

Dear Faculty,

Course Evaluation Reports for Spring 2022 are now available in a new Qualtrics Course Evaluations platform. All course evaluation response results onward can be accessed through this new system. Please follow the instructions below to access your reports.

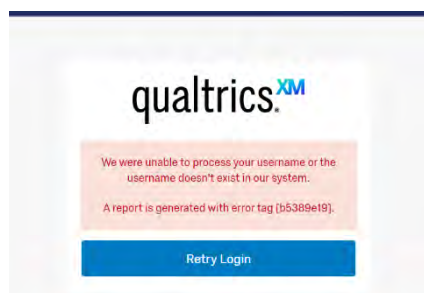
Instructions for pulling your Course Evaluation Reports out of Qualtrics Course Evaluations:

1) Navigate to the Qualtrics URL or copy and paste into your browser:

<https://wssuevaluations.qualtrics.com>

2) Enter your WSSU credentials to login to the dashboard.

If you receive the following error message, please contact Dr. Cheryl Thomas thomasca@wssu.edu



3) After logging in you will automatically be taken to the Course Evaluation Dashboard

a) Use the tabs at the top of the page to navigate between pages.

5) Use the filters at the top of each page to choose a specific course and/or semester.

6) Click on the Export icon in the top right corner to download a copy of your report.

*Selecting **Download Dashboard** will allow you download the current page in a format you choose. PDF is the recommended format.*

7) Choose the file type you'd like to export (PDF, JPG, CSV, or TSV), and click Export.

We recommend changing browser zoom settings if navigating to Export button is difficult

8) Once your report has been generated, you can save and open the file.

Note: Institutional Assessment & Research is working to integrate course evaluations results preceding Spring 2022 into the new Qualtrics Course Evaluation platform. Course Evaluation results from semesters preceding Spring 2022 are currently only accessible through the previous Qualtrics Vocalize platform:

<https://wssuiar.co1.qualtrics.com/Q/MyProjectsSection>

If you are unable to access your reports, please contact Dr Cheryl Thomas or Ms. Keena Jones for assistance at thomasca@wssu.edu or joneskl@wssu.edu .

Thank you!

Institutional Assessment & Research