

## Accessing Your Course Evaluation Reports

About 2 weeks after final grades have been released to the students, faculty will receive an email(s) with a hotlink to the course evaluation report(s).

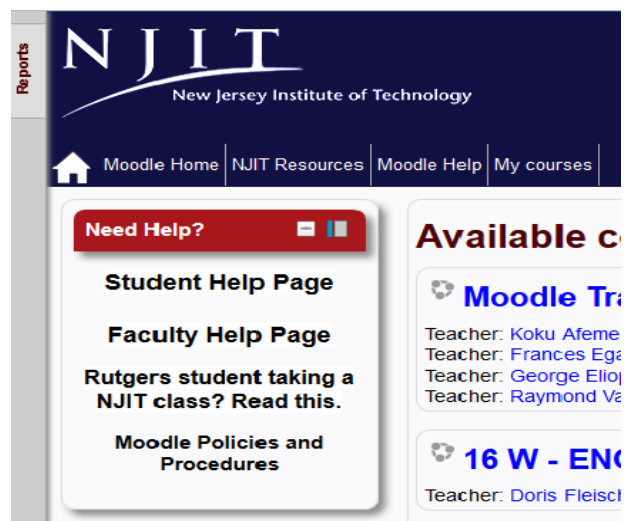
Reports for the current or previous semesters can be accessed by signing on to the Moodle **Home** screen: <http://moodle.njit.edu/>

Authentication is required (UCID and UCID password).

The **Reports** block will be on the right hand side of the screen. (See example below)



If you don't see the **Reports** block, look at the dock area on the left of your screen. (See example below)



Click on the Reports button to access the Reports block. Click on the report for the semester that you want to view. If prompted for a data source, choose instructors, dashboard, view reports, select report(s) and download (look for download button).

It is best to download your reports(s) to a secured drive.

**Reports also can be accessed via Highlander Pipeline.**

Login in to Highlander pipeline using your ucid and ucid password:

1- Click on faculty/staff services tab

2- Go to **Faculty Specific Resources** window (in middle of screen), click on Course Evaluation (hotlink),

3- When prompted for a data source, choose instructors, click on dashboard, view reports, select (all) report(s) and download (look for download button). Un-zip pdf.

**Issue: Cannot see the pdf reports.**

Reconfigure your browser to work with Acrobat or Reader plug-in.

Visit: <https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html>