**Access/Download Instructor Reports**

* Use the link provided in the email from idp@purdue.edu, or log in to:

https://purdue.evaluationkit.com.

* Graphical user interface, text, application, email

  Description automatically generatedThe first portion shows the ‘**Response Rate Tracker’**. Here you can view final response rates for each course.
* Graphical user interface, text, application, email

  Description automatically generatedUnder ‘**Project Results’**, click on desired evaluation term.
* A screenshot of a computer

  Description automatically generatedTo see all individual reports, click on the drop-down arrow for ‘**Results’**, then ‘**Instructor Results**’. **(To run a Batch report, see page below.)**



* Choose the project (term/semester), then ‘**Select**’.

A screenshot of a computer

Description automatically generated

* Select the desired type of report on the drop-down menu. ‘**Detailed Report + Comments’** is recommended (required for Midterm results).

A screenshot of a computer

Description automatically generated

* You will then have the option to open or save the file.
* **NOTE: For Midterm results, you must pick a report option that includes “+ Comments” or “Raw Data” in the title.** Responses will not appear in the short reports.
* **NOTE: Zero respondents will show “No Results Found” when creating a report**

**Create a Batch Report**

* Follow the above steps #1-3.
* Graphical user interface, text, application, email

  Description automatically generatedScroll down and select the desired courses. Then click on ‘Batch Report’.
* Select the type of report you want, add a ‘Report Name’, and click ‘Go’.

Graphical user interface, application

Description automatically generated

* A message will appear that your report is being generated and an email alert will be sent when the report is ready. Check your email for a message from Course Evaluations and Surveys with a link to the reports.
* **NOTE: Zero respondents will show “No Results Found” when creating a report.**