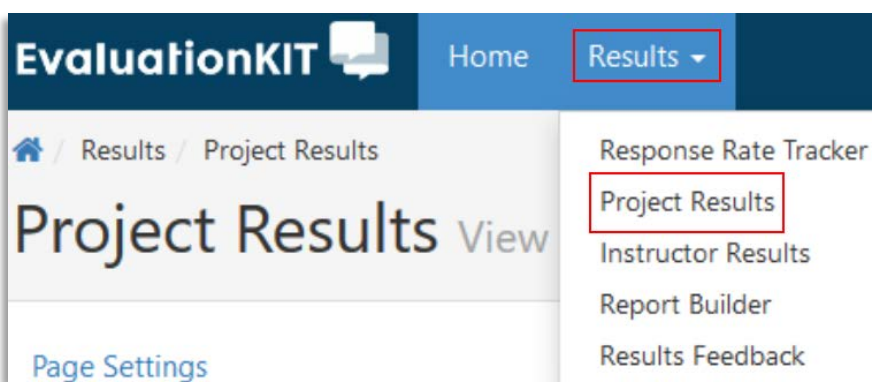Log into EvaluationKIT.
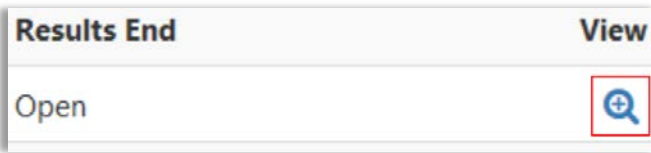Note: The password is not the same as your UNC account password.

Step 3
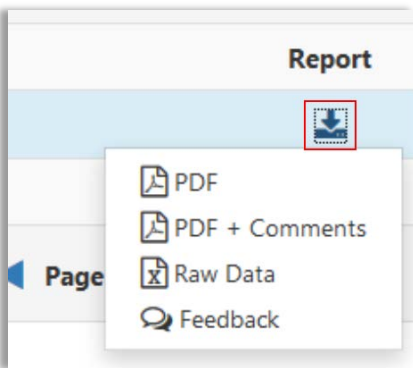Click on **Results** and then **Project Results**.

Step 4

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

Step 5

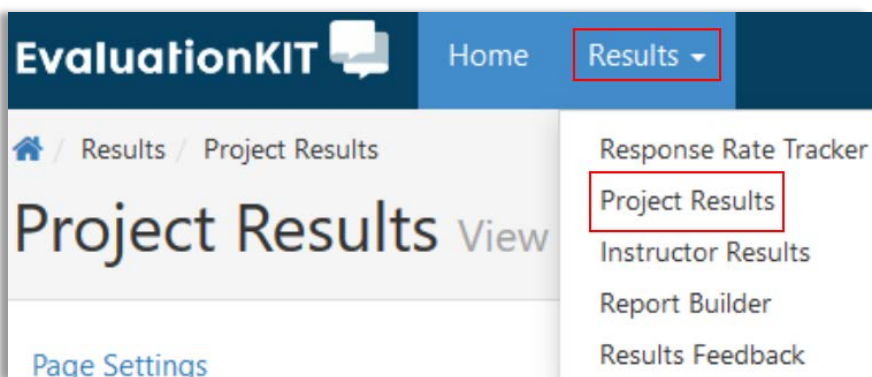Click on Report to the right of the course you are downloading a report from.

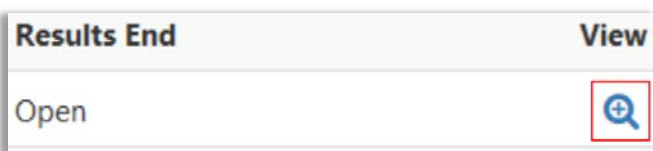## Downloading Multiple Courses in a Batch Report

Step 1
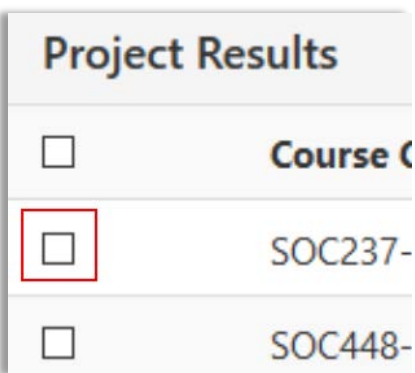Click on **Results** and then **Project Results**.

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 **Bath Report.**

Step 5
Name the report and select how you want them downloaded.

Step 6
Click on **Go.**
Note: You will then receive the batch report via email.