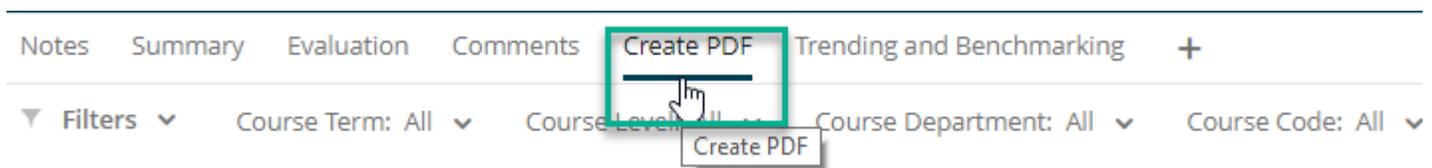


As of May 2019, TRU faculty and Chairs are able to download and PDF their own course evaluation reports. Instructions on how to download a standard course evaluation report (similar to what has been distributed by Integrated Planning and Effectiveness (IPE)) are provided below. The standard course evaluation PDF report consists of overall scores for all multiple choice questions, and all open ended responses.

In August 2019, the IPE team made improvements to the course evaluation dashboards that were based on the feedback received from faculty and Chairs throughout the Winter and Summer 2019 semesters. If you would like to provide further feedback on the new and improved dashboard reports, please [click here](#) to share your thoughts.

1. HOW TO DOWNLOAD AND PDF YOUR RESULTS FOR A COURSE CODE SECTION EVALUATION

In order to export a course evaluation report for a selected course code section, select the 'Create PDF' sheet in your dashboard. This sheet consists of overall scores and response distributions to all multiple choice questions and all open-ended responses.



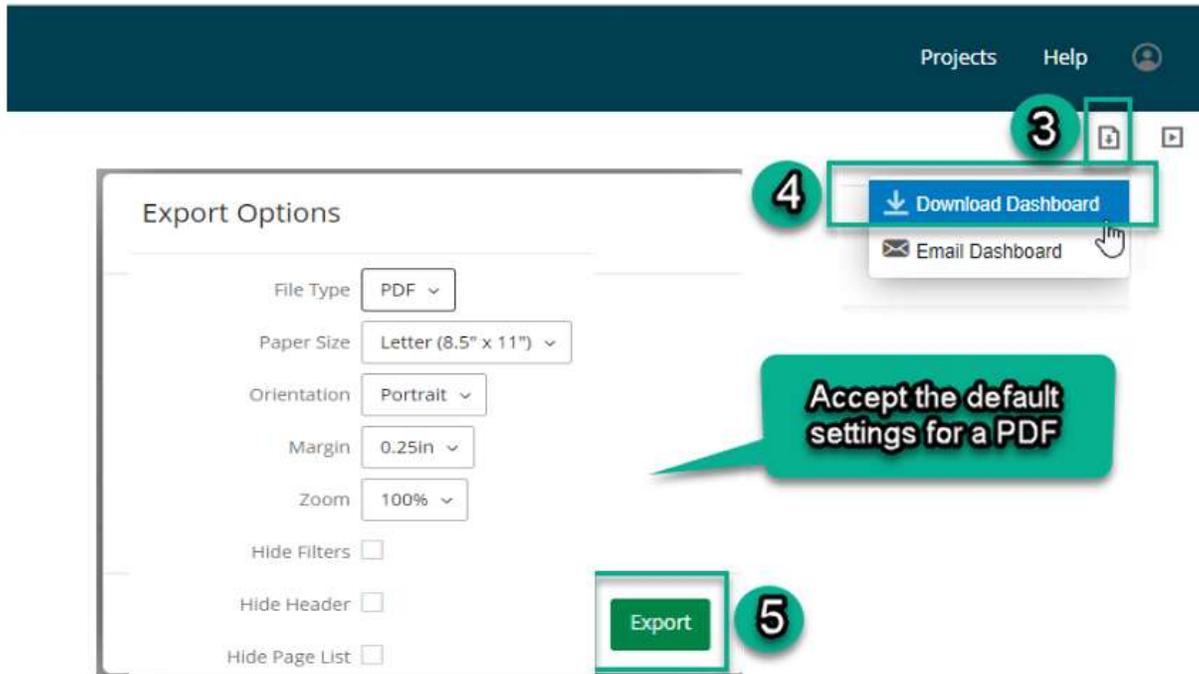
To export a course code section¹ report on the Create PDF sheet, follow the instructions below:

1. Select a Course Code Section
2. At the top of the page set your filters and select the Course Code Section you would like to create a PDF report for



3. In the top right corner, select the Export button
4. Choose 'Download Dashboard'
5. Accept the default export settings and proceed with 'Export' to download your report. Keep the boxes unchecked

¹ Course code section consists of a course code, section, and course registration number (CRN).



2. HOW TO DOWNLOAD AND PDF OPEN-ENDED RESPONSES FOR A COURSE CODE SECTION THAT HAS MORE THAN 25 OPEN-ENDED RESPONSES FOR EACH OPEN ENDED QUESTION

If you have more than 25 responses to each open ended question, you need to export each question separately. You will know if there are more than 25 responses because you will have more than 1 page listed and will see “Page 1 of X”. Only 25 responses can be shown per page.

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1. In the ‘Create PDF’ sheet scroll down to ‘Part C. Comments’.
2. Select the Export button in the corner of the first open ended question.

Part C. Comments

1

Administered to all courses except Science, Law, Nursing Practice, Nursing Lab Practice, ESAL, and ESTR; these areas used customized questionnaires.

C1. What aspects of this course helped your learning the most? Please be specific.

2



3. By default, the file type in the export options menu is JPG. Click on the arrow to select PDF file type from the drop-down menu.
4. Accept all the default settings and click export.



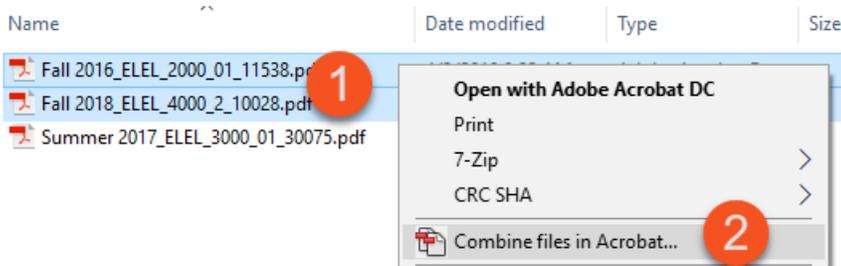
Once you have saved exports from each of your open ended questions separately as a PDF document, you will need to use Adobe Acrobat to combine all PDFs. Instructions on how to combine PDFs using Adobe Acrobat are provide below.

3. HOW TO COMBINE YOUR PDF REPORTS USING ADOBE ACROBAT

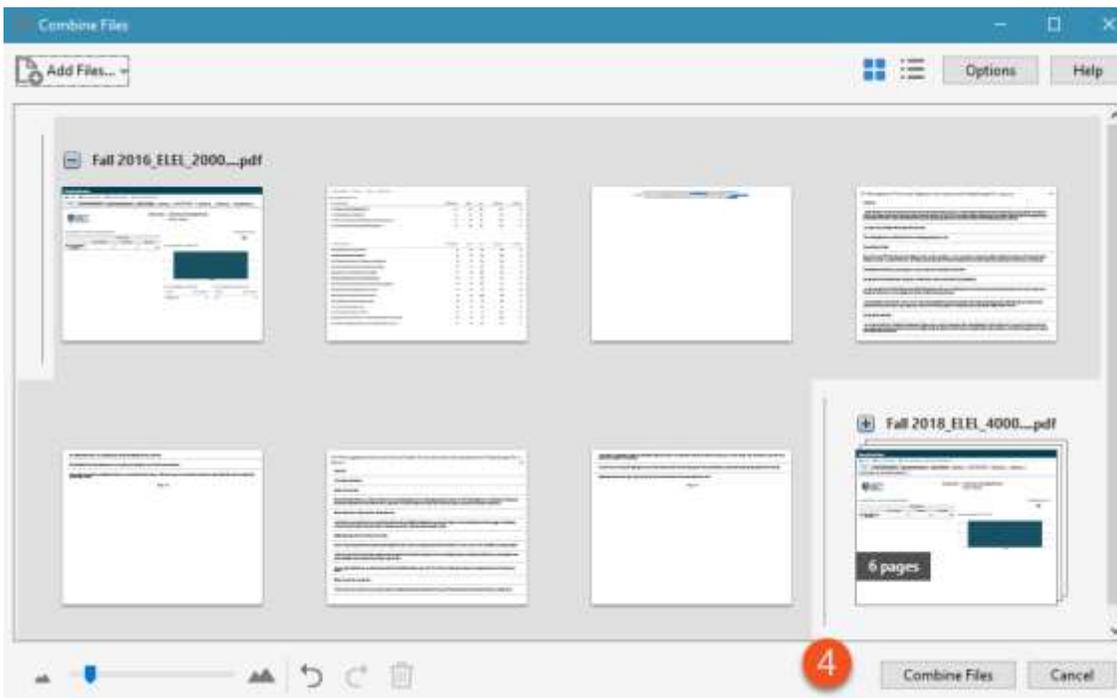
You will need to have Adobe Acrobat installed on your computer, you can download Adobe Acrobat Reader for free from [TRU IT Services website](#).

Once you have downloaded and saved each of your PDF reports, you can combine them using Adobe Acrobat following these steps below.

1. Highlight the PDF reports you would like to combine.
2. Right click and Select Combine files in Acrobat...

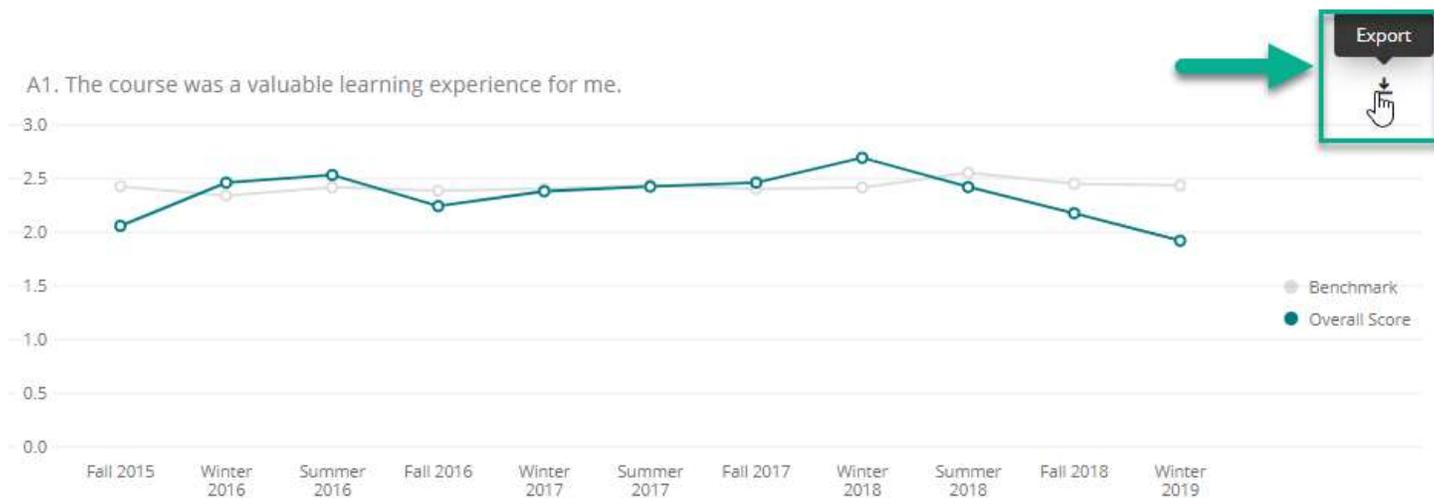


3. The Acrobat 'Combine Files' window will open up, here you can re-organize the page order or delete blank pages
4. Once you're done organizing pages, click on the 'Combine Files' button in the bottom right corner.
5. Save as a new PDF document.



4. HOW TO DOWNLOAD AND PDF INDIVIDUAL FIGURES

Individual graphs and tables can also be exported by clicking on the Export icon at the top right corner of each figure.



For more assistance with downloading a PDF report please contact crsevaladmin@tru.ca