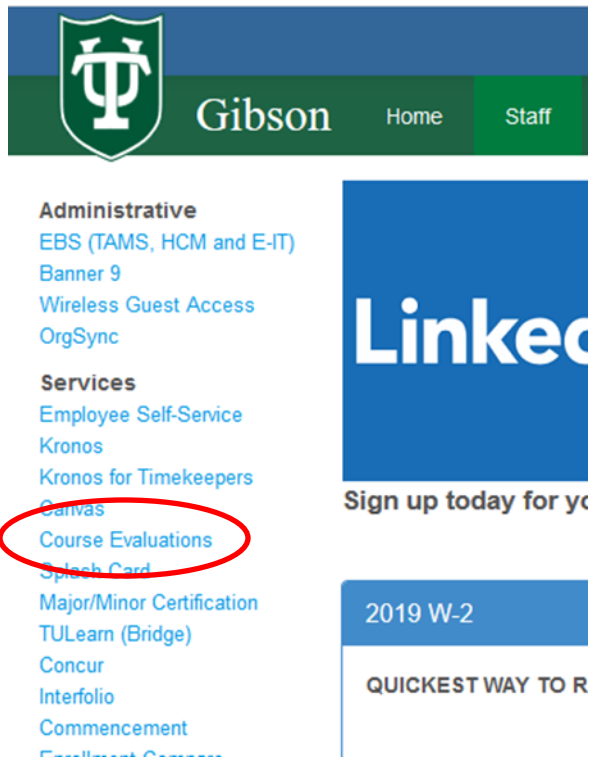


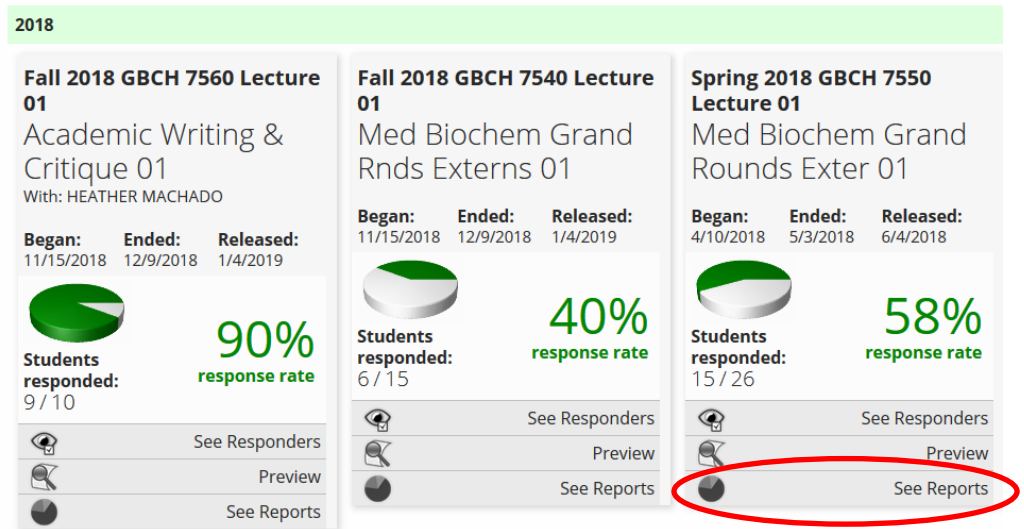
Steps to Save Course Evaluation Reports Using SmartEvals

Note: The email of the person logging in and pulling the PDFs should have <username>@Tulane.edu as their email in the SmartEvals system

Login to Gibson and click on Course Evaluations



In the myEvalCenter go to the course for the year and term. Click on See Reports



Steps to Save Course Evaluation Reports Using SmartEvals

Note: The email of the person logging in and pulling the PDFs should have <username>[@Tulane.edu](mailto:username@Tulane.edu) as their email in the SmartEvals system

Look to the top right and click on Export

sec: 01 2018 Spring

Export

Choose Columns

Choose Questions

Export the reports in PDF format unless additional calculations will be made.

PDF: Portable Document Format ▼

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Export Options

Export