Printable Information – Details & Directions:
Email Sent:
To: nkufaculty@listserv2.nku.edu on behalf of Grace Hiles hilesg1@nku.edu
Sent: 1/19/2023
Copied: Christopher Lawrence
Subject: Attn: NKU Faculty: Course Evals - RPT, APR! Don't Delay-Download Now!
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This semester, the university will shift to a new course evaluation system, Explorance Blue. Faculty will retain access to the CollegeNet course evaluations until February 25th, after which the reports will no longer be available.

Please **download all CollegeNet course evaluation information that may be needed for future reference (e.g., RPT, APR)**. To do so, please visit the following link:

https://inside.nku.edu/eval.html

Select "FACULTY - LOG IN" at the top. Once logged in, the My Courses page is displayed. This page provides two tab options:

- Course Reports
- Web Optics - with graphics.

To access your course reports, click the Course Reports tab.  You will see your courses with PDF and Excel icons to the right of each course. These are your reports. Click the report to open an individual file.

If you would like to do a bulk download, you can click the blank boxes to the left of each course title. Upon doing so, a link will appear near the top of the page that reads "You have X items in your batch download Queue. Create Batch File."

Clicking that (when ready) will cause another window to appear, offering you options for how you would like the Batch to work (i.e., whether you want a Zip file, one massive PDF, etc.). Once the items are set to your preference, click "Process Batch."

Once the batch processes, a "download" button will appear. Click that, and your file should download.

Sent on behalf of:
Christopher Lawrence
Faculty Senate TEEC Chair
lawrencec7@nku.edu