

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 through Highlander Pipeline, Canvas (<https://canvas.njit.edu/>) or the *NJIT GO* application. Authentication is required (UCID and UCID password).

Accessing Your Reports through Canvas

Log in to your course in Canvas, click Faculty Evaluation Course Reports on the menu on the left side of the screen.



Click on the report that you want to view. If prompted for a data source, choose instructors, view report dashboard, select report(s) and download. (look for download button). It is best to download your report(s) to a secured drive.



IT IS BEST TO ACCESS YOUR REPORTS USING CAMPUS PIPELINE.

Accessing Your Reports through Highlander Pipeline

Course evaluations can be accessed through the Faculty/Staff services block in Highlander Pipeline. This method provides simplified access to all historical course evaluations for instructors. At the NJIT home page, click on MyNJIT Login to access Highlander Pipeline using your ucid and ucid password:

- 1- Click on Faculty/Staff services (on left side of screen)
- 2- Scroll down to **Academic & Faculty Services** block, click on Course Evaluation service –by Explorance Blue (hotlink).

Academic & Faculty Services

- [Activity Insight for Faculty | Information](#) - by Digital Measures
- [Course Evaluation Service](#) - by Explorance Blue
- [Grade Change Request Service](#) **
- [Moodle Learning Mangement System \(LMS\)](#) - by Blackboard
- Faculty and Instructor Banner Quick Links: by Ellucian
 - [Course List \(Summary/Detailed\)](#) *
 - [Final Grades](#) *
 - [Verification of Presence](#)

3-At the Explorance screen, when prompted for a data source, choose INSTRUCTORS.

Method 1

You should see all your reports. **Reports can be searched by keywords including topic or instructor name.** If you don't see the report(s) you want, **turn on the show child report switch.** See yellow highlight. **If still don't see all your reports** scroll down and click on view more. See yellow highlight.

No tasks found

Reports

5 of 6 (filtered from 10346 tasks) Show child reports Sort by Subcategory

View the Individual Report report
2014 Fall

View the Individual Report report
2015 Fall

View the Individual Report report
2015 Spring

View the Individual Report report
2016 Fall

View the Individual Report report
2016 Spring

[View 1 More](#)

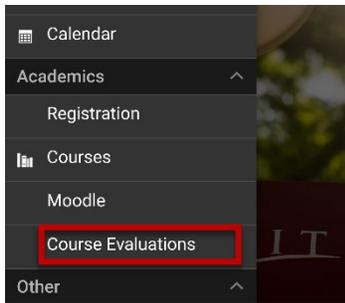
Click on the pdf icon  for each report to download your report(s).

Method 2

If you only want to see your reports for a particular semester, type the semester and year (e.g. Spring 2017) that you want to view in the search window. **Reports can be searched by keywords including topic or instructor name.** **Turn off show child report switch.** Click on report title (e.g. View the Individual Report). View reports, select (all) report(s) and download (look for download button). Un-zip pdf.

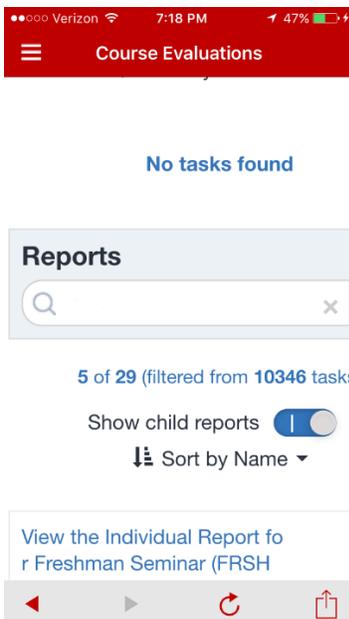
Accessing Your Reports through NJIT GO

To access existing course evaluation reports through the *NJIT GO* application, faculty should first select Course Evaluations from the main menu.



Login in using your ucid and ucid password:

At the Explorance screen, when prompted for a data source, choose INSTRUCTORS. You should see all your reports.



Reports can be searched by keywords including topic or instructor name.
If you don't see the report(s) you want, **turn on the show child report switch.**

By scrolling down, instructors can select the appropriate course evaluation report to view.
If still don't see all your reports scroll down and click on view more.



Click on the pdf icon for each report to download your report(s).

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>

