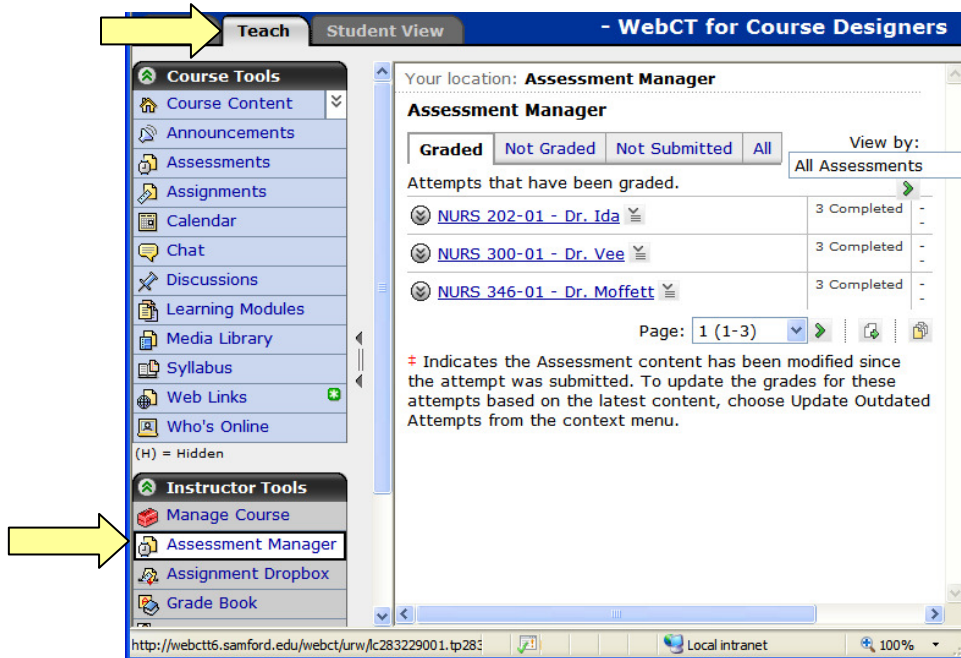


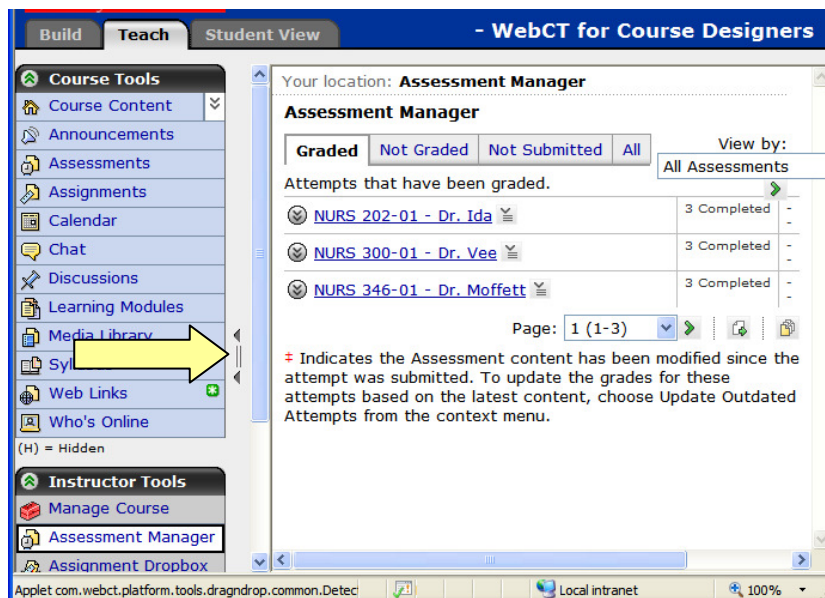
Printing Course Evaluation Results

Please follow these steps to print course evaluation results for your department.

1. Log in to Blackboard.
2. Click the name of your department's evaluation course, e.g., **2007S Evaluations – 2007 NURSE Evaluations**.
3. Click the **Teach** tab.
4. Click **Assessment Manager**.



5. Click on the double lines to collapse the **Course Menu**.

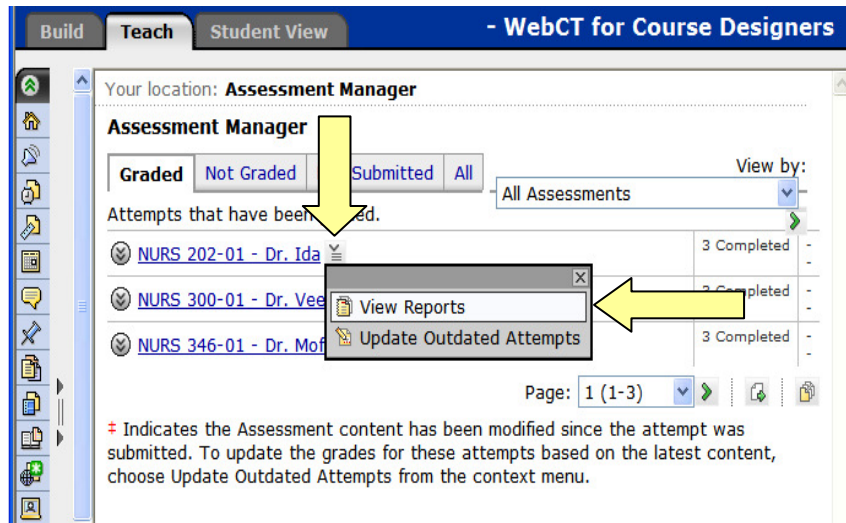


Handout 9: Printing Course Evaluation Results

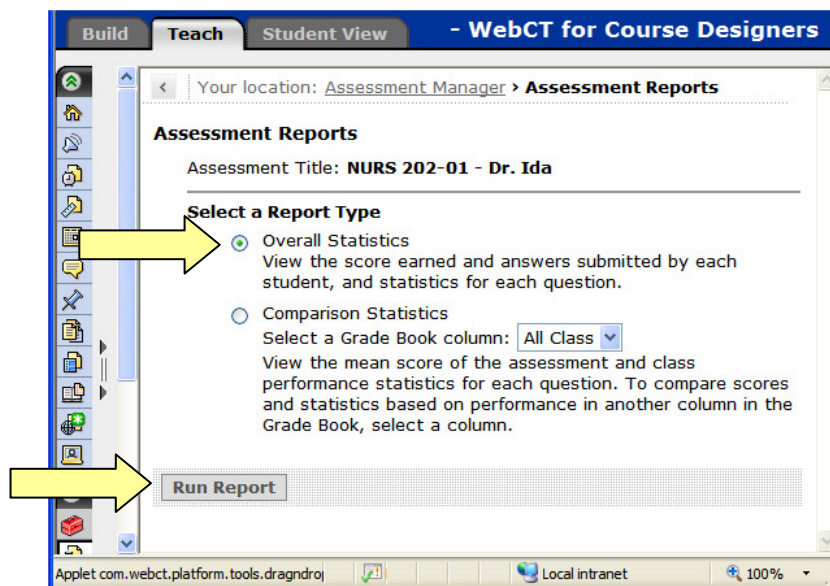
6. Go to the first course, then click the grey ActionLink icon.

Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.

7. Select **View Reports**.

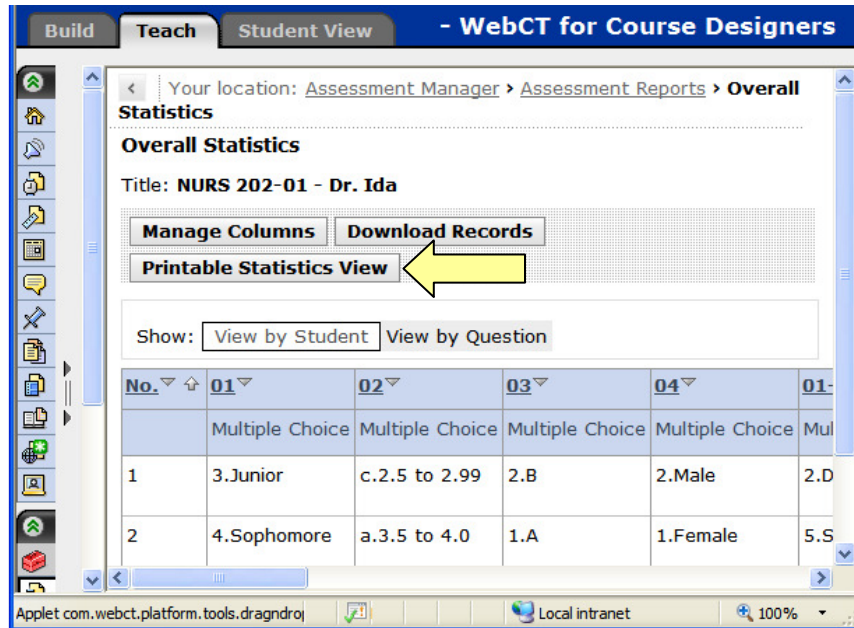


8. Select **Overall Statistics** by clicking the radio button, then click **Run Report**.

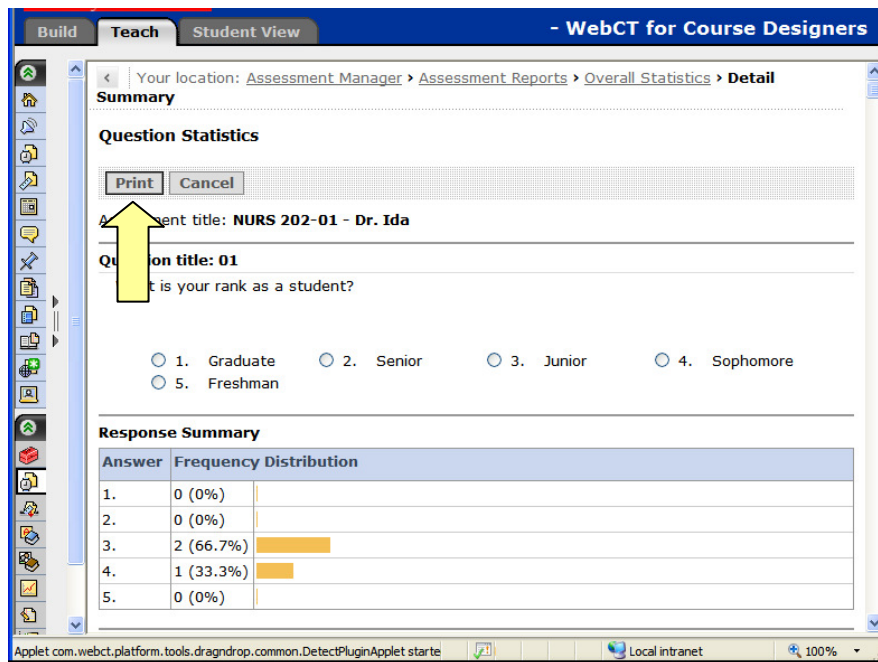


Handout 9: Printing Course Evaluation Results

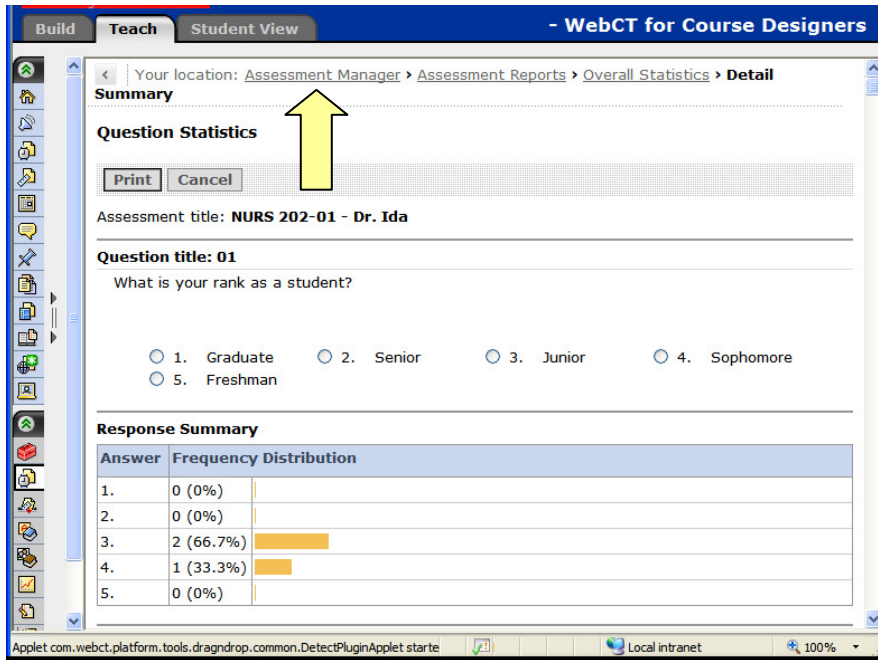
9. Click **Printable Statistics View**.



10. Click **Print**.



11. Click **Assessment Manager**.



12. Go to the next course and repeat steps 6 through 11.

Need more help?

For additional assistance with Blackboard, please contact Lisa McNeal or Joe Zellner:

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