

## E\*Value Educator Performance Report

- 1) Click on “Reports” in the left menu.
- 2) Click on “Performance.”
- 3) Click on “Educator Performance.”
- 4) You now have the ability to filter your results by choosing from the drop-down menus.  
Please note that filters tend to limit your results and in most cases are unnecessary.  
You should only need to filter for a few things:
  - a. **Start Date** and **End Date** (use the dates of the course. You may extend the End Date a bit since students typically take a month to complete their evals)
  - b. **Activity** (choose the appropriate course from the drop-down menu)
5. Under “Format Option” choose HTML.
- 7) Click “next.”

\* By choosing HTML you may perform the following actions by clicking the respective link above question #1:

- a. view a Condensed View of this report
- b. view Educator Comments
- c. view assorted graphs/tables
- d. print the report by clicking the link at the very top of the page
- E. email yourself a PDF of the report by clicking the link at the very top of the page

\* You can also view/save the report in Excel by choosing this option under “Format Option.”

## E\*Value Educator Comments Report

- 1) Click on “Reports.”
- 2) Click on “Performance.”
- 3) Click on “Educator Comments.”
- 4) Remaining instructions are identical to those of the Educator Performance Report above